Mobile App User Guide
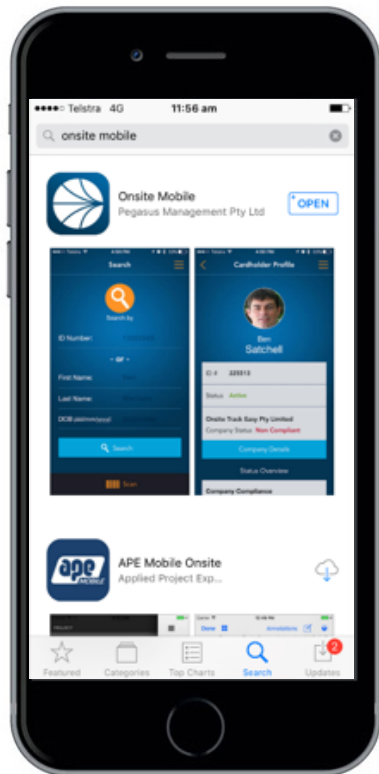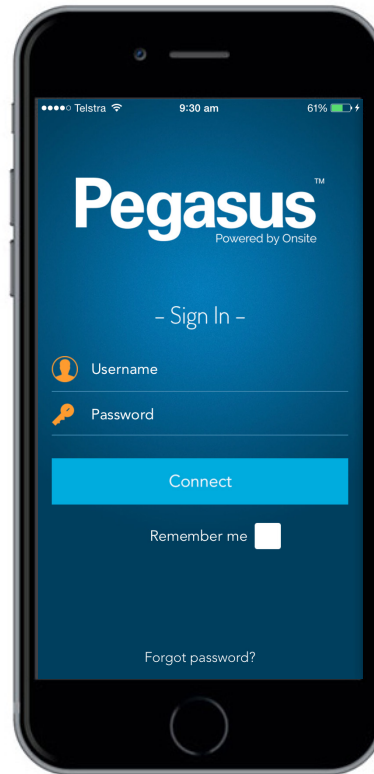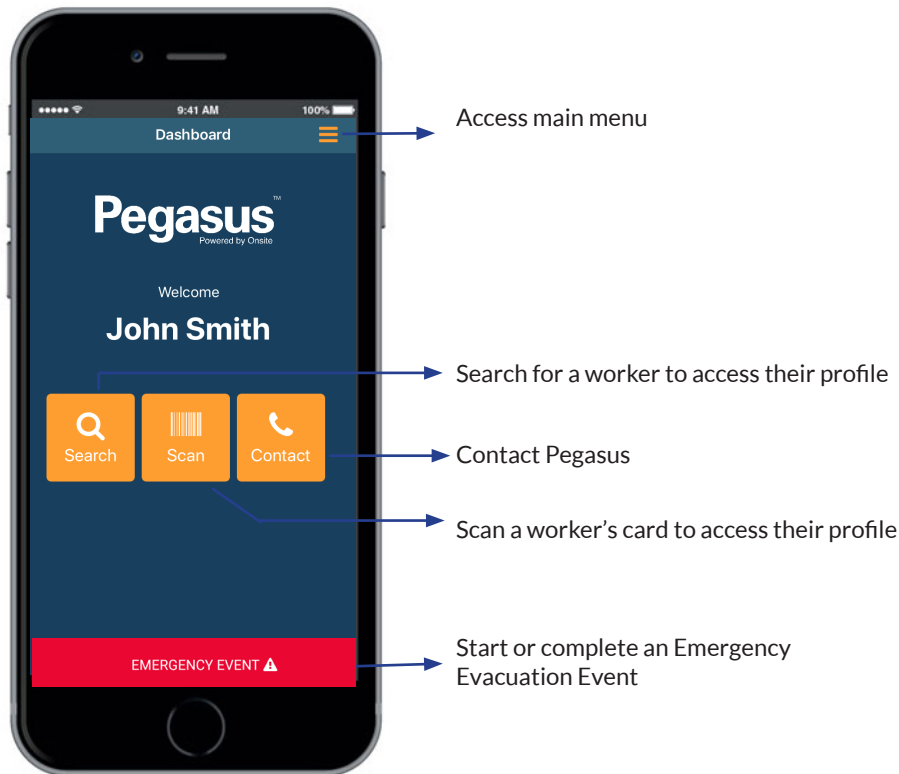
Pegasus™
Powered by Onsite

