



# ONSITE TRACK EASY

FORCING A ONSITE LOGOFF

# Forcing Log Off Overview



- ❖ Onsite Track Easy tracks cardholders and visitors time at a site.
- ❖ For cardholders or visitors that forgot to sign off when leaving site, a tool is available to sign them out manually
- ❖ Permission to log cardholders out is defined under a Users' Rights at the site level. If you do not have permission, the option will not be available
- ❖ The ability to set duration on site or time they left site is also available

Pegasus Newcastle site

report    setup    help    system

on site now

site log

site log id lookup

OVERSTAYERS					
5.4	14	Bhattacharya, Mousumi	000 200 956	Employee	PEGASUS MANAGEMENT PTY. LIMITED
17.7	14	Dixon, Jo	000 108 996	Employee	PEGASUS MANAGEMENT PTY. LIMITED
25.7	14	Burwell, Sarah	001 414 457	Employee	PEGASUS MANAGEMENT PTY. LIMITED

Please read the following message:

- If you continue, the Site Log will show each selected person as having left this site.
- The Site Log is used in emergency situations and accurate information is critical.
- Only continue if you are certain each selected person is no longer on your site.

**Force Logout:**

By: Damien Challen

**I know this person has left site because:**

Note:

Basis:  Duration On Site     Depart At *(only for a single log out)*

Duration:  Hrs  Mins estimated time on site



# ONSITE NOW SCREEN

# Navigating to On Site Now Page



From the top menu select:

- ❖ Report > On Site Now
- ❖ Will Open New Screen Showing Cardholders that have Logged-In to a Logpoint at Site
- ❖ Will be able edit settings like, view Employees separately or change page refresh rate

The screenshot shows the 'onsite track easy' web application interface for 'Pegasus Newcastle site'. The top navigation bar includes 'home', 'person', 'company', 'compliance', 'training', 'safety', 'report', 'setup', 'help', and 'system'. The 'report' menu is expanded, showing options: 'on site now', 'site log', 'site log id lookup', 'BI (with private data)', and 'access keys'. An orange arrow points from the 'on site now' option to a pop-up window titled 'On Site Now Report for Pegasus Newcastle on 22 Mar 19 at 11:46'. The pop-up window displays a summary: 'ALL PERSONS (this site) 0 Contractors, 58 Employees, 1 Visitor = 59 Total'. Below this is a table of log entries:

Log Out	Time In	Logpoint In	Hours (decimal)	Fatigue Limit	Name
<input type="checkbox"/>	22-03-19 10:22 ~	PEGASUS RECEPTION (TABLET)	1.4	14	Satchell, Ben
<input type="checkbox"/>	22-03-19 09:58 ~	LEVEL 1	1.8	14	Richardson, Cindy

Additional elements in the interface include a 'Pending Data / Incomplete Actions' section with a 'show' button, a 'Latest Version 2.160.14' section with 'New Features' (Multiple Companies, Default Companies, End Employment, Company Relationship Notifications), and a sidebar with 'session details' and an 'emergency evacuation report' button.



# Viewing On Site Now Page



## On Site Now Layout.

- ❖ View the Date/Time cardholder logged on
- ❖ View Logpoint origin and can see current time cardholder has been Onsite
- ❖ Can click on Name in Green to see Cardholder
- ❖ Log Out box available if you have required “Can Log Persons In and Out” permission

### On Site Now Report for Pegasus Newcastle on 22 Mar 19 at 11:46

ALL PERSONS (this site) 0 Contractors, 58 Employees, 1 Visitor = 59 Total

Only Show Overstayers *Tick to show only persons on site for more than the fatigue limit*

Log Out	Time In	Logpoint In	Hours (decimal)	Fatigue Limit	Name	ID	Person Type	Company	Site Contact	Crew	Activity
<input type="checkbox"/>	22-03-19 10:22 ~	PEGASUS RECEPTION (TABLET)	1.4	14	Satchell, Ben	000 225 513	Employee	Onsite Track Easy Pty Limited	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:58 ~	LEVEL 1	1.8	14	Richardson, Cindy	000 996 254	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:56 ~	LEVEL 1	1.8	14	Chisholm, Grace	001 495 800	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:56 ~	LEVEL 1	1.8	14	Morgan, Kelsey	001 516 041	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:52 ~	LEVEL 1	1.9	14	Nicou, Shannen	001 455 099	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:45 ~	LEVEL 1	2.0	14	Noble, Gretchen	000 858 771	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:11 ~	LEVEL 1	2.6	14	Knapman, Lisa	000 522 426	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 09:06 ~	PEGASUS GROUND FLOOR	2.7	14	McVerry, Jesse	001 924 328	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)
<input type="checkbox"/>	22-03-19 08:59 ~	LEVEL 1	2.8	14	Morrissey, Taylah	001 447 128	Employee	PEGASUS MANAGEMENT PTY. LIMITED	(none)	(none)	(none)

### SWLP TABLET (user)

general **rights** site contact locations approver

✓ Can Use Onsite

These settings indicate what SWLP TABLET may do with the **Pegasus Newcastle** data

