ONSITE TRACK EASY REALM & SITE

CONFIGURATION GUIDE
V1.1

Pegasus
an Avetta Company ™

Connecting a competent workforce

Notes

Steps in this guide will require the user to have Site or Realm permissions that allow them to modify or change the topics covered in this guide.

Check to see what permissions you have, to see what you might be able to modify if required.

Having Editor Rights and permissions to Edit Realm or Site Settings is what is being focused on in the following pages.

Details on Realm or Site user permissions can be found on the support page:
https://kb.pegasus.net.au/display/CA/User+Account+Permissions

- See your user permission under Person > Users in Onsite Track Easy and then look up your account.

Full RealmAccess   (Realm user)

general	rights	sites

Realm Rights

Specific Realm Data Rights

Can Use **Onsite**	✓
Realm **Access Level**:	Editor
Can View **Foreign Data** From:	All Employers
Can Represent Concos in **Own** Portals:	✗
Can **Represent Employers**:	All Employers
Can View **SMS Review** Results:	✗
Can Manage **User Accounts**:	✗
Can **Block** Cardholders:	✓
Can Create **Certs**:	✓
Can Assign Certs:	✓
Can Authorise Assigned Certs:	✓
Can Create **Roles**:	✓
Can Assign Roles:	✓
Can Create **Competencies**:	✓
Can Approve Site Competencies:	✗
Can Assign Competencies:	✓
Can **End Employment**:	✓
Can Print **Cards**:	✓
Can Edit Realm **Settings**:	✓
Can Edit Admin **Notes**:	✓
Can Download **Files**:	✓
Can Upload Files:	✓

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Table of Contents

REALM OPTIONS OVERVIEW

Realm Configurable Settings

Ensuring you have an appropriate Realm account, click on Setup > Realm to review the Realm settings.

If you don't have editor access, you can still view the Realm configuration.

- Typically Realm settings should only be modified by the appropriate Pegasus Account Manager, or your Pegasus Super Users or Admins for your Realm.
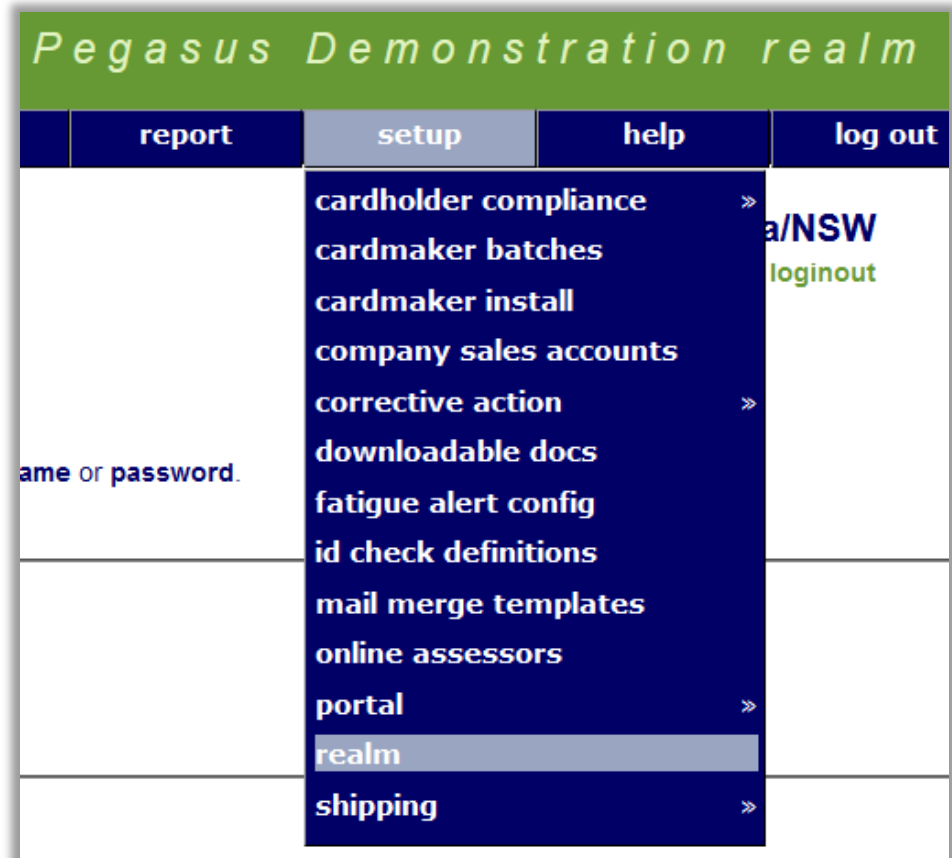
Realm Configurable Settings

5 x tabs are available.