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

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

Navigation

Access main menu

Search for a worker to access their profile

Contact Pegasus

Scan a worker's card to access their profile

Start or complete an Emergency Evacuation Event

Access main menu

Access dash board (shown in left diagram)

Scan a worker's card to access their profile

Search for a worker to access their profile

Contact Pegasus

Sign out of the Mobile App

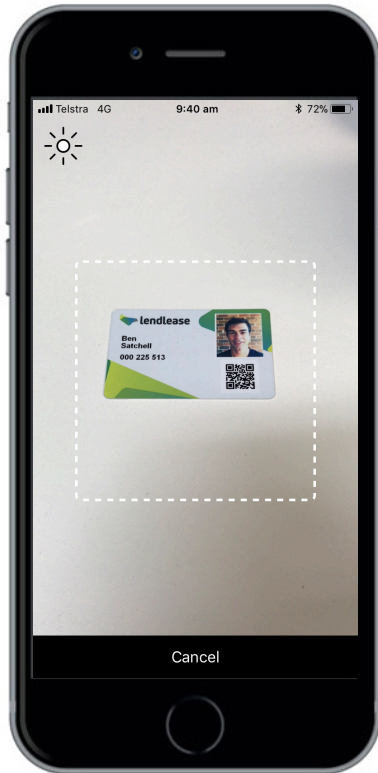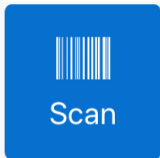Start or complete an Emergency Evacuation Event

After login, you will land on the User Dashboard. The options above describe the functionality of each button on the dashboard.
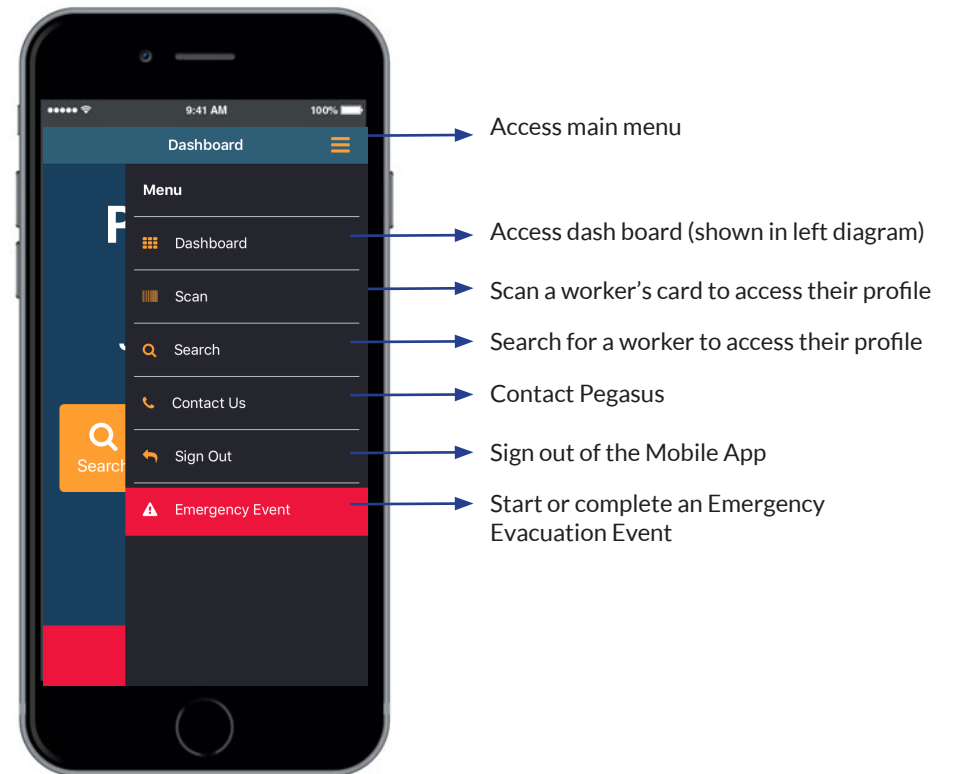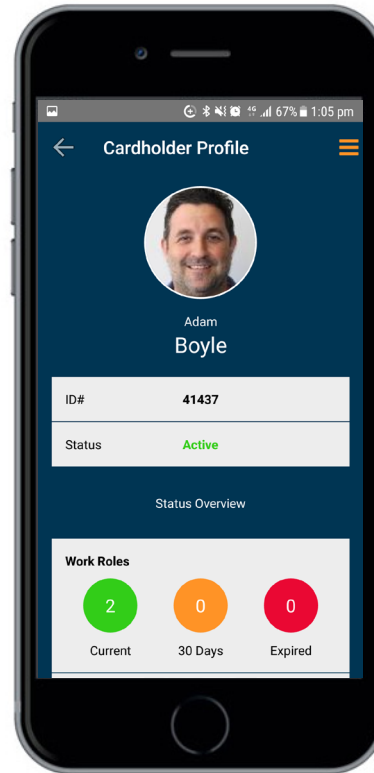
Each function can also be action by clicking the main menu button as shown above. Each menu item is described above.

