User Guide

Site Roles | Adding Site Roles

STEP ONE | Adding Site Roles

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



aroun comnetency' may now contain a mixture of simple and verified competency members

Click Add

Role Library for Pegasus Demonstration



Include Role from Pegasus
Group by location
Include Inactive





Name your role

Add Role

Name:	Shift role
Description:	

To add a competency click '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 Com			
	\checkmark	YES 🗸		First A			
		YES 🗸		First A			

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





Once you have finished making changes, click 'save'

COMPETENCY			Site.Induct
COMPETENCY			complianc
add			
cancel	sav	•	

An admin note will appear, complete and click proceed



Click ok

WAITING FOR ADMIN NOTE. This browser does not support modal popups so an independent window is being used. Click Proceed or Cancel in the Admin Note window and then click OK to continue	
ОК	

