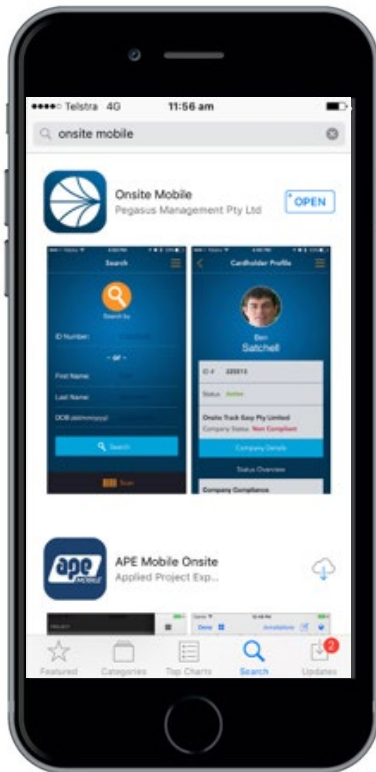
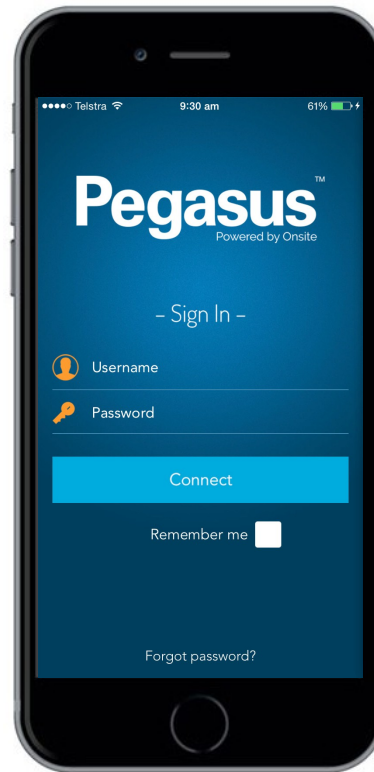


Mobile App User Guide

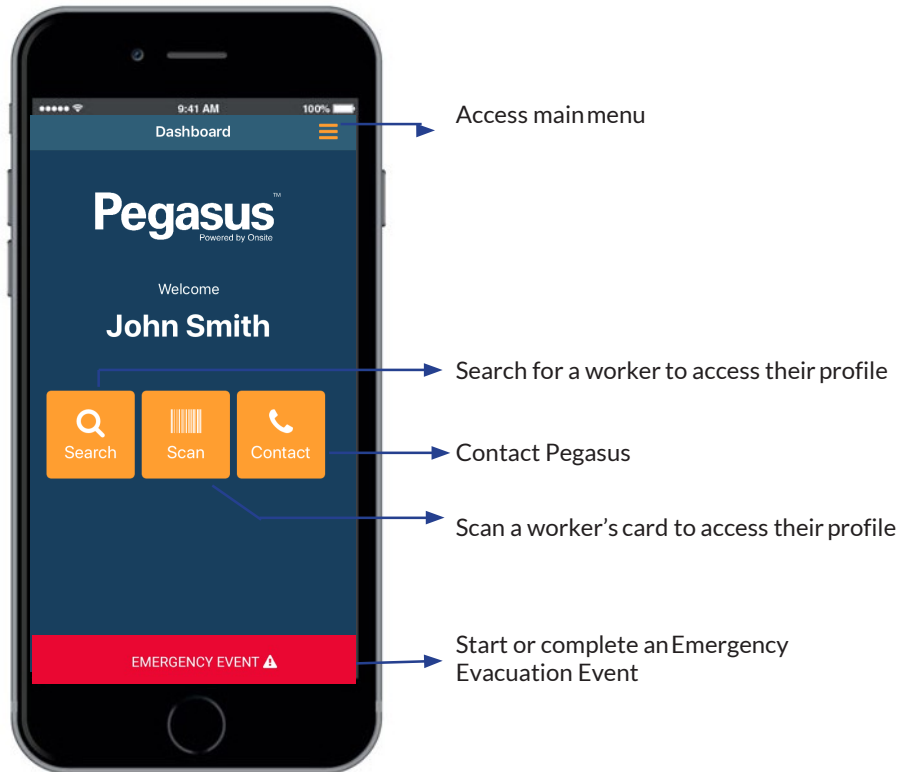


Download and open the Onsite Mobile App from the Apple App store or Google Playstore.

