

User Guide

Cardholder | Changing a Cardholders training email

STEP ONE | Changing a Cardholder's training email

In the Cardholders profile next to the Works For table click 'View' for the company that you want to change the training email for.

Felicity Stevenson (cardholder)

general competencies roles tasks keys training site co
report

Works For

Default	Company	Id	Site Association	Roles	View
set	Onsite Track Easy Pty Limited	251	Employee	Employee, Contractor	View
✓	Pegasus Management Pty. Limited	138	Employee	Employee	View

add

Click edit

general locations

Employer: Onsite Track Easy Pty Limited
Training Email: fstevenson@pegasus.net.au
Employee No:
Department:
Emp Status:
Contractor: ✓

back edit

Change the email address and click save

Employer: Onsite Track Easy Pty Limited

Training Email: training@pegasus.net.au

Employee No:

Department:

Emp Status:

Contractor: *Removing contractor status also removes site/realm contractor associations*

cancel

save