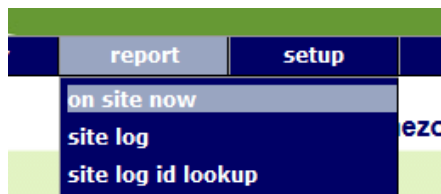


# User Guide

## Log Off Cardholders - Manually

### STEP ONE | Log Off Cardholders

At the site level, pull an onsite now report. Report tab – Onsite now



Click on the tick box of the person you would like to log out

#### On Site Now Report for Pegasus Newcastle on 05 Mar 18 at 14:20

ALL PERSONS (this site) 1 Contractor, 35 Employees, 0 Visitors = 36 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
<input checked="" type="checkbox"/>	05-03-18 13:51	LEVEL 1	0.5	14	Saridis, Belinda	000 296 €

Scroll to the bottom of the pact and complete the declaration. Click ok

#### 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: Felicity Stevenson

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

Confirmed by this person

Note:

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

Duration: 8 Hrs 00 Mins estimated time on site

ok