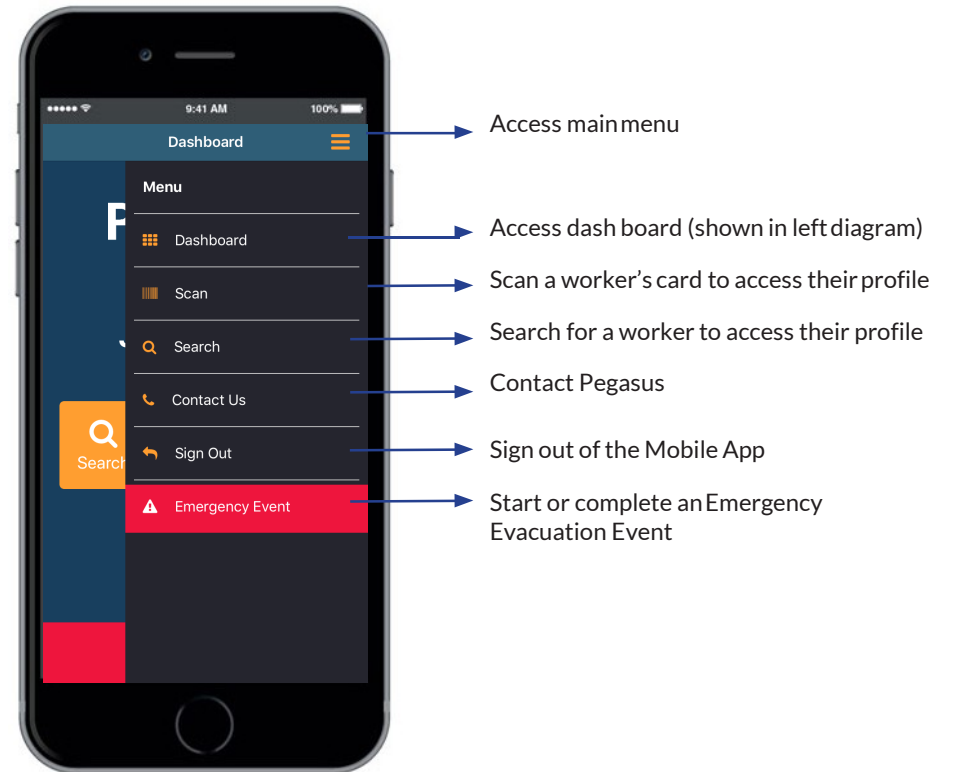


Login by using your username and password (if you are an approved user) from your mobile device.

Navigation

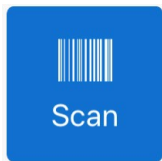


After login, you will land on the User Dashboard. The options above describe the functionality of each button on the dashboard.

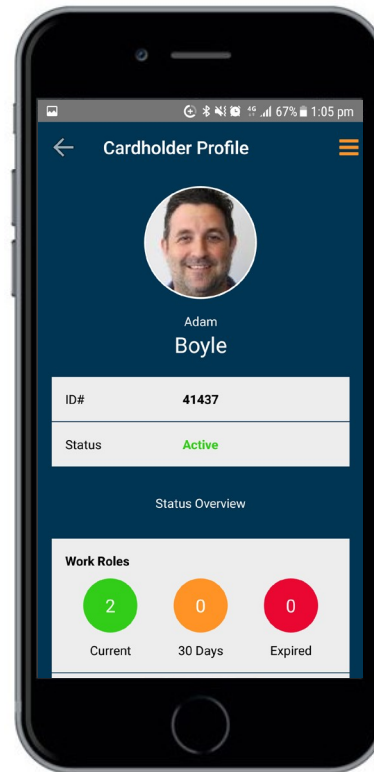


Each function can also be action by clicking the main menu button as shown above. Each menu item is described above.