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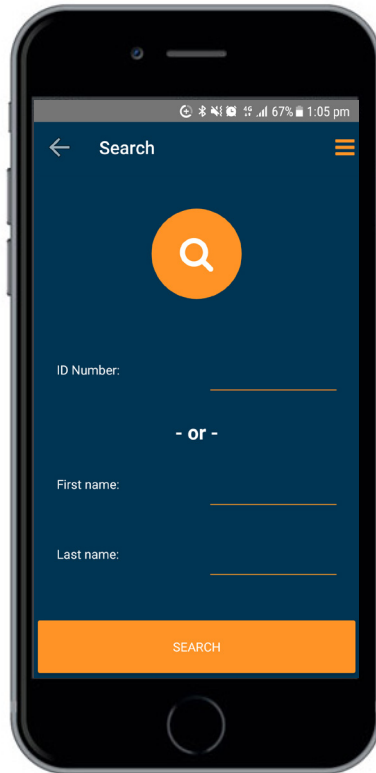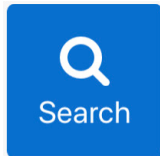
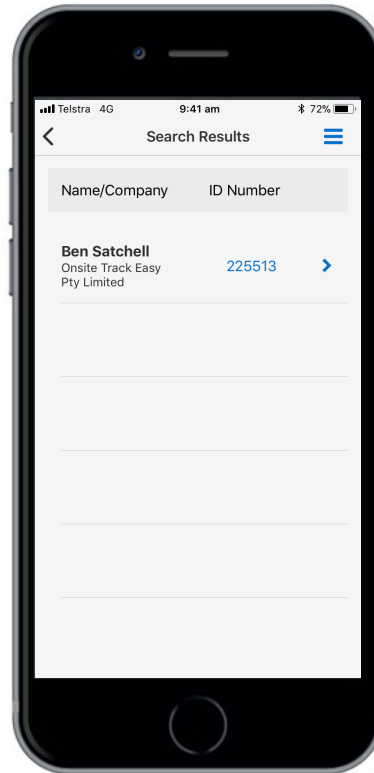If accessible by the user, the user's profile will appear.

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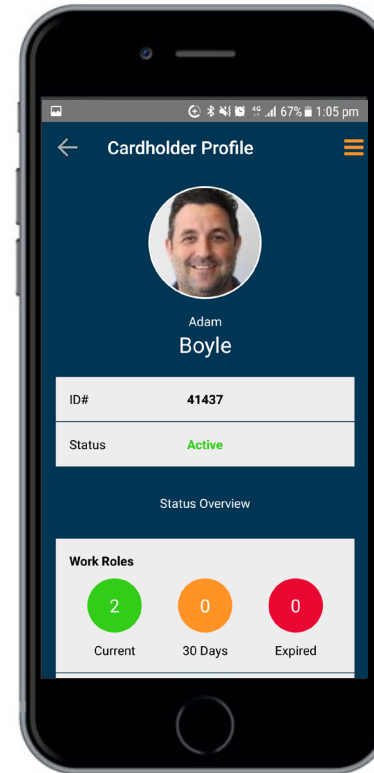
Searching for a Worker