General – Settings used for managing global notifications, contact details for the Main Administrator and some optional items that can be enabled.

Add-ins – See what options have been enabled for your Realm by Pegasus

Sites - See which sites this realm operates over

Card Designs – View the card layout that will be printed for workers

Compliance – If enabled, see the configuration of the Company Compliance Source

- Note that not all options are enabled for Realms. This highly depends upon the configuration of the Client and what options they have enabled for them.

- If unsure, reach out to your Pegasus Account Manager for more information.

Pegasus Demonstration Realm

| general | add-ins | sites | card designs | compliance |

Identity

Realm Name:	**Pegasus Demonstration**
Type:	CORPORATE
Restricted Usage:	NO *For bundled realms like the ARTC corporates;*
Scope Id:	43353
Region:	Australia and Oceania
Timezone:	Australia/NSW
Realm Operator:	PEGASUS MANAGEMENT PTY. LIMITED
Training Provider Id:	360
Shopping Provider:	Pegasus Demonstration
Allow Financial Reports:	✓ *This realm can have financial reports.*
Verified Doc Authority:	✓ *This realm is a Verified Doc Authority*

Expiry Reminders

Comp Reminders Enabled:	✗
Cert Reminders Enabled:	✗

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Realm Configurable Settings - General

Configurable Items section – Competency Expiry Reminders

- Expiry Reminders can be enabled for Employees and /or Contractor Companies. Typically it is not configured for Employers/Employees, as Clients Manage their employees compliance. It would be enabled to send Contractors notifications that their competencies are due to expire.

- Can set the reminder notification intervals.

- Can edit text that will appear with the email reminding worker of expiring competencies

Expiry Reminders

Comp Reminders Enabled:	☑	Tick to email reminders to co... s when their en...
	All ▼	
	All	...p Reminders ...
Comp First Reminder Date:	30	Days Before Expiry (14-60)
	Concos	...p Reminders ...
Comp Final Reminder Date:	7	Days Before Expiry (7-30)
	Employers	
Comp Reminder On Expiry:	☐	Whether to have a Reminder... Comp Reminde...
	None	
Comp Reminder Include Companies:	All ▼	Which Companies to send Comp Reminders to wh...
Comp Reminder Include Workers:	All ▼	Which Workers ...nders to wher...
	All ▼	
Comp Reminder Contact:	us via the information website at yancoa...	
	All	
Comp Reminder Custom Text:	The Yancoal Contractor Information web... tors.com.au)	Contractors
	has a range of user guides and informati... updating	Employees
	your documentation on the Yancoal Cont...	None
	You will also find contact details for the Pegasus compliance team should	
	you need further assistance.	
	Failure to renew expiry's could compromise validation for access to the	
	Yancoal sites.	

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Realm Configurable Settings - General

Configurable Items section – Cert Expiry Reminders

- Certs (short for Certificates) is typically a legacy item used for managing Company Compliance. This has been superseded by Company Pre-Qualification.

- Certs operate similar to competencies, but are applied against a Contractor Company Companies > Contractor Company > and then under their Compliance Tab for that Company.

- If enabled can set messages and reminder notification email times.

Cert Reminders Enabled:	☐	*Tick to email reminders to contractor companies when they have expiring*	
Cert First Reminder Date:	30	Days Before Expiry (14-60)	*Applies to Cert Reminders when set to s*
Cert Final Reminder Date:	7	Days Before Expiry (7-30)	*Applies to Cert Reminders when set to s*
Cert Reminder On Expiry:	☐	*Whether to have a Reminder On Expiry, when Cert Reminders are set to s*	
Cert Reminder Contact:	us via the information website at yancoalcontractors.com.au		*Mak*
Cert Reminder Custom Text:	The Yancoal Contractor Information website (yancoalcontractors.com.au) has a range of user guides and information to assist you with updating your documentation on the Yancoal Contractor Portal. You will also find contact details for the Pegasus compliance team should you need further assistance. Failure to renew expiry's could compromise validation for access to the Yancoal sites.		

