

User Guide

Inactivating| Employees

STEP ONE | Inactivating employees


Click on the Person tab and select employees



Search for the employee you are wanting to inactivate

Employees for Illawarra Coal - Dendrobium Operations

Find

From 

Include Associated who have Other Home Sites

Include Unassociated

Include Inactive


Ready to search


Click into the person


Found 1 match.




Name	Id	Photo	Card Print	Employer	Roles	Home Site
Stevenson, Eliza	001 616 504	Yes		Illawarra Coal Holdings Pty Ltd	Employee	Illawarra Coal - Dendrobium

Scroll down the person profile and click edit

Legacy Id Legacy ID = (none specified) 



Site Settings
Manual Login Manager:  For logpoints with no manual button

Active: 

Untick the active box

Active: *Untick Active to end this person's employment*

A pop-up will appear, click ok

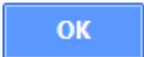
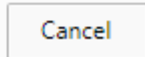
M epe.onsitetrackeasy.com.au says: ✕ r D

MAKING AN EMPLOYEE INACTIVE

By making this employee inactive you are indicating that this employee no longer works for your company.

It will also be possible for other users to edit their general details and transfer this person to another company!

Press OK if you wish to proceed with making this employee inactive or CANCEL to abort.

Click 'Save'

Active:

Untick Active to end this person's employment

cancel

save

Complete the administrator note as to why you are inactivating this person, click Proceed

Warning

The requested action requires you to enter an Admin Note.

You are about to **INACTIVATE** Eliza Stevenson from Illawarra Coal Holdings Pty Ltd

The change to this person's status will apply **system-wide** (not just at your site). Inactivation **should ONLY** be used for one of the following reasons:

- The employee has ceased employment with this company
- The employee was entered into the system by error (including duplication)

Authorised By:

Comment:



- ▶ To proceed you will need to name the person who has authorised this change, which may be you, and to explain why this change is being made.
- ▶ Your entries will be logged in an Admin Note which can be accessed from the Report menu.
- ▶ If you cancel, your previous edits will be lost and this cardholder's view page will be redisplayed.

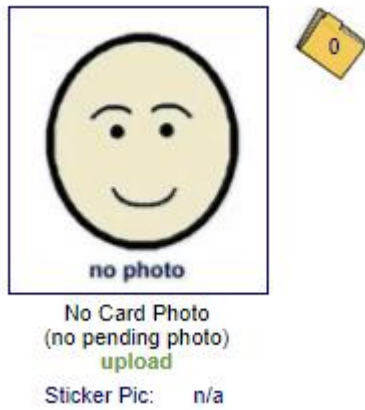
cancel

proceed

To reactivate person, repeat these steps and tick the active box.

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

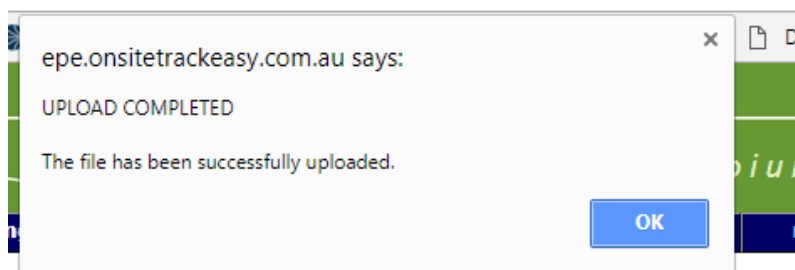
Add Pending Photo to Eliza Stevenson

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