

User Guide

Associating to site| Employees

STEP ONE | Associate Employees through the Employee page

Lookup Person By Id



Lookup ID:

Use: Onsite Person ID
 Legacy ID

Results at 23 May 2018

Onsite ID:	384370		SITE LOGPOINT ACCESS LAST 90 DAYS
Name:	Duncan Hislop		None
Status:	APPROVED		
Person Type:	EMPLOYEE, CONTRACTOR		
Associated:	yes		
Works For:			
Default	Company	Id	Type
	Actest	42353	Contractor
<input checked="" type="checkbox"/>	Ncig Holdings Pty Ltd	42320	Employer, Contractor

NOT BLOCKED

CHECK LOGPOINT ACCESS

Site:

This section can be used to check whether a person can access a site through a specific logpoint, but it is of no use for the site selected as it has no logpoints!


emergency evacuation report

site contacts
users
visitors

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.

Employees for NCIG

Find

From 

Found 1 match.

Name	Id	Photo	Card Print	Employers	Roles	Home Sites	Unassociated
Duncan, Scott	001 493 037			Yancoal Australia Limited	Employee		Unassociated

- ▶ Leave search box blank to match any employee name, or enter a text fragment to find specific matching names.
- ▶ Leave all options un-ticked for employees whose home site is Yancoal Ashton.
- ▶ **Include Associated who have Other Home Sites** means employees who are associated with your site but who have different home sites.
- ▶ **Include Unassociated** means employees who haven't been individually associated with this site but who work for site employers.
- ▶ Click an employee name to view the person's details.

Click on the employee name click on Associate Employee.

Scott Duncan (cardholder) 001 493 037


general

Works For

Default	Company	Id	Site Association	Roles	View
	Yancoal Australia Limited	42826	Associate Employee		add

Cardholder

First Name: Scott
Middle Name:
Last Name: Duncan
Card Id: 001 493 037
Date of Birth: 13 Mar 1973
Gender:
Drivers Lic. No.:
Drivers Lic. State:
Drivers Lic. Class:
Drivers Lic. Expiry:



no photo
No Card Photo
(no pending photo)

RESTRICTED DATA ACCESS

Only limited data is currently available as this cardholder 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 data such as Competencies or Competency Keys.

Click Associate, it will appear on the general tab.

Associate Scott Duncan from Yancoal Australia Limited with Yancoal Ashton

Employee Name: Scott Duncan
Onsite Card Id: 001 493 037
Date of birth: 13 Mar 73
Company: Yancoal Australia Limited



Association Date: 23 May 18
Associated By: Sarah Constable

WARNING

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

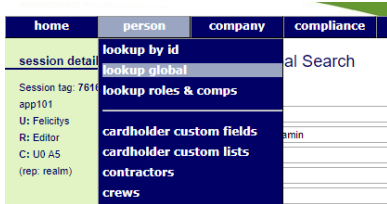
If you proceed, you will be recorded as the person who established this association. You or your employer may be personally liable for any damage resulting from any unauthorised use of the personal information.

[cancel](#)

[associate](#)

STEP 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	Companies	Person Type	Date of Birth	Visible
Duncan, Scott	1501785		(private)	Employee	(private)	No - Employee in another context
Duncan, Scott	257923		Rentokil Initial Pty Ltd	Contractor	23 Aug 79	No - Associate
Duncan, Scott	1493037		Yancoal Australia Limited	Employee	13 Mar 73	No - Associate

Click on the employee name then click on Associate Employee.

Scott Duncan (cardholder) 001 450 037

general

Works For

Default	Company	ID	Site Association	Roles	View
	Yancoal Australia Limited	142025	Associate Employee		<input type="button" value="cancel"/>

Cardholder

First Name: Scott
 Middle Name:
 Last Name: Duncan
 Card Id: 001 450 037
 Date of Birth: 13 Mar 1973
 Gender: M
 Drivers Lic. No: No Card Photo (No pending photo)
 Drivers Lic. Class: No
 Drivers Lic. Class: No
 Drivers Lic. Expiry: No

RESTRICTED DATA ACCESS
 Only limited data is currently available as this cardholder is not associated with your site.
 Until the person has been associated with your site you will not be able to access any additional details or to enter data such as Competence or Competency Keys.

Click Associate, it will appear on the general tab.

Associate Scott Duncan from Yancoal Australia Limited with Yancoal Ashton

Employee Name: Scott Duncan
 Onsite Card Id: 001 450 037
 Date of birth: 13 Mar 73
 Company: Yancoal Australia Limited

Association Date: 23 May 18
 Associated By: Sarah Constable

WARNING

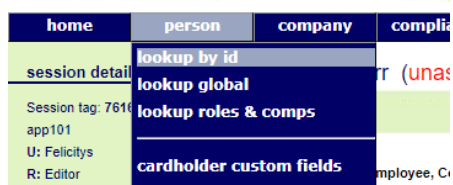
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STEP THREE| Associate Employee through Lookup ID

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 23 May 2018

Onsite ID: 1493037
Name: Scott Duncan
Status: APPROVED
Person Type: EMPLOYEE
Associated: no
Works For:



SITE LOGPOINT ACCESS LAST 90 DAYS

None

Default	Company	Id	Type
	Yancoal Australia Limited	42828	Employer

✓ NOT BLOCKED

Click on Associate Employee and then Click Associate. This will appear on the general tab.


Scott Duncan (cardholder) 001 493 037

general

Works For

Default	Company	Id	Site Association	Roles	View
	Yancoal Australia Limited	42828	Associate Employee		<input type="button" value="add"/>

Cardholder

First Name: Scott
Middle Name:
Last Name: Duncan
Card Id: 001 493 037
Date of Birth: 13 Mar 1973
Gender:
Drivers Lic. No:
Drivers Lic. State:
Drivers Lic. Class:
Drivers Lic. Expiry:


RESTRICTED DATA ACCESS

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Associate Scott Duncan from Yancoal Australia Limited with Yancoal Ashton

Employee Name: Scott Duncan
Onsite Card Id: 001 493 037
Date of birth: 13 Mar 73
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Association Date: 23 May 18
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