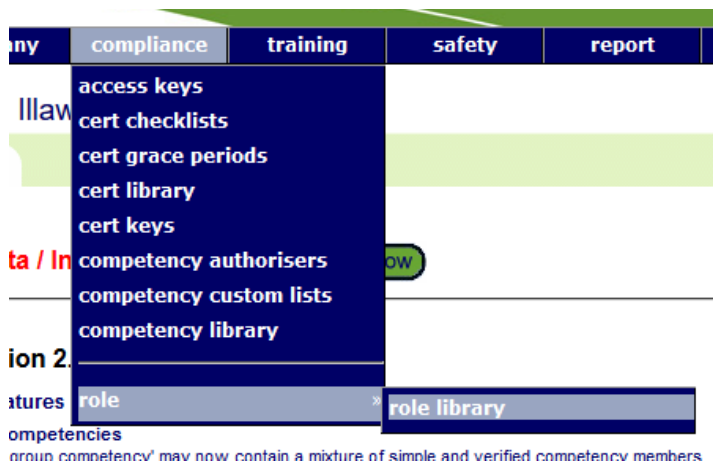


# User Guide

## Site Roles | Editing Site Roles

### STEP ONE | Editing Site Roles

At the site level, click the Compliance tab – role – role library



Search for the role you are wanting to edit. Click into the role

### Role Library for Pegasus Demonstration

test   Include Role from Pegasus  
 Group by location  
 Include Inactive

Found 1 matches.

Name	ID	Site Location	Assignment Steps			Members
			AS	AU	AP	
Testing	10783	Pegasus Demonstration				3

Scroll to the bottom of the page and click 'edit'



From here you can remove competencies or change if they are mandatory or non-mandatory. To add a competency click 'add'

REQUIREMENTS

COMPETENCIES

TYPE	GROUP	Name	ID	Owner	Assignment Definition	Assignment Steps					Members	Mandatory	Active	Remove
						PT	TR	AS	AU	AP				
COMPETENCY		Accounting.Course.	4571	Pegasus	Pegasus					AP	0	YES	✓	Remove
COMPETENCY		Administration...Resume	15982	Pegasus	Pegasus						0	YES	✓	Remove
COMPETENCY		Administration.Appointed.Call Centre Operations Assessor	53310	Pegasus	Pegasus					AU	0	YES	✓	Remove

add

cancel

save

Search for the competency name you want to add, tick the box on the competency that applies and if it is mandatory or non-mandatory.

Add Competency to Role

Found 86 matches

Select	Mandatory	GROUP	Verified	Competency Name	Owner	Assignment Steps					Duration
						PT	TR	AS	AU	AP	
<input type="checkbox"/>	YES			Administration.Trained.ARA - National Basic standards	Realm: Pegasus		TR				non-specified
<input type="checkbox"/>	YES			Administration.Trained.Call Centre Operations	Realm: Pegasus		TR				non-specified
<input type="checkbox"/>	YES			Administration.Trained.Competency MGT - Doc Verification	Realm: Pegasus		TR				non-specified

Scroll to the bottom of the page and click 'proceed'

<input type="checkbox"/>	YES		First Aid.Statement of Attainment.Pro
<input type="checkbox"/>	YES	GROUP	First Aid.Statement of Attainment.Pro

cancel

proceed

▶ Select multiple competencies by ticking select boxes

Once you have finished making changes, click 'save'

COMPETENCY		Site.Induct
COMPETENCY		compliance

add

cancel **save**

An admin note will appear, complete and click proceed

Click ok