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Realm Configurable Settings - General

Configurable Items section – Corrective Actions, Shipping, Responsible Party

- These are legacy items no longer in use.

- None of these are required to be enabled at a Realm.

Corrective Action Reminders

Send Submitted Notification To Owner: ☐

First Reminder Date: `0` Days Before Expiry

Send Reminder On Due Date: ☐

Overdue Reminder Interval: `0` Days Between Reminders After Due Date

Send Overdue Notification To Owner: ☐

Shipping

Support Name:

Support Email:

Support Phone:

Tracking # Mandatory: ☐

Responsible Party

Notification To:

Notification Email:

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Realm Configurable Settings - General

Configurable Items section – Settings

Note some are legacy items and are not commented on for this reason.

- Cal Basis – Configured by Pegasus. Is either Concurrent Licencing or Ber seat Licencing. Can restrict number of users utilising Onsite Track Easy at the same time. CALS = number of licences.

- Realm Assign Groups – Allows Group Competencies at Sites and/or Realms

- Realm Assign Comps – Allows competencies created at a site to be able to be used across the Realm

- Repeatable Corrective Actions – usually enabled to allow for managing Competencies and how they are configured and managed under Pending Data.

- Asset Management – Enabled when using the Worker Portal Asset Feature. This adds additional Asset option under User Permissions.

- Industry – Flag for reporting Realm type to Pegasus Management

- Site Based Card Printing – allows sites to print cards

- Active – when disabled, this turns off the Realm! BEWARE You will lose instantly lose access for you disable this.

Settings

Cal Basis:	Concurrent Login
Cals:	10
Show Card Image Button:	YES
Gender Compulsory:	☐
Realm Assign Groups:	Realm or Site ⌄ Allow re
Realm Assign Comps:	☑ Allow realm assignmen
Our Verified Comps in Other Card Defs:	☐ Allow our sites and the
Our Certs in Other Compliance Subs:	☐ Allow other realms to i
Repeatable Corrective Actions:	☑ Allow file definitions an
Industry:	Training Industry ⌄ I
Show On Site Now Location:	☐ Include Location colum
Active:	✓

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Realm Configurable Settings – Add-ins

Configurable Items section – Add-ins

Note some are legacy items and are not commented on for this reason.

- Analytics – An additional paid component for reviewing Worker, Company, Training data and other information in a real-time interface . More information can be [found here](#)

- Assessments - An additional paid component for managing training and assessing out in the field. More information can be [found here](#)

- Broadcasting – An additional paid component for sending emails and/or SMS's to workers, companies, crews or sites. More information can be [found here.](#)

Realm Add-ins

✓	Analytic Reports	*Enable Analytic Reports*
✓	Assessments	*Enable Assessments*
✓	Broadcasting Module	*Enable Broadcasting*
✗	Maintenance of Competency	*Enable Maintenance of Competency Integration*

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Realm Configurable Settings – Sites

Item section – Sites

Your Realm's list of site(s) is visible here as well as the listed Employers at the site level.

- Sites can not be added here. Your Pegasus Account Manager will do this for you should new sites be added to your Realm

Sites

This realm currently has 8 sites.

Name	Id	Usage Mode	Employers
Avetta - Amazon	704	Full	Onsite HQ Site Employer Pty Limited
Avetta - BGIS	703	Full	Onsite HQ Site Employer Pty Limited
Avetta - CBRE	707	Full	Onsite HQ Site Employer Pty Limited
Avetta - Cargill	705	Full	Onsite HQ Site Employer Pty Limited
Avetta - Cushman	706	Full	Onsite HQ Site Employer Pty Limited
Avetta - QualTek	709	Full	Onsite HQ Site Employer Pty Limited
Avetta - Rio Tinto	708	Full	Onsite HQ Site Employer Pty Limited
Onsite HQ	9	Full	Onsite HQ Site Employer Pty Limited, PEGASUS MANAGEMENT PTY. LIMITED

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Realm Configurable Settings – Card Design

Item section – Card Design

The card design that will print out for Workers will be shown here. Some sites have multiple formats they accept, or have previous card configurations.