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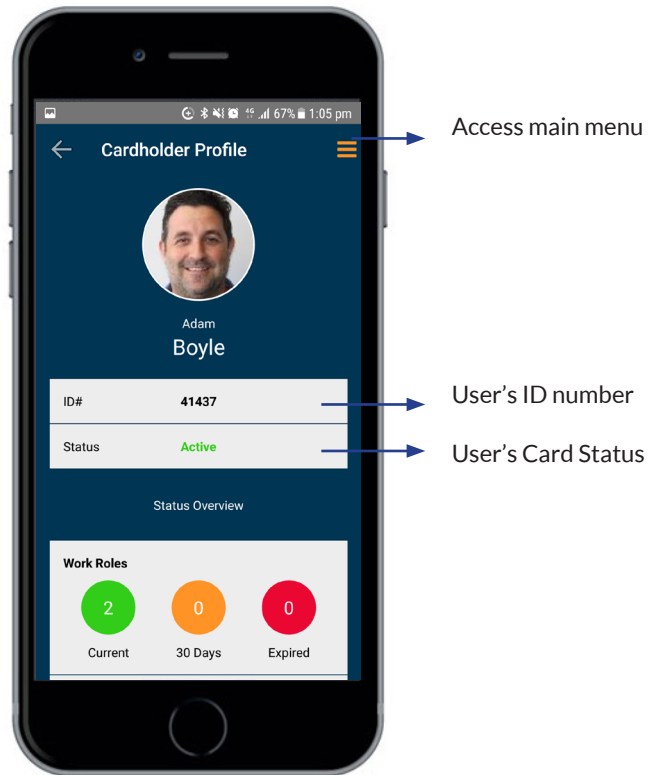
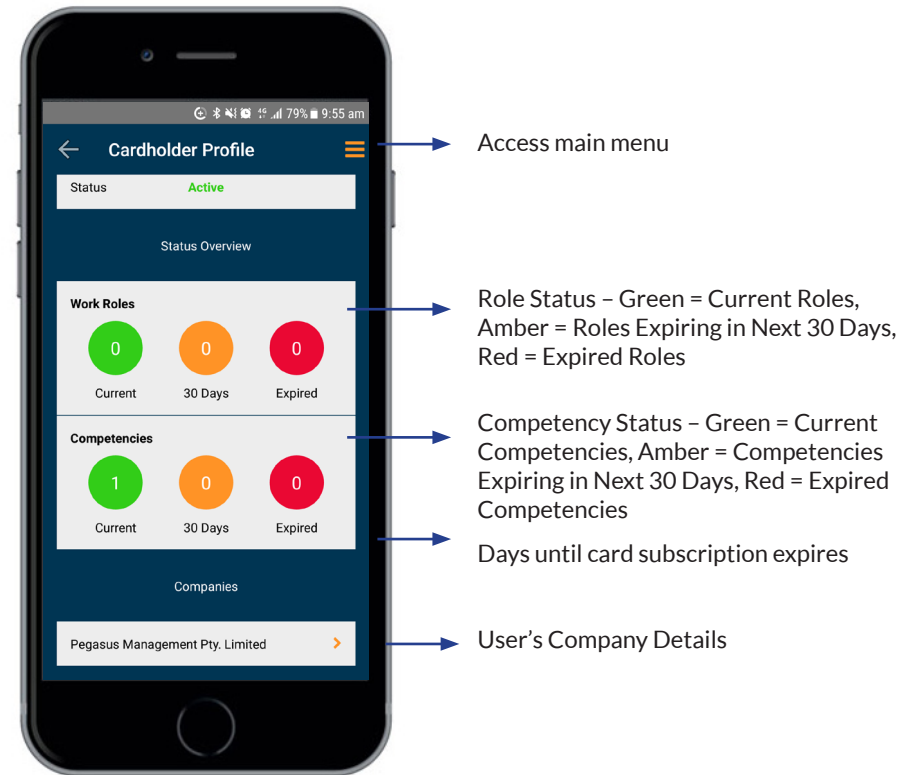If accessible by the user, the user's profile will appear.