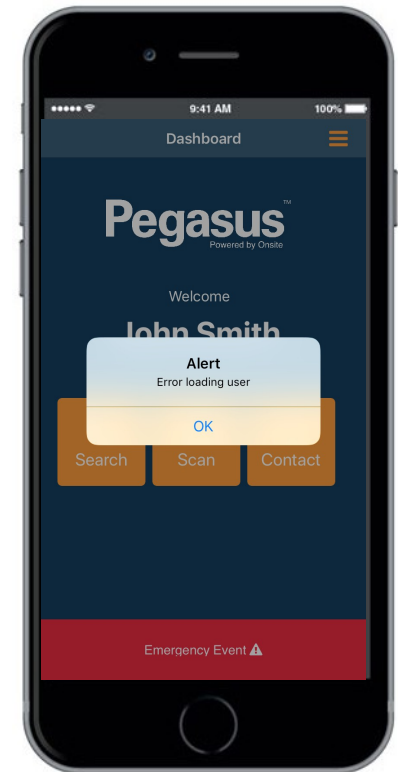
Scanning a Card



After clicking on the Scan button, hold the camera over the QR code on the card to access a worker's profile.

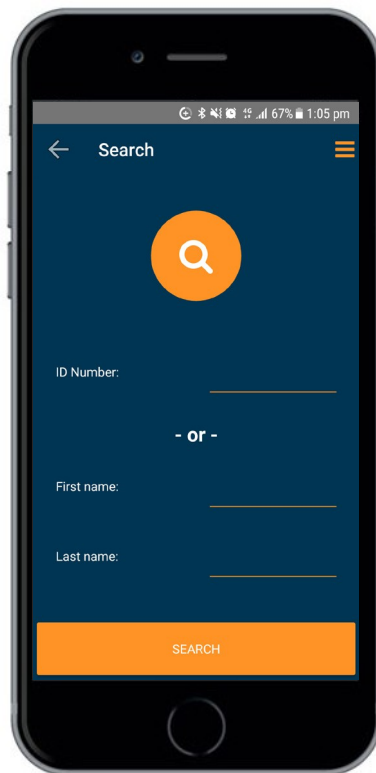
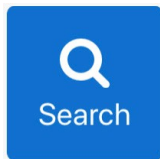


If accessible by the user, the user's profile will appear.

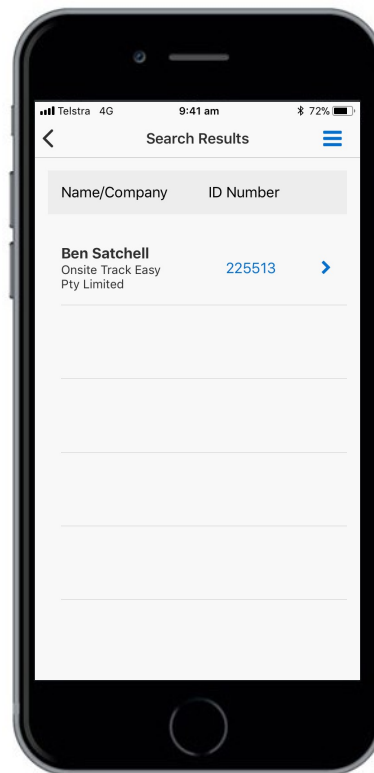


If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

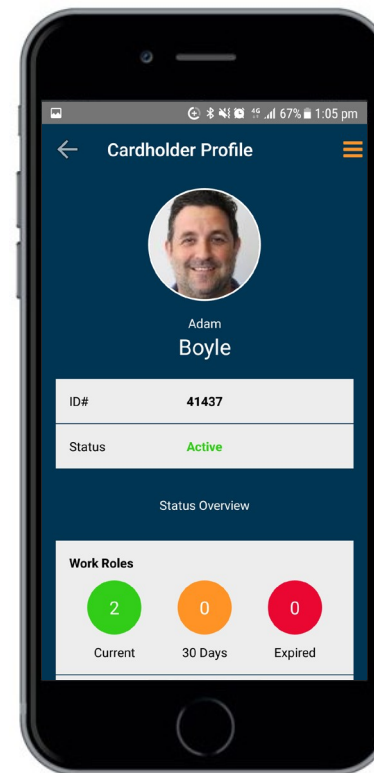
Searching for a Worker



After clicking on the Search button, input the appropriate field to search for a person on the site or project when their card is unavailable.



A list of the people matching the search criteria will be returned. Click on the appropriate person to access the user's profile.