- If your site has multiple cards that it can accept they will be shown here.

- You can review the configuration of each card type (Magnetic strip, Bar Code, Proximity Chip etc)

- Can not add cards here. Pegasus Account Managers can perform this for you.

Card Design	Association Context	View
Onsite Track Easy	*Site: Visy Gepps Cross*	View
Onsite Track Easy	*Realm: Visy Industries*	View
Onsite Track Easy	*Site: Visy Logistics*	View
Onsite Track Easy	*Site: Visy Springvale*	View
Onsite Track Easy	*Site: Visy Tumut*	View
Pegasus	*Realm: Visy Industries*	Viewing ▶

Found 6 active associations

▶ Click a **view** link to view a card design.
▶ Click an **add** button to add a new card design to this realm.
▶ Card designs containing **compliance** elements should only be added to the site/realm where the compliances are from. There are currently no smarts in place to prevent this.
▶ The ability to **remove** a card design is only possible if all realm sites with access to realm card designs will still have at least one card design post removal.

VISY INDUSTRIES CARD PRINT SETTINGS

✖ Card Print Requires Pending Record

▶ This card print setting only applies to the **Pegasus** card design and the Visy Industries Realm.

PEGASUS CARD DESIGN   **View Structure**

✖ Subscription Required

✔ Proximity Card   ✖ One Card
✖ Magnetic Stripe   ✖ Desfire Card
✖ Bar Code   ✖ Watermark

Side 1:

Pegasus™
Powered by Onsite

no photo

000 000 000

CARDHOLDER
NAME

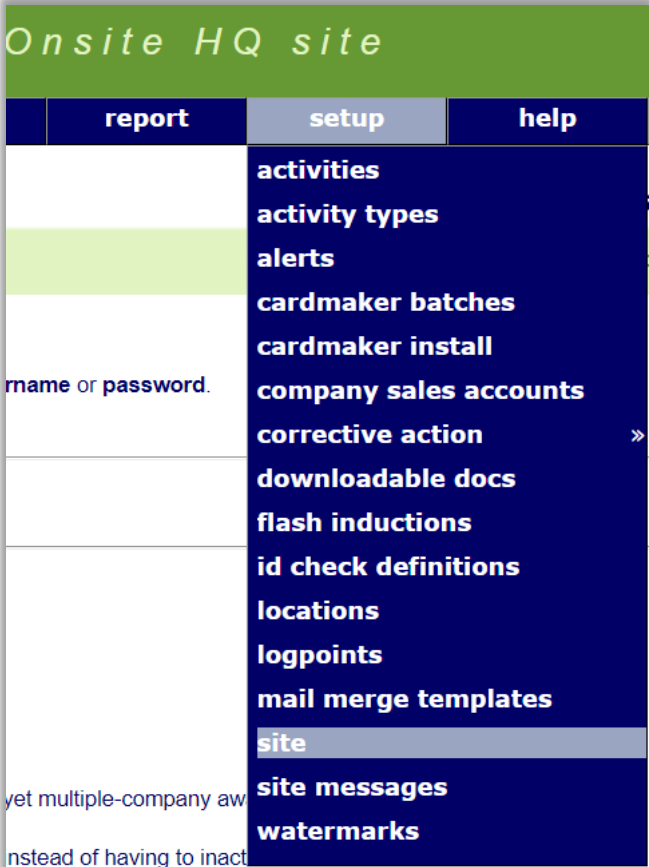**Pegasus**™
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SITE OPTIONS OVERVIEW

Site Configurable Settings - General

Ensuring you have an appropriate Site account, click on Setup > Site to review the settings.

If you don't have editor access, you can still view the Site configuration.

- Note that not all options are enabled for Sites. This highly depends upon the configuration of the Client and what options they have enabled for them.

- If unsure, reach out to your Pegasus Account Manager for more information.