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

Access main menu

User's ID number

User's Card Status

Access main menu

Role Status – Green = Current Roles, Amber = Roles Expiring in Next 30 Days, Red = Expired Roles

Competency Status – Green = Current Competencies, Amber = Competencies Expiring in Next 30 Days, Red = Expired Competencies

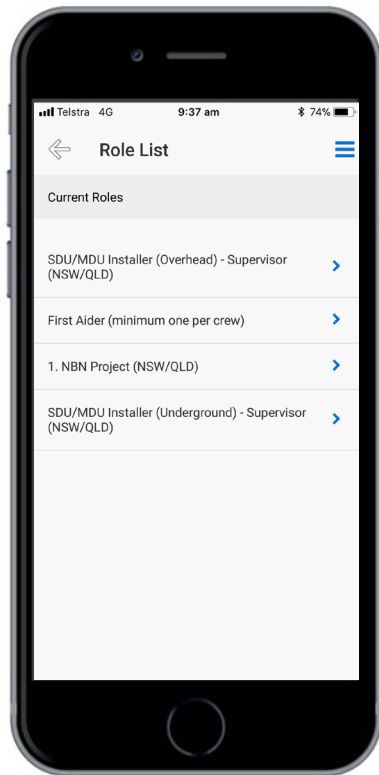Days until card subscription expires

User's Company Details

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.
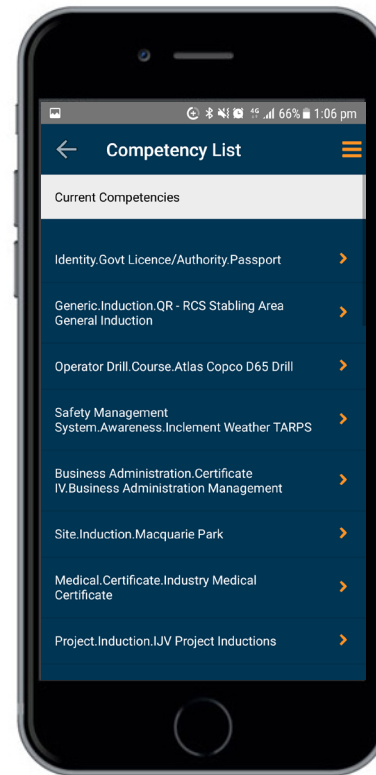
Accessing a Worker's Profile

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.
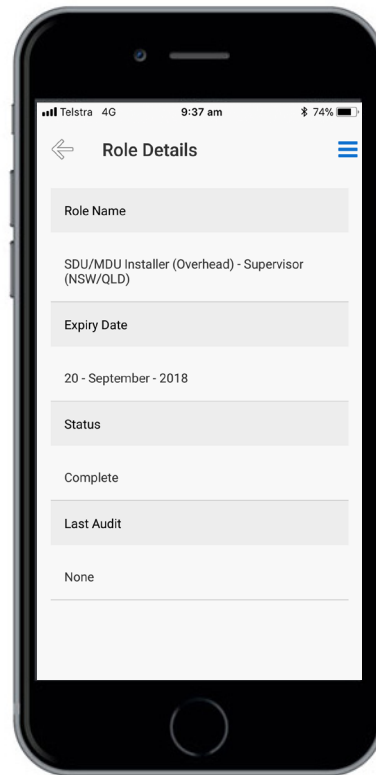
Roles Details: When clicking a specific role, the expiry, status and audit details for the role are displayed.
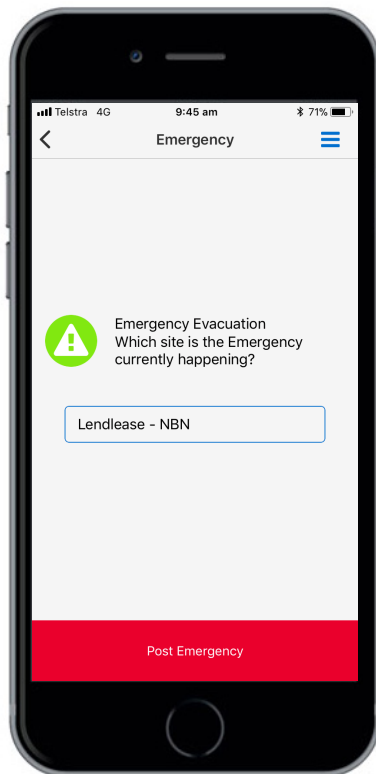
Competency List: When clicking the competency status buttons on the profile, a list of competencies will be displayed categorised by current, expiring and expired competencies.
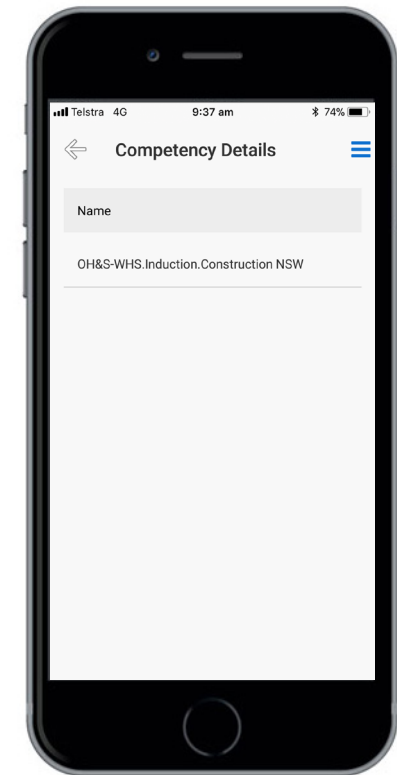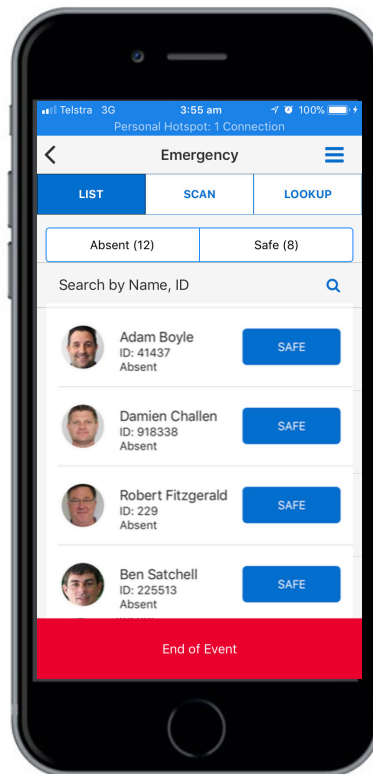
Competency Details: When clicking the specific competency, the expiry details for the competency are displayed.

