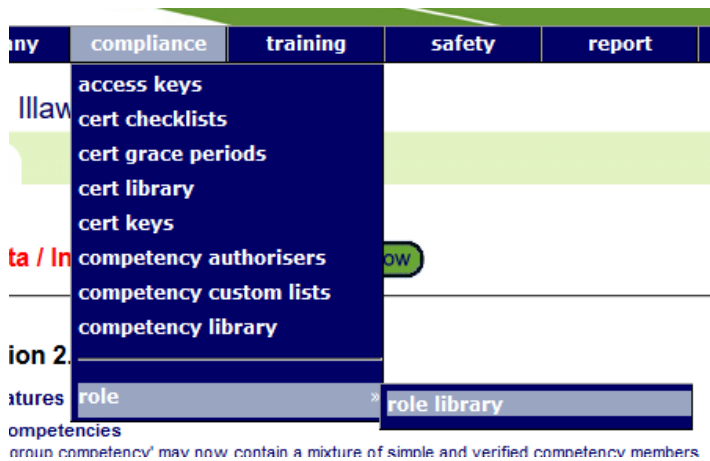# User Guide

Site Roles | Adding Site Roles

STEP ONE | Adding Site Roles

At the site level, click the Compliance tab – role – role library

Click Add

Pegasus™
Powered by Onsite

Name your role

Add Role

Name:	Shift role
Description:	

To add a competency click 'add'

COMPETENCIES

0 found.

[add]

Search for the competency name you want to add, tick the box on the competency that applies and if it is mandatory or non-mandatory.
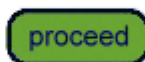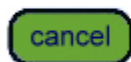
Add Competency to Role

first aid	[search]

Found 26 matches

Select	Mandatory	GROUP	Verified	Comp
☑	YES ∨			First A
☐	YES ∨			First A

Scroll to the bottom of the page and click 'proceed'

| ☐ | YES ∨ | | 〜 | First Aid.Statement of Attainment.Pro |
| ☐ | YES ∨ | GROUP | | First Aid.Statement of Attainment.Pro |

[cancel]   [proceed]

► Select multiple competencies by ticking **select** boxes

Once you have finished making changes, click 'save'

An admin note will appear, complete and click proceed

Click ok