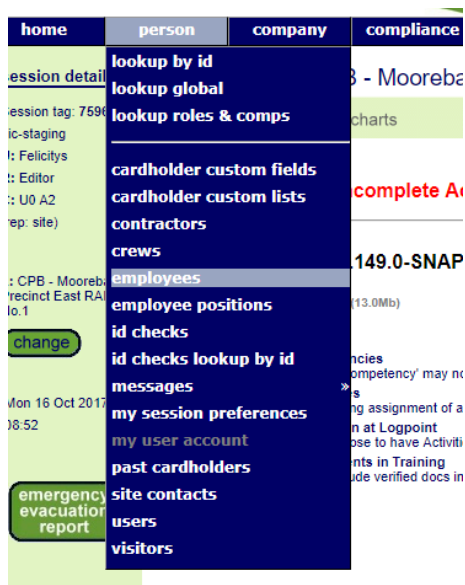


User Guide

Associating to site| Employees


STEP ONE | Associate Employees through the Employees page

Click on the Person tab and select employees



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 Associated who have Other Home Sites

Include Unassociated

Include Inactive

Click associate

 Benjamin Adlam (unassociated employee, contractor)

general

Roles: Employee, Contractor*

Employer: Cpb Contractors Pty Limited

 First Name: Benjamin

 Middle Name: L

 Last Name: Adlam

Card Id: 000 959 819

 Date of Birth: * 03 Feb 1994

Gender: * Male

Drivers Lic. No: * 099588713

Drivers Lic. State: * VIC

Drivers Lic. Class: * Car

Drivers Lic. Expiry: * 03 Feb 2016

RESTRICTED DATA ACCESS

Only limited data is currently available as this employee is not associated with a work location on your site.

Until this person has been associated with a work location on 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

Select the employees work location and click associate. The employee will now be associated to site.

Work Locations:

These settings control where Benjamin Adlam can log in at Onsite Logpoints. Allowing access to a Location also allows access to all Locations within it.

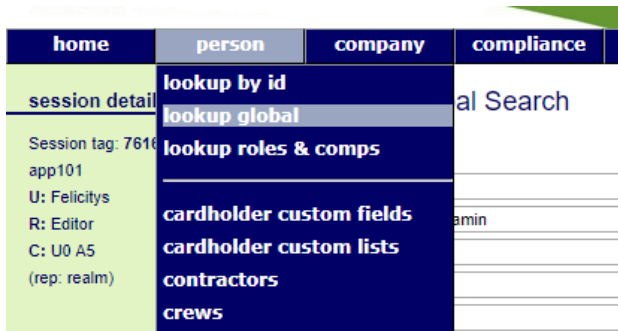
CPB - Moorebank Precinct East RALP No.1

cancel

associate

STEP TWO| Associate Employee 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:

SEARCH FOR CARDHOLDER

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
Barr, Benjamin	1186990	<input checked="" type="checkbox"/>	Cpb Contractors Pty Limited	Employee	22 May 77					No - Associate employee	<input checked="" type="checkbox"/>

Click associate

 Benjamin Adlam (unassociated employee, contractor)

general

Roles: Employee, Contractor*
Employer: Cpb Contractors Pty Limited
First Name: Benjamin
Middle Name: L
Last Name: Adlam
Card Id: 000 959 819
Date of Birth: * 03 Feb 1994
Gender: * Male
Drivers Lic. No: * 099588713
Drivers Lic. State: * VIC
Drivers Lic. Class: * Car
Drivers Lic. Expiry: * 03 Feb 2016

RESTRICTED DATA ACCESS

Only limited data is currently available as this employee is not associated with a work location on your site.

Until this person has been associated with a work location on 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

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cancel

associate

Select the employees work location and click associate. The employee will now be associated to site.

Work Locations:

These settings control where Benjamin Adlam can log in at Onsite Logpoints. Allowing access to a Location also allows access to all Locations within it.

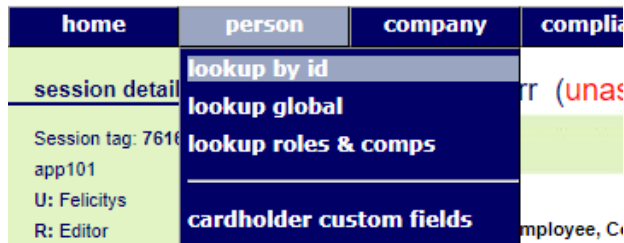
CPB - Moorebank Precinct East RALP No.1

cancel

associate

STEP THREE| Associate Employee through Lookup ID

Under the person tab, select 'lookup by ID'



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

Lookup Person By Id

Lookup ID: Use: Onsite Person ID Legacy ID

Results at 17 Oct 2017

Onsite ID: 567909
Name: Benjamin Brampton
Status: APPROVED
Person Type: EMPLOYEE, CONTRACTOR
Active: yes
Employer: Cpb Contractors Pty Limited
Employer ID: 40377



Click associate

 Benjamin Adlam (unassociated employee, contractor)

general

Roles: Employee, Contractor*
Employer: Cpb Contractors Pty Limited
First Name: Benjamin
Middle Name: L
Last Name: Adlam
Card Id: 000 959 819
Date of Birth: * 03 Feb 1994
Gender: * Male
Drivers Lic. No: * 099588713
Drivers Lic. State: * VIC
Drivers Lic. Class: * Car
Drivers Lic. Expiry: * 03 Feb 2016

RESTRICTED DATA ACCESS

Only limited data is currently available as this employee is not associated with a work location on your site.

Until this person has been associated with a work location on 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

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cancel

associate

Select the employees work location and click associate. The employee will now be associated to site.

Work Locations:

These settings control where Benjamin Adlam can log in at Onsite Logpoints. Allowing access to a Location also allows access to all Locations within it.

CPB - Moorebank Precinct East RALP No.1

cancel

associate