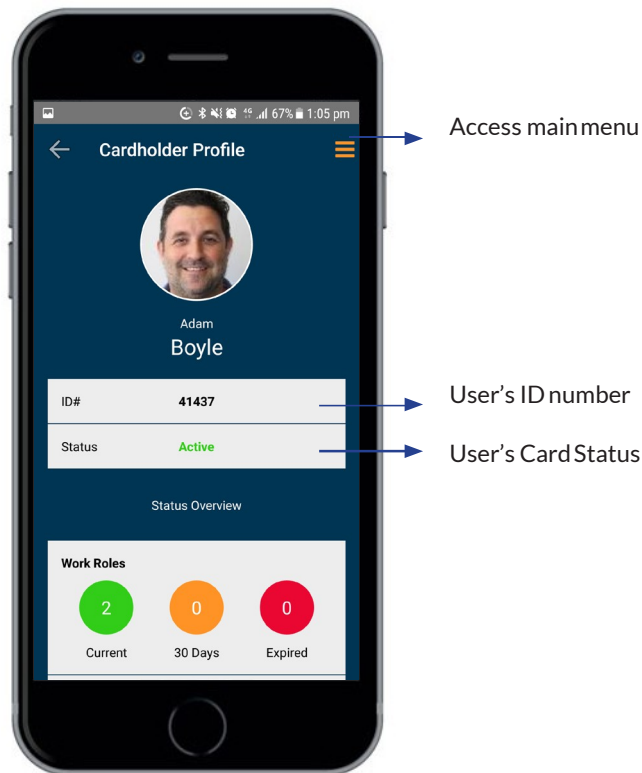


If accessible by the user, the user's profile will appear.

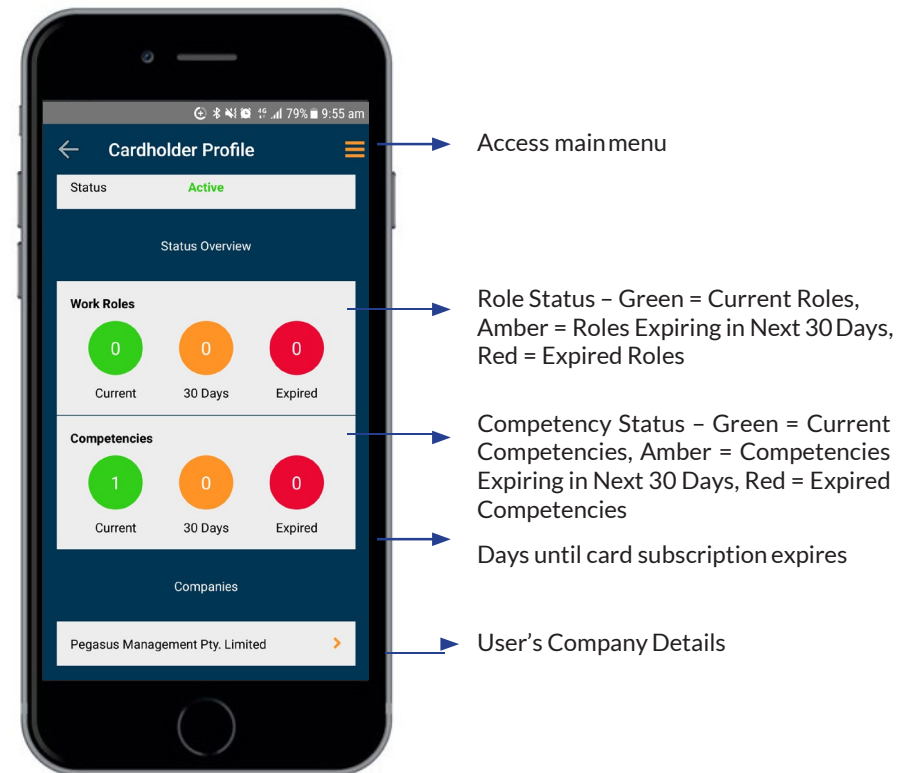


If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

Accessing a Worker's Profile

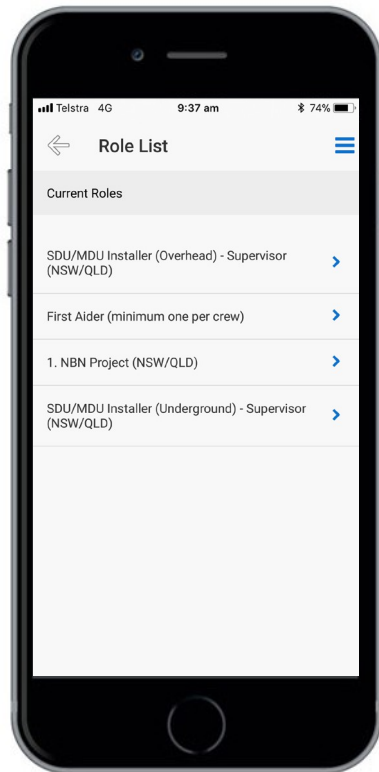


The above description defines the user functionality available when accessing the Worker's Profile.

