

User Guide

Employees | Changing Employees Home Site

N.B – To perform this task you must have user access at the employer’s realm and editor access to the site. This task is to be performed at the realm level

STEP ONE | Change an employee’s home site

Click view on next to the employer company in the Works For table.

Tracey Spicer (cardholder)

general competencies roles tasks keys training

Works For

Default	Company	Id	Realm Association	Roles	View
✓	Pegasus Management Pty. Limited	138	Employee	Employee	View

[add](#)

Click the Locations tab

Tracey Spicer (employee)

general **locations**

Employer: Pegasus Management Pty. Limited
Training Email: fstevenson@pegasus.net.au
Employee No:
Department:
Emp Status:
Contractor: ✘

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[edit](#)



Click edit

Tracey Spicer (employee)

general

locations

Work Locations:

These settings control where Tracey Spicer can log in at Locations within it. Work locations are only shown where

✓ **Pegasus Newcastle (-HOME SITE-)** *Associated by*
└─ ✗ Ground Floor

✗ **Pegasus Singleton John St**

✗ **Pegasus Singleton**
├─ ✗ Onsite
├─ ✗ Reception
├─ ✗ Technical
└─ ✗ Training Rooms

✗ **New Site**

✗ **Gunnedah**

✗ **Pegasus Demonstration**

✗ **Pegasus - Imports**

✗ **Pegasus Mudgee**

✗ **Mobile Application**

edit

You need to choose the work location in the tick box and the homesite in the dropdown. Click continue.

Tracey Spicer (employee)

general

locations

Home Site:

An employee can only have one home site per company, even if they are a site user or a site contact on their home site.

Home Site: Only sites

Work Locations:

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Mobile Application

New Site

Pegasus Demonstration

Gunnedah

Pegasus - Imports

Pegasus Mudgee

Pegasus Newcastle (-ORIGINAL HOME SITE-)

Ground Floor

Pegasus Singleton

Onsite

Reception

Technical

Training Rooms

Pegasus Singleton John St

cancel

continue