Running an Emergency Event

Emergency Event ⚠

After clicking on the Emergency Event button, you will be asked which site the emergency evacuation is taking place at.

A list of people currently on site appears. Simply click on the **SAFE** button to mark the attendance of the worker. You can also search by name and ID to find the worker or scan the worker's card by clicking the **SCAN** button.
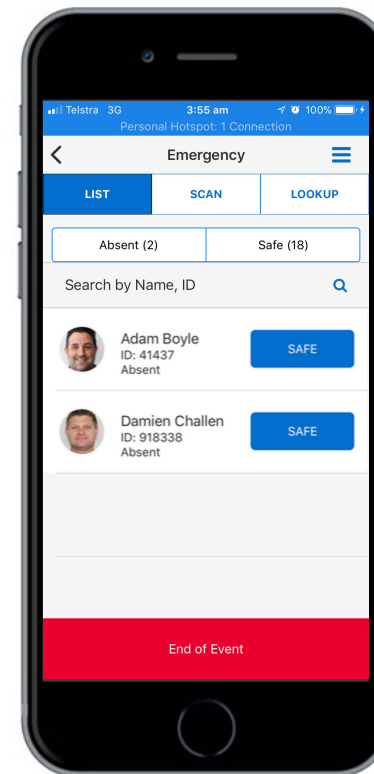
To confirm the list of safe people click on the **SAFE** button. You can also toggle the person from safe to absent using this screen. Once the event is complete, click on the **END OF EVENT** button.
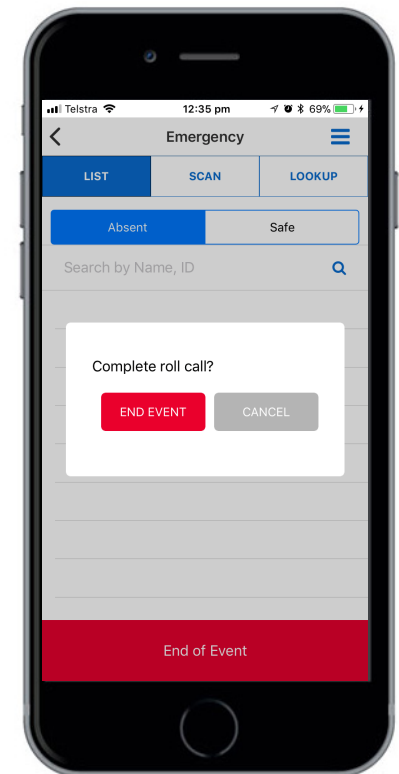
A confirmation pop up will appear. Click **END EVENT** to complete the event.

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