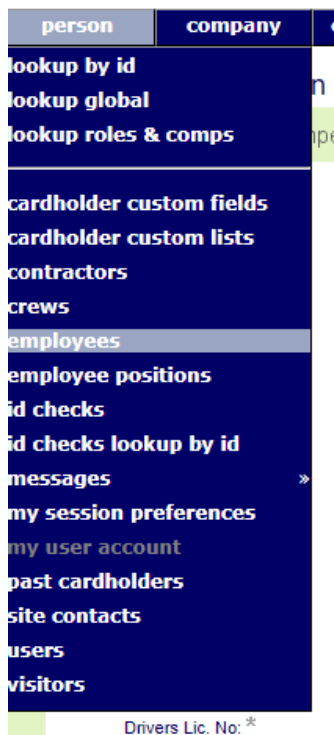


User Guide

Adding people| Employees

STEP ONE | Adding employees


Click on the Person tab and select employees



Click the add button

Employees for Illawarra Coal - Dendrobium Operations

Find

From 

Include Associated who have Other Home Sites
 Include Unassociated
 Include Inactive

Ready to search

Click add again

Create Employee From Existing User

- ▶ Here are all the existing users who are not also employees. Click any name in this list to add the employee role to that user.
- ▶ Otherwise use the add button to create a new employee.

add

Select the employer this person will be representing at site

Select Employer

- Specific Employer

Name
Illawarra Coal Holdings Pty Ltd

- ▶ Click on a link to return that selection to the report page.

Complete a search of Onsite to ensure the person you are adding does not already have a profile in Onsite, if they do not exist click 'add as new'

Add Employee

Company:	Illawarra Coal Holdings Pty Ltd
Last Name:	Stevenson
First Name:	Eliza
Middle Name:	
Date of Birth:	29 Jan 1988
Drivers License Number:	

cancel

ADD EMPLOYEE TO ONSITE

search for existing


- ▶ Before a new employee can be added use **search for existing**
- ▶ Search results will include system-wide Contractors a
- ▶ Enter **additional search criteria** to segregate the mc
- ▶ Select a name **below** for a side-by-side comparison

Include "sounds like"

SEARCH DONE: No Matching Cardholders Found.

add as new

Complete the person profile including; Email, date of birth, licence etc. Click 'Save'

Universal Student Identifier:	<input type="text"/>
External ID Number:	<input type="text"/>
External ID Description:	<input type="text"/>
This Employee Works In:	Illawarra Coal - Dendrobium Operatio
Legacy Id	<input type="text"/> (none) 

cancel

save

STEP TWO| Adding a Photo to an employee

In the person profile click 'upload' under the photo



Choose the person photo from your files and click upload

Add Pending Photo to Eliza Stevenson

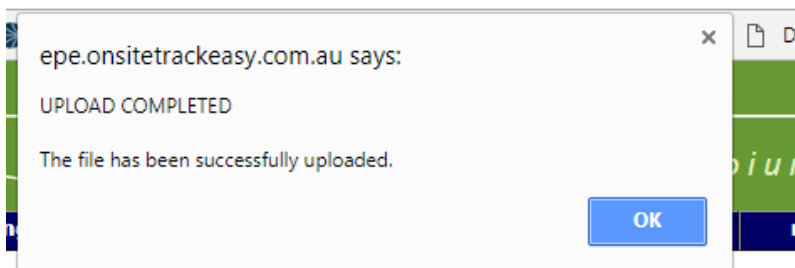
Photo to Upload: Felicity.JPG

Browse to select photo for upload

Upload Status:



A pop up will appear, click ok



Click 'Show Pending Photo'



No Card Photo
Show Pending Photo
upload / process
Sticker Pic: n/a

Click 'Process'



Pending Photo
Show Card Photo
upload / process
Sticker Pic: n/a

Crop as necessary and click 'apply'

Process Photo

Source Photo



cancel

Instructions

- ▶ The final photo initially shows the top left corner of the source photo.
- ▶ Rotate by clicking arrows if required.
- ▶ Drag out a selection frame on the source photo to define the area you want to use.
- ▶ Resize the frame with its handles.
- ▶ Reposition the frame by dragging it.

Final Photo



apply