

# User Guide

## Logpoints | Making an employee a site contact on logpoints

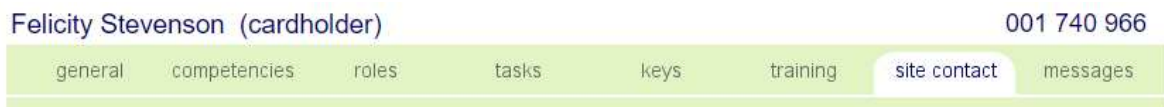
Site Contacts are a great tool to allow an employee or site user to be listed as a site contact at a logpoint. This feature will notify that site contact when an Employee, Contractor or Visitor, selects them at a logpoint upon signing in .

This notification feature sends an email to that site contacts' listed email address under their profile, so this needs to be configured beforehand.

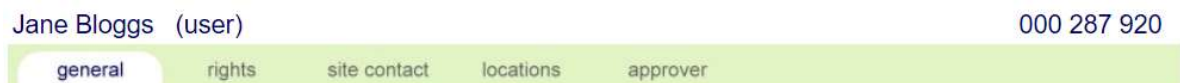
### STEP ONE | Making an employee a site contact

To turn on the Site contact:

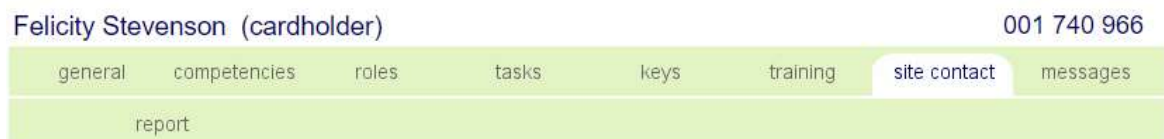
On the Employee's profile click the Site Contact tab



If using a Site User, its also under the Site Contact Tab



Under the Site Contact Tab is the **Make Site Contact** button. Click to enable.



#### 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](#)

## STEP TWO | Configuring Options

Once enabled, new options will appear on screen. You can disable the availability if a site contact is going on leave, designate availability dates if needed, or revoke access if required.

**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**

The site contact feature only works if it is also enabled on the required logpoint(s).

**NOTE:** While site contacts are turned on at logpoints, there is no feature to set it for certain hours. Once it is on, it is enabled, unless availability dates are specified.

For more information about enabling options on logpoints, investigate the article [Logpoint Configuration Video](#) located here:

<http://kb.pegasus.net.au/display/CA/Tutorials+%7C+Logpoints>