# User Guide

# Creating Users | Sites

# STEP ONE | Creating User accounts from Employee Profile

In the persons profile, click the 'Make User Button'

liza Stevens	son (employee	e)				0	01 616 504
general	competencies	roles	keys	training	messages	site contact	locations
rep	port						
Roles: Employer:	Employee Illawarra Coal Hold	ings Pty Ltd	(make user)	make contract	or	1	Me C
First Name: Middle Name:	Eliza						
Last Name:	Stevenson						
Card Id:	001 616 504						
First Site Login:	none						
PIN:	0000						
Phone 1: *						1	
Phone 2: *						Card F Show Pend	

Ensure the person email address is correct and click 'apply"

### New User Email Address

Eliza Stevenson has currently got the following email address. This is now required for sending the user account password. Please update this email address if required:

Email: fstevenson@pegasus.net.au



In the persons profile, click the 'Make User Button'

za Stevens	son (employee	e)				0	01 616 504
general	competencies	roles	keys	training	messages	site contact	locations
rep	port						
Roles: Employer:	Employee Illawarra Coal Hold	ings Phy I to	make user	make contract	or	1	Ma (
First Name: Middle Name:	Eliza	ings Fly Llu					
ast Name:	Stevenson					MSS 1	
Card Id:	001 616 504						A-X
First Site Login:	none					100	
PIN:	0000						
Phone 1: *							
Phone 2: *						Card F Show Pend	

.....

Ensure the person email address is correct and click 'apply"



Select the rights tab and scroll down to click edit.





Select the tick boxes of the rights the person should have and click 'save'

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#### **Overall Data Access**

#### Site Web

Employee Personal Web

#### General Data Rights

General rights control the user's data access on a location-by-location basis. U tab to manage these general data rights. All specific data rights, as listed below

#### Specific Data Rights

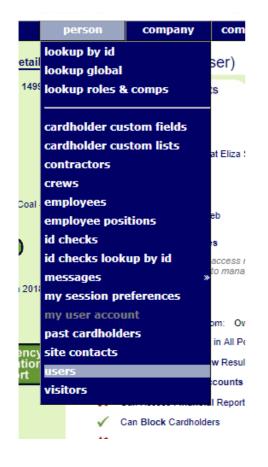
Ca	an View Foreign Data From: Own Employer Only ▼		
Ca	an Represent Employers in All Portals: Own Employer Only	¥	
	Can View SMS Review Results		
1	Can Manage User Accounts		
	Can Access Financial Reports		
1	Can Block Cardholders		
	Can Log Persons In And Out		
1	Can Create Messages		
	Can Edit All Messages	if	ticke
	Can Create Certs		
1	Can Assign Certs		
1	Can Authorise Assigned Certs	if	ticke
	Can Edit Cert Keys		
	Can Assign Cert Keys		
1	Can Create Roles:	E	nabli
1	Can Assign Roles:	E	nabli
1	Can Create Competencies		
1	Can Assign Competencies		
	Can Create Access Keys	if	ticke
	Can Assion Access Keys		

\*N.B If you change a persons rights while they are logged in, they will need to logout and then back in again for these changes to take effect.



## STEP TWO | Creating User accounts for contractors

Click the person tab and select users



#### Click add

Site Users	Cal Basis: Concurrent Login, Cals: 15	
Search	Include Inactive	add
<ul> <li>Ready to search</li> <li>Leave search box blank to match all user names, or</li> </ul>	r enter a text fragment to find matching names.	

#### Click add as new

#### Create Users From Existing Employees

- Use the add as new button to add a user who is not an employee.
- To add users who are employees, select their names from the list below, check & update their email addresses, then use the proceed button below the list.



add as new

Complete the mandatory fields and tick the boxes for the applicable user rights. Scroll to the bottom and click Save

#### Add A New User

First Name:	Felicity	*					
Middle Name:							
Last Name:	User	*					
Job Title:							
Phone 1:							
Phone 2:							
Email 1:	fstevenson@pegasus.net.au	*	t i				
Email 2:	fstevenson@pegasus.net.au						
Address:	426 King Street						
Town:	Newcastle						
State:	NSW						
Post Code:	2300						
Country:	Australia 🔻						
Can Use Onsite: 🗹 if t							
This user is a : Data Viewer 🔻 for Illawarra Coal - Dendrobium Operations 🔻							
Can View Foreign Data From: No Employers 🔻							
Can Represent in	All Portals: No Employers	T					
Can View SMS Review Results							
🖌 🛛 Can Manag	Can Manage User Accounts						
Can Acces	Can Access Financial Reports						
Can Block	Can Block Cardholders						
Can Log P	Can Log Persons In And Out						
Can Create	Can Create Messages						
Can Edit Al	l Messages	if ticked, also ei	nable:				

