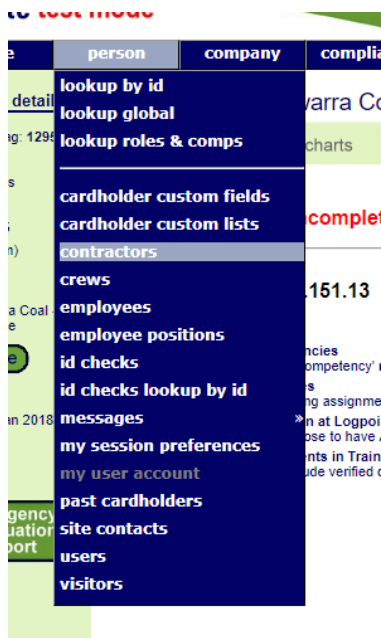


User Guide

Associating to site| Contractors


STEP ONE | Associate Contractors through the Contractor page

Click on the Person tab and select contractors



Type the name you are searching for, tick the *Include Unassociated* box and click search. Once found, click the name of the person you would like to associate.

Find

From 

Include Unassociated
 Include Inactive

Ready to search

Click associate

Associate Felicity Test with Illawarra Coal - Appin Mine

Contractor Name: Felicity Test
Onsite Card Id: 001 616 431
Date of birth: 18 May 90
Company: Felicity Pty Ltd

Association Date: 16 Jan 18
Associated By: Felicity Stevenson



WARNING

You are about to establish an association between Felicity Test and your site. That association will enable access to personal information about Felicity Test. 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 your site 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.

TRANSFER COMPANY

If Felicity Test no longer works for Felicity Pty Ltd, you may transfer this contractor to another company before making the association with Illawarra Coal - Appin Mine.

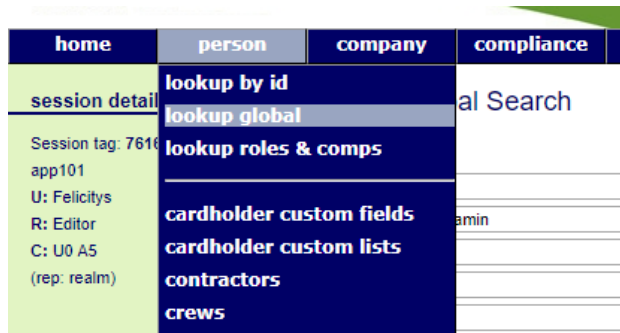
Yes, transfer Felicity Test to another company first.

cancel

associate

STEP TWO| Associate Contractor through Global Lookup

Under the person tab, select 'Lookup global'



Type the name of the employee you are trying to find. Once found click into that person

Lookup Person Global Search

Last Name:

First Name:

Middle Name:

Date of Birth:

Drivers License Number:

[cancel](#)

SEARCH FOR CARDHOLDER

[search for existing](#)

- ▶ Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a matching last name or drivers license.
- ▶ Enter additional search criteria to segregate the most likely matches from the search results for easy identification.
- ▶ Select a name below to view the person.

Include "sounds like"

EXACT MATCH ON ALL FIELDS

Name	ID	Checked	Company	Person Type	Date of Birth	Drivers License Number	Drivers License State	Drivers License Class	Drivers License Expiry	Visible	Active
Stevenson, Felicity	465383		Onsite Track Easy Pty Limited	Contractor	18 May 89					Yes	✓

Click associate

Felicity Stevenson (unassociated contractor)

000 465 383

general

Person Type: Contractor
Company: Onsite Track Easy Pty Limited
First Name: Felicity
Middle Name:
Last Name: Stevenson
Card Id: 000 465 383
Date of Birth: 18 May 89
Gender: *
Drivers Lic. No: *
Drivers Lic. State: *
Drivers Lic. Class: *
Drivers Lic. Expiry: *



Card Photo
Show Pending Photo

RESTRICTED DATA ACCESS

Only limited data is currently available as this contractor is not associated with your site.

Until this person has been associated with your site you will not be able to access any additional details or to enter site-specific data such as Competencies or Competency Keys.

associate

A warning will appear ensuring you are wanting to associate the person, click associate

WARNING

You are about to establish an association between Benjamin Adlam and your site. That association will enable access to personal information about Benjamin Adlam. 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 your site 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.

cancel

associate

STEP THREE| Associate Contractor through Lookup ID

Under the person tab, select 'lookup by ID'



Type the Onsite ID of the contractor you are trying to find. Once found click into that person

Lookup Person By Id

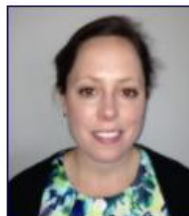
Lookup ID:

Use: Onsite Person ID
 Legacy ID

apply

Results at 16 Jan 2018

Onsite ID: 465383
Name: Felicity Stevenson
Status: APPROVED
Person Type: CONTRACTOR
Active: yes
Associated: no
Company: Onsite Track Easy Pty Limited
Company ID: 251
Co Associated: yes



COMPANIES REPRESENTED ON SITE

None

✓ NOT BLOCKED

Lookup Person By Id

Lookup ID:

Use: Onsite Person ID
 Legacy ID

apply

Results at 17 Oct 2017

Click associate

Felicity Stevenson (unassociated contractor)

000 465 383

general

Person Type: Contractor
Company: Onsite Track Easy Pty Limited
First Name: Felicity
Middle Name:
Last Name: Stevenson
Card Id: 000 465 383
Date of Birth: 18 May 89
Gender: *
Drivers Lic. No: *
Drivers Lic. State: *
Drivers Lic. Class: *
Drivers Lic. Expiry: *



Card Photo
Show Pending Photo

RESTRICTED DATA ACCESS

Only limited data is currently available as this contractor is not associated with your site.

Until this person has been associated with your site you will not be able to access any additional details or to enter site-specific data such as Competencies or Competency Keys.

associate

A warning will appear ensuring you are wanting to associate the person, click associate

WARNING

You are about to establish an association between Benjamin Adlam and your site. That association will enable access to personal information about Benjamin Adlam. 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 your site 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.

cancel

associate