



Site User Permissions

Definitions – Onsite Track Easy
Employee Management System

CAN CREATE ACCESS KEYS

This gives the user permission to create access keys or minimum requirements to enter site e.g. If a site has an access keys set up to only allow access if the individual holds a current drivers licence and construction induction card, the logpoint would notify the individual at the time of logging in, that they do not meet these requirements and therefore cannot enter site until these minimum requirements are met.

CAN ASSIGN ACCESS KEYS

This gives the user permission to assign or allocate access keys to cardholders.

CAN ASSOCIATE CONTRACTORS

This gives the user permission to associate contractor to your site which are already in Onsite through another project or site.

CAN TRANSFER CARDHOLDERS

This allows the user to transfer a cardholder from one company to another.

CAN PRINT CARDS

This allows the user to print cards with compatible printing equipment.

CAN MANAGE SAFETY SELECTIONS

This gives the user permission to set up and manage the randomised “Safety Selection” feature that can be used at logpoints.

CAN EDIT SITE SETTINGS

This gives the user permission to edit the various site settings applicable to their site (e.g. address details, expiry reminder settings, sticker printer settings, evacuation shortcut, and many others).

CAN MANAGE SITE ALERTS

This gives the user permission to set up and manage site alerts which can be emailed to designated people or groups (e.g. fatigue, access refused, BAC limit exceeded, printer problems, and more).

CAN CONFIGURE LOGPOINTS

This gives the user permission to configure logpoint behaviour, particularly the required page flow (e.g. include the “Fit for Work” and “Messages” pages, but don’t show the “Activities” page).

CAN EDIT ADMIN NOTES

This gives the user permission to edit Admin Notes entered by other users after critical edits are made.

CAN DOWNLOAD FILES

This gives the user ability to download files from Onsite Track Easy.

CAN UPLOAD FILES

This gives the user the ability to upload files within Onsite Track Easy including but not limited to competencies, certifications and profile general tab.

CAN ACCESS PRIVATE DATA

Some document containing personal information is regarded as private. Only those users with 'can access private data' permission can view documents marked as private.

CAN EDIT INCOMPLETE ACTIONS

This gives the user to process and edit incomplete actions which is general used for card printing.

CAN PROCESS ESCALATED ACTIONS

This gives the user permission to process "actions" that have been escalated by another user (Typically company compliance issues escalated from Pegasus Safety back to the company).

CAN PROCESS PENDING DATA

This gives the user the ability to process and approve pending data which can include but is not limited to company, cardholder and booking approvals.

CAN PROCESS PENDING SMS REVIEWS

This gives the user access to view submitted safety management reviews and approve or return.

CAN ENDORSE PENDING ASSESSMENTS

This gives the user permission to "endorse" a pending Rail Industry assessment processed by a R Industry Worker Assessor that has been set up to require endorsement.

CAN MANAGE CREWS

This gives the user permission to set and edit crews or teams in Onsite Track Easy. Crews are generally set up for reporting purposes.

CAN MANAGE TRAINING

This gives the user permission to set up and manage Training Events, Training Event Templates and Training Venues in their site.

CAN MANAGE MERGE TEMPLATES

This gives the user the ability to add new merge templates and edit existing merge templates in Onsite Track Easy which are used for card printing.

CAN PERFORM ID CHECKS



This gives the user permission to process and pass Rail Industry Worker ID check applications directly in the website, without the need for the external Australia Post ID check system.