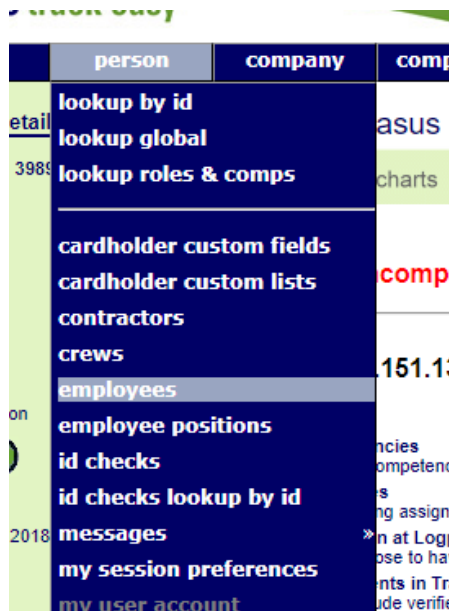


# User Guide

## Adding people| Employees

### STEP ONE | Adding employees

Click on the Person tab and select employees



Click the add button

### Employees for Pegasus Demonstration

Find

From  ALL EMPLOYERS

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
Onsite Track Easy Pty Limited
Pegasus Management Pty. Limited
Pegasus Safety And Training Pty Ltd

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:	<input type="text" value="Onsite Track Easy Pty Limited"/>
Last Name:	<input type="text" value="Stevenson"/>
First Name:	<input type="text" value="Felicity"/>
Middle Name:	<input type="text"/>
Date of Birth:	<input type="text" value="16 Jun 1949"/> 
Drivers License Number:	<input type="text"/>

cancel

### ADD EMPLOYEE TO ONSITE

search for existing

Include "sounds like"

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

SEARCH DONE: No Matching Cardholders Found.

add as new

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

Description:   
Employee Works In:

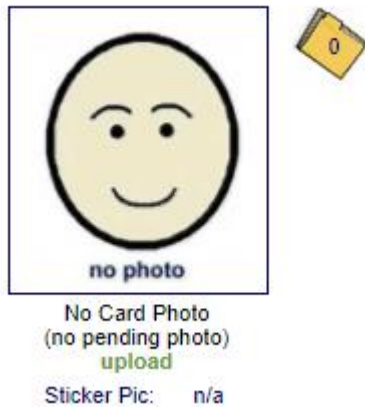
First Name:  (non-optional)

Last Name:

is:

## 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

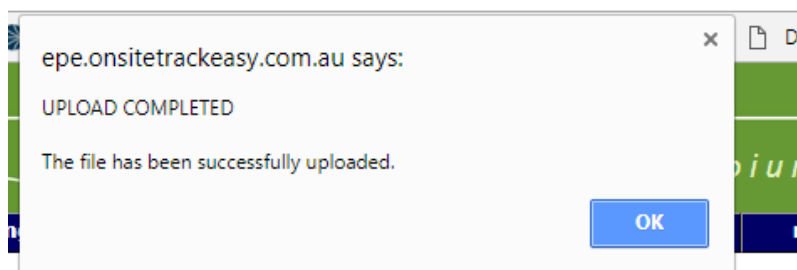
### Add Pending Photo to Eliza Stevenson

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