

User Guide

Emergency Evacuation Reports

Emergency Evacuation Reports

The Emergency Evacuation Report feature of Onsite Track Easy, provides an easy way to immediately see who is currently logged onto a site. It shows where they logged in, what time and if they are an employee/contractor/visitor amongst other details. Onsite Track Easy has two ways that this report is available to site users. These two options ensure that the people who need that visibility have the access.

Option One. The Emergency Evacuation Report Button.

Log into Onsite Track Easy. Along the left-hand side on the webpage, you will always see the Emergency Evacuation Report button. This button is always visible on the left-hand side of the screen.

The screenshot displays the Onsite Track Easy web interface. At the top, there is a navigation bar with the following tabs: home, person, company, compliance, training, safety, report, and set. The main content area is titled "Welcome to Pegasus Newcastle" and includes a "general" tab and a "charts" tab. A red banner indicates "Pending Data / Incomplete Actions" with a "show" button. Below this, there is a section for "Latest Version 2.159.15" with a "New Features" list:

- Multiple Companies**
Cardholders may now work for more than one company.
- Default Companies**
Cardholders have a site *default company* for external systems that are not yet multiple-company aware.
- End Employment**
When employees leave your company you can now *end their employment* instead of having to inactivate them.
- Company Relationship Notifications**
Notification emails are now sent when new company relationships are created.

In the left-hand navigation menu, the "emergency evacuation report" button is highlighted in green.

NOTE: If you are a REALM user, you will first need to enter the site you wish to view, and then the button will become available.

Option 2. The Automatic Web Link.

Onsite Track Easy caters for people needing this report visibility but without system logins. In order to do this, it generates a webpage link to the Emergency Evacuation Report page that does not require a login. This link can then be sent to those staff that require the link, but don't actually need a login.

For mobile phone users wanting to view the report, they can launch the webpage from a link on their phone's home screen.

Step 1. Log into Onsite Track Easy.

Step 2. Click on "setup" > "site"

Step 3. Click on "emerg evac"

This will show the page that contains the automatically generated webpage link. The Shortcut URL can be given to team leaders, managers, supervisors etc so they can view how is onsite right now.

Site Settings for Pegasus Newcastle

general options fatigue **emerg evac** add-ins card designs realms report

EMERGENCY EVACUATION REPORT

There are two alternate methods for generating the emergency evacuation report:

1. Users logged in to Onsite can generate this report from the **emergency evacuation report** button on the left of screen.
2. Any person (including Onsite users who are not logged in and persons without an Onsite user account) can generate this report from the **shortcut URL** below.

Shortcut URL: ?

change password This will reset the password for the emergency evacuation report shortcut

EMAIL ADDRESSES

- The emergency evacuation report can be emailed to any number of persons after it has been generated using method 1 or 2.
- An email will be sent to each of the addresses listed below by clicking on the **email** button in the report.
- Make changes to the email addresses by editing them below and then using the save button.
- Use a semi-colon to separate multiple email addresses.

edit

Change Password

The password is placed in the URL. If this password is changed, all current links to the page will be invalidated, requiring shortcuts and favorites linking to the page to be recreated. This is best used if someone has left your organization and you want to remove them from having access to the report. Once reset, a new link will be generated, and that new link will need to be shared with the required staff once again.