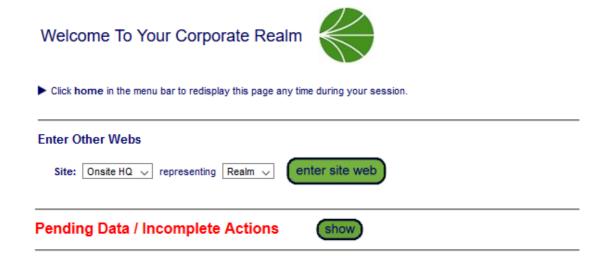
User Guide

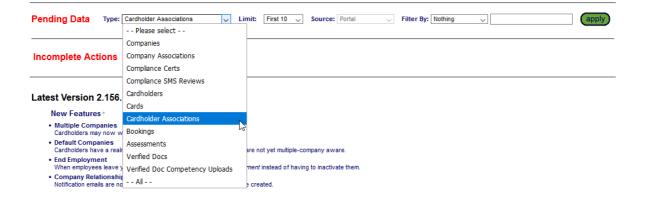
Associating a contractor to site from pending data

STEP ONE | Associate contractors within pending data

At the Realm level click Show near the Pending Data/Incomplete Actions



In the dropdown under pending data, choose **Cardholder Associations a**nd Click Apply

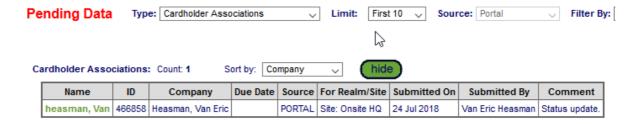




Click Show next to the cardholder associations section



Click into the cardholder you want to process



If you approve the cardholder click the tick box and the Approved button

Process Cardholder Association of Van heasman with Onsite HQ

1. Contractor Details

Van eric heasman Date of Birth: 19 Apr 1994 Company: Heasman, Van Eric WARNING You are about to establish an association between Van heasman and Onsite HQ. That association will enable access to personal information about Van heasman. Ensure that you have the appropriate authority from the owner of the personal information prior to establishing this association Please ensure this association is established in accordance with the site's privacy policies and the Privacy Act 1988 (Cth). If you are unsure, please seek appropriate legal advice If you proceed, you will be recorded as the person who established this association. You or your employer may be personally liable for any damage resulting from any unauthorised use of the personal information ☐ I approve the association of Van heasman with Onsite HQ cancel reject approve ► Cancel pending processing. Your home page will list the unprocessed pending data. Reject this contractor to prevent them from being associated. Approve the association of this contractor. To enable the approve button, tick the approval box above.



If you want to reject the cardholder, click the Reject button enter the reason and click apply

Process Cardholder Association of Van heasman with Onsite HQ

1. Contractor Details

Name: Van eric heasman
Date of Birth: 19 Apr 1994
Company: Heasman, Van Eric

Not allowed on site

WARNING

You are about to establish an association between Van heasman and Onsite HQ. That association will enable access to **personal information** about Van heasman. Ensure that you have the appropriate authority from the owner of the personal information prior to establishing this association.

Please ensure this association is established in accordance with the site's privacy policies and the Privacy Act 1988 (Cth). If you are unsure, please seek appropriate legal advice.

If you proceed, you will be recorded as the person who established this association. You or your employer may be personally liable for any damage resulting from any unauthorised use of the personal information.

□ I approve the association of Van heasman with Onsite HQ.

cancel

Please explain why this contractor should not be associated.
Your explanation will be emailed to this company's representative.



apply