

User Guide

Logpoints | Making an employee a site contact on logpoints

STEP ONE | Making an employee a site contact

On the employee's profile click the Site Contact tab

Felicity Stevenson (cardholder) 001 740 966

general competencies roles tasks keys training **site contact** messages

Click the Make Site Contact button

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report

STATUS

Felicity Stevenson is not currently a site contact in the Pegasus Newcastle Location.
To make this cardholder a site contact, click the 'make site contact' button.

make site contact

They will now be created as a site contact for Visitors at the logpoints. This can be turned off at any time and periods of unavailability can be selected.

STATUS

Felicity Stevenson is currently a site contact in the Pegasus Newcastle Location.
To remove this cardholder's status as a site contact, click the 'revoke' button.

revoke

AVAILABILITY

Today: AVAILABLE

Active: *If inactive, the site contact will not be available for selection on logpoints*

Date Range:

- ONLY available in period
 NOT available in period

From: 2000 February 1

To: 2000 February 1

update