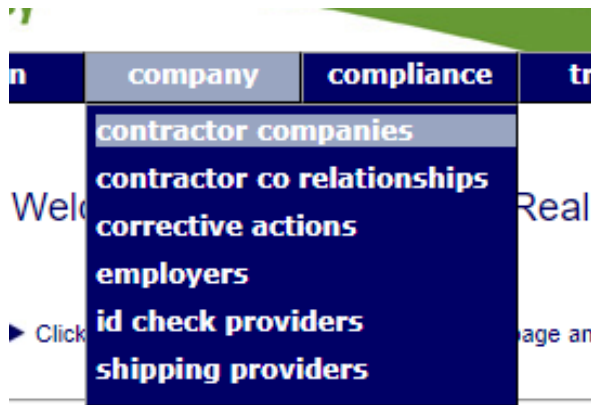


User Guide

Company | Adding Company Administrators

STEP ONE | Adding company administrators

At the Realm level, select the company tab – Contractor Companies



Enter Other Webs

Search for the company that needs the admin changed/added, click into the company

Search interface showing a search box with 'Mt Barker', a search button, and filters for 'Include Inactive' and 'Include Unassociated'. An 'add' button is also present.

Found 1 match.

download

Name	Type	Id	ABN	Address	Phone No.
Mt Barker Turkey	Conco, Employer	80363	92 008 919 579	Level 2 Suite 4, 426 King Street, Newcastle NSW 2300	0488718820

Select the user access tab

Mt Barker Turkey (as conco) ✓ 92 008 919 579 ✓

general compliance **user access** sites contractors tokens relationships actions

data stats

Click 'change' for the company login access

Company Roles: Conco, Employer

Company Login Access Options

Onsite: Contractor Basic

Subscription Contact: Jo-Anne Dixon

change

reset password

Portals:

ID	Name	Description	Web Address
35	Pegasus Demonstration		https://secure.onsitetrackeasy.com.au/portal/pegasusDemonstration

Employee Self Registration Options

Training: (none)

Type in the new user details and click add

Change Subscription Contact for Mt Barker Turkey

- ▶ You may edit and Save the current contact's email address or Select a different contact (always check email address first)
- ▶ Here are all possible persons who can be selected as this company's subscription contact.
- ▶ Subscription contacts must be active users who can manage users, manage training, edit conco web settings and access private data.

CURRENT CONTACT

Name	ID	Person Type	Active	Email	
Dixon, Jo-Anne	1554589	User	✓	<input type="text" value="jdixon@pegasus.net.au"/>	Save

NEW USER

First Name:

Last Name:

Email:

add

Please ensure person not listed above before adding anyone as a new user here

cancel

This will send login and password details to the person you have just added