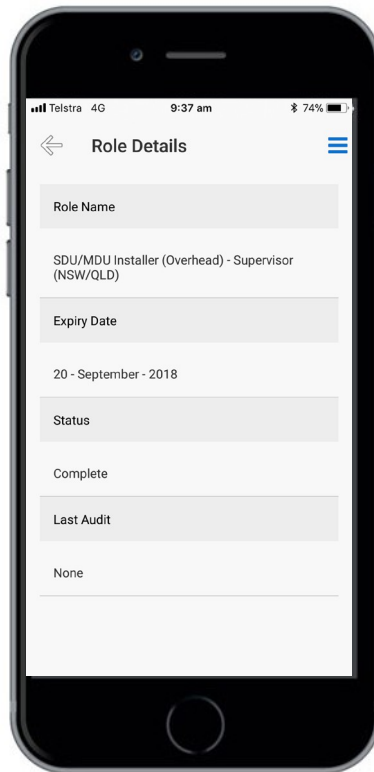


If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

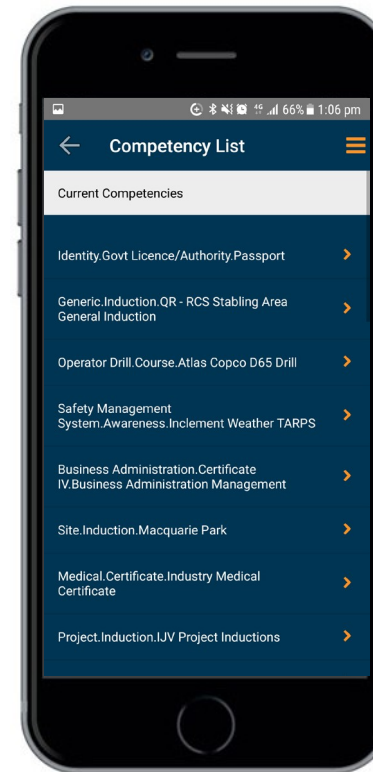
Accessing a Worker's Profile



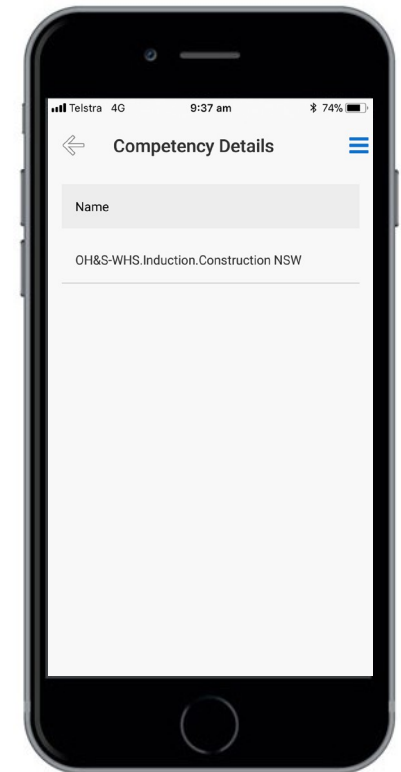
Role List: When clicking the work role status buttons on the profile, a list of roles will be displayed categorising current, expiring and expired roles.



Roles Details: When clicking a specific role, the expiry, status and audit details for the role are displayed.

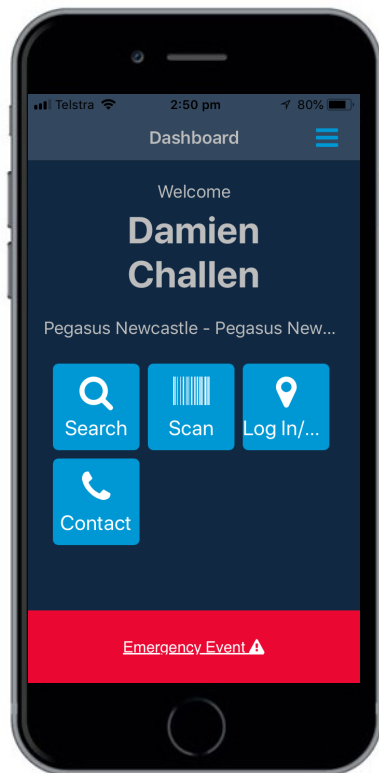


Competency List: When clicking the competency status buttons on the profile, a list of competencies will be displayed categorised by current, expiring and expired competencies.