#### General Site Access Roles

*The user's general site access roles govern data access on a location-by-location basis within the site. Use the "locations" tab to manage those roles. All Specific Site Data Rights, as listed below, apply site wide.*

#### Specific Site Data Rights

Can View Foreign Data From: No Employers

Can Represent Employers: No Employers

✗ Can View SMS Review Results

✗ Can Manage User Accounts

✗ Can Block Cardholders

✓ Can Log Persons In And Out



# LOGGING OUT CARDHOLDERS

# Logging Out Cardholders



## On Site Now Layout.

- ❖ Tick the desired cardholder to be logged out
- ❖ Enter in Reason for departure
- ❖ Enter in either Duration on site or Departed from site time.
- ❖ Press ok to commit changes

Basis:  Duration On Site  Depart At *(only for a single log out)*  
 Depart At: 17 Hr 00 Min estimated time of departure

Basis:  Duration On Site  Depart At *(only for a single log out)*  
 Duration: 8 Hrs 00 Mins estimated time on site

<input type="checkbox"/>	21-03-19 18:04	LEVEL 1					
<input type="checkbox"/>	21-03-19 10:01 ~	LEVEL 1					
<input type="checkbox"/>	21-03-19 08:18 ~	PEGASUS GROUND FLOOR					
<input type="checkbox"/>	20-03-19 10:47 ~	LEVEL 1					
<input checked="" type="checkbox"/>	20-03-19 08:12 ~	PEGASUS RECEPTION (TABLET)	51.6	14	JONES, CRAIG	002 804 011	Visitor
<input type="checkbox"/>	20-03-19 07:56	PEGASUS RECEPTION (TABLET)	51.8	14	Asquith, Kate	001 254 016	Employee
<input type="checkbox"/>	19-03-19 16:03 ~	LEVEL 1	67.7	14	Baddock, Emmah-Leigh	001 254 021	Employee
<input type="checkbox"/>	19-03-19 09:39 ~	LEVEL 1	74.1	14	Cassidy, Emily	000 857 224	Employee
<input type="checkbox"/>	18-03-19 09:19 ~	PEGASUS GROUND FLOOR	98.5	14	McLean, Daryl	000 078 310	Employee
<input type="checkbox"/>	04-03-19 17:08	PEGASUS GROUND FLOOR	426.6	14	Nguyen, Thinh	001 924 086	Employee

**Please read the following message:**

- If you continue, the Site Log will show each selected person as having left this site.
- The Site Log is used in emergency situations and accurate information is critical.
- Only continue if you are certain each selected person is no longer on your site.

**Force Logout:**  
 By: Damien Challen

**I know this person has left site because:**  
 Assumed after thorough search for person

Note: visitor no longer at site

Basis:  Duration On Site  Depart At *(only for a single log out)*  
 Duration: 8 Hrs 00 Mins estimated time on site

**ok**

# Logging Out Cardholders

## On Site Now Layout.

- ❖ Once user successfully logged out, no longer visible in the On Site Now Report
- ❖ Visitor – JONES, CRAIG is now logged out.
- ❖ No Longer will show up in Emergency Evacuation reports either.

<input checked="" type="checkbox"/>	20-03-19 08:12 ~	PEGASUS RECEPTION (TABLET)	51.6	14	JONES, CRAIG	002 804 011	Visitor
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<input type="checkbox"/>	22-03-19 06:20 ~	PEGASUS GROUND FLOOR	5.5	14	Bhattacharya, Mousumi	000 200 938	Employee
<b>O V E R S T A Y E R S</b>							
<input type="checkbox"/>	21-03-19 18:04	LEVEL 1	17.7	14	Dixon, Jo	000 108 996	Employee
<input type="checkbox"/>	21-03-19 10:01 ~	LEVEL 1	25.8	14	Burwell, Sarah	001 414 457	Employee
<input type="checkbox"/>	21-03-19 08:18 ~	PEGASUS GROUND FLOOR	27.5	14	Krevs, Matthew	000 878 626	Employee
<input type="checkbox"/>	20-03-19 10:47 ~	LEVEL 1	49.0	14	Fitzgerald, Robert	000 000 229	Employee
<input type="checkbox"/>	20-03-19 07:56	PEGASUS RECEPTION (TABLET)	51.9	14	Asquith, Kate	001 254 016	Employee
<input type="checkbox"/>	19-03-19 16:03 ~	LEVEL 1	67.7	14	Baddock, Emmah-Leigh	001 254 021	Employee
<input type="checkbox"/>	19-03-19 09:39 ~	LEVEL 1	74.1	14	Cassidy, Emily	000 857 224	Employee
<input type="checkbox"/>	18-03-19 09:19 ~	PEGASUS GROUND FLOOR	98.5	14	McLean, Daryl	000 078 310	Employee
<input type="checkbox"/>	04-03-19 17:08	PEGASUS GROUND FLOOR	426.6	14	Nguyen, Thinh	001 924 086	Employee





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 131 194**

OR EMAIL [support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)