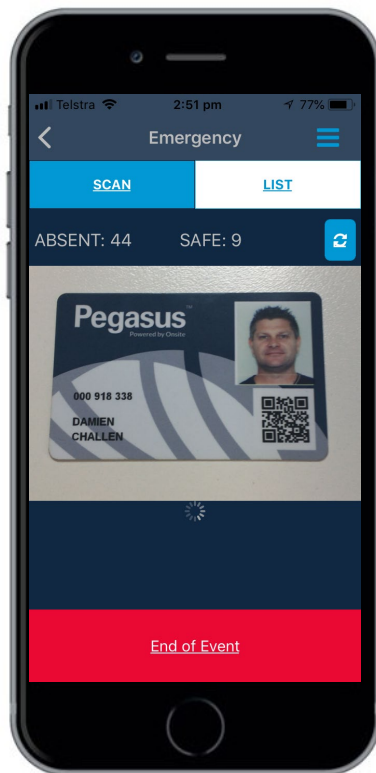


Competency Details: When clicking the specific competency, the expiry details for the competency are displayed.

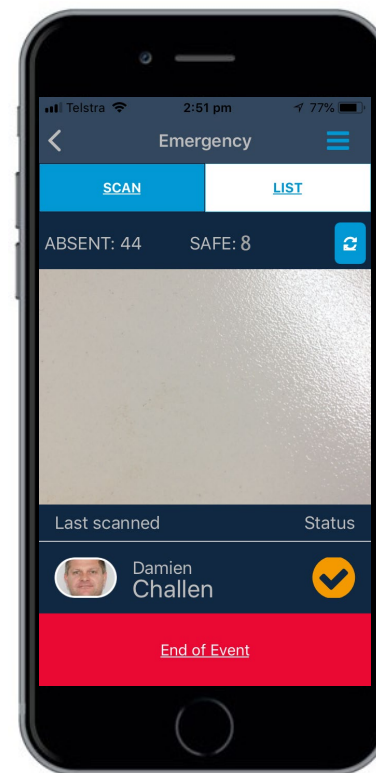
Running an Emergency Event



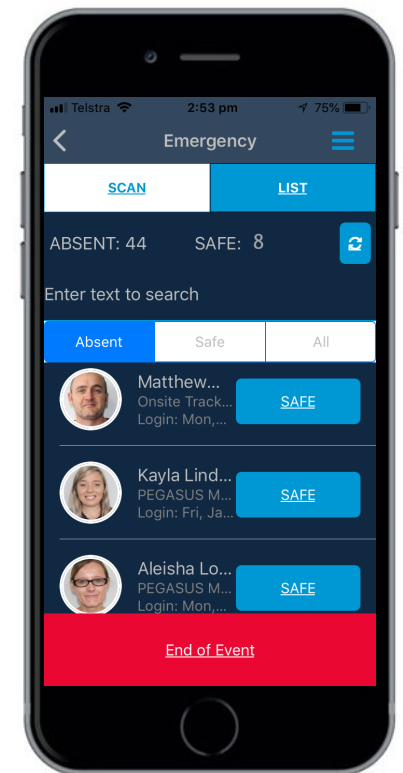
To Start an Emergency Event, you can click the red **EMERGENCY EVENT** icon at the bottom of the page, or from the Main Menu in the top right.



The App shows the number of people that are listed as being on site. The Scan Card option starts automatically. Scanning a card's QR or Barcode automatically checks the person against who is marked as being onsite.

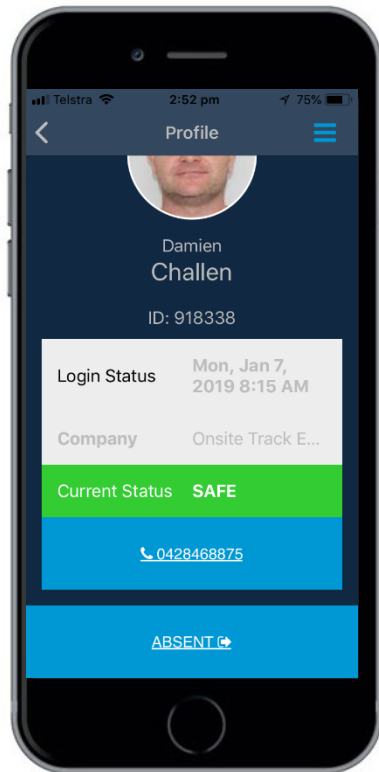


If a valid scan takes place, that person is automatically listed and ticked off. The number of absent people will decrease as they are ticked off.

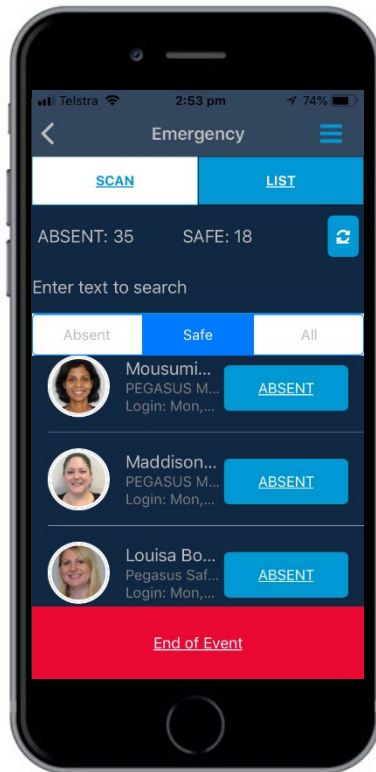


You can enter text to search for a person or, manually click on **LIST** to bring up people listed as logged in at site. Under the **ABSENT** column, you can manually press **SAFE** if they do not have their card to scan.

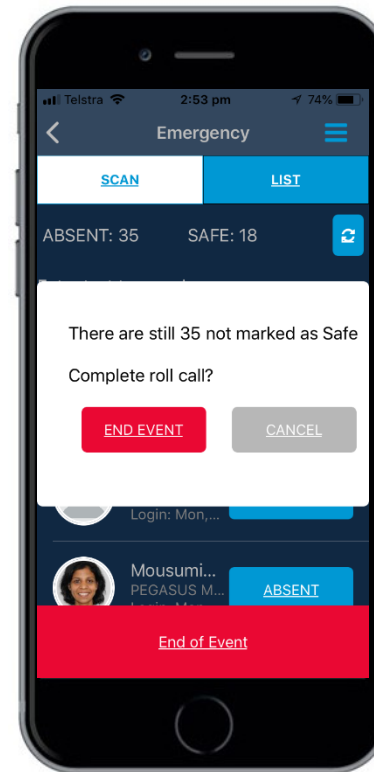
Running an Emergency Event



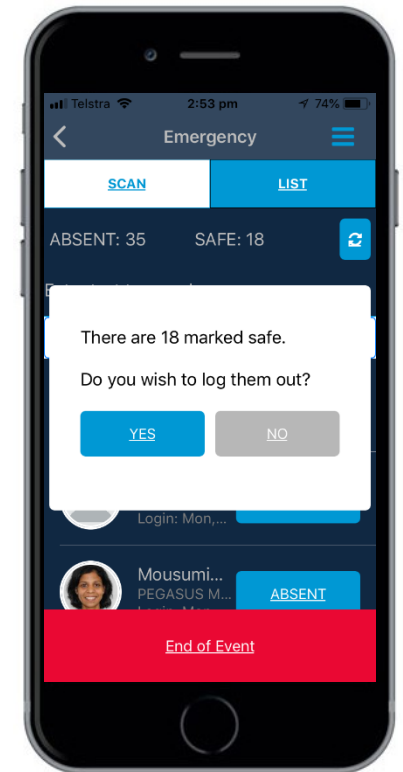
You can click on a persons photo to open their profile. It shows login time and current status. Pressing their phone number brings up the option to call them. You can click **SAFE/ABSENT** from this screen to change their status.



You can just click between the three options **ABSENT/SAFE/ALL** to find the people you need to check off (or change if accidentally selected). The totals will change accordingly.



Press **END OF EVENT** button to close this event. If any people are not all logged off, it will notify you.



A confirmation pop up will appear if you wish to log off these people that you have marked as safe. Click **YES** if the event is over and you wish to force the logoff for these people. They will then be logged off Onsite Track Easy.

PegasusTM
Powered by Onsite

For questions or assistance please call 1300 131 194
or email support@onsitetrackeasy.net.au