Onsite HQ site

| report | setup | help |

- activities
- activity types
- alerts
- cardmaker batches
- cardmaker install
- company sales accounts
- corrective action »
- downloadable docs
- flash inductions
- id check definitions
- locations
- logpoints
- mail merge templates
- site
- site messages
- watermarks

rname or password.

yet multiple-company aw

nstead of having to inact

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Site Configurable Settings - General

With the correct Edit permissions, you can modify the Site information as shown below

- Note that an Edit History is recorded against all changed made to this page. Pressing the Clicking the clock next to the edit button will reveal any previous settings and who changed anything.

Identity

Site Name:	**Onsite HQ**
Site Type:	Work
Description:	Manually entered test value
Verified Doc Authority:	✓ *This site is a Verified Doc Authority*

Location

Region:	Australia and Oceania
Address:	426 King Street
Town:	New
State:	NSW
Post Code:	2300
Country:	Australia

Contact

Phone:	1300 441 433
Fax:	02 6571 8889
Email:	devteam@onsitetrackeasy.com.au
Contact Person:	Phil Charley

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Site Configurable Settings - General

Options for expiry for Competency and Certificates can be modified.

- These settings are typically configured for your Realm level. Enabling Competency Reminders on the Site as well will cause duplicate Reminders to be sent to the listed group (employees/contractors).

- Typically only enabled for those Clients that do not have a Realm configuration.

Expiry Reminders

Comp Reminders Enabled:	☐	*Tick to email reminders to contractor companies when their er*	
Comp First Reminder Date:	30	Days Before Expiry (14-60)	*Applies to Comp Reminders wh*
Comp Final Reminder Date:	7	Days Before Expiry (7-30)	*Applies to Comp Reminders wh*
Comp Reminder On Expiry:	☐	*Whether to have a Reminder On Expiry when Comp Reminde*	
Comp Reminder Include Companies:	All ∨	*Which Companies to send Comp Reminders to wh*	
Comp Reminder Include Workers:	All ∨	*Which Workers to send Comp Reminders to whe*	
Comp Reminder Contact:	Pegasus Safety & Training - 1300 306 384 - inductions@pegas		*M*
Comp Reminder Custom Text:	Failure to provide renewed documentation may effect access rights to the work site		
Cert Reminders Enabled:	☑	*Tick to email reminders to contractor companies when they ha*	
Cert First Reminder Date:	30	Days Before Expiry (14-60)	*Applies to Cert Reminders whe*
Cert Final Reminder Date:	7	Days Before Expiry (7-30)	*Applies to Cert Reminders whe*
Cert Reminder On Expiry:	☐	*Whether to have a Reminder On Expiry when Cert Reminders*	
Cert Reminder Contact:	Pegasus Safety & Training - 1300 306 384 - inductions@pegasu		*M*
Cert Reminder Custom Text:	Failure to provide renewed documentation may effect access rights to the work site		

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Site Configurable Settings - General

Safety Sections is covered in another guide in full.

Auto logout configuration required a Pegasus account Manager to enable.

- All information on Safety Selections can be [viewed here](#) under the Safety Section of the page.

- Realm assignment steps if enabled will allow Roles to have additional steps (Assign, Authorise, Approve) required before they become Active.

- Auto Logout Configuration will automatically log out workers from Onsite Track Easy when reaching a times threshold. Can be set for time duration for worker, or for a specific time each day. Can only be enabled by a Pegasus Account Manager.

Safety Selections

Notify Crew Leaders:	☑	*Tick to email crew leaders when*
Show in Emerg Evac:	☑	*Tick to include unprocessed sele*
Emerg Evac Name:	Escorted Personnel	*W*

Use Realm Assignment Steps

For Site Roles:	YES	*This can only be changed by Pe*

Auto Logout Configuration:

From Period Start	*Elapsed time from person's period start login (not actual total time on site)*
Hours:	12
Logout Message:	Automated system logout
Active:	✔
Specified Time	*Specified time of day, regardless of time logged in*
Time:	00:00
Logout Message:	
Active:	✘

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Site Configurable Settings - General

Some options are legacy items and have not been commented on.

Other		
CAL Count:	10	
CAL Basis:	Concurrent Login	
Gender Compulsory:	NO	
Emp Legacy Id Locked:	NO	
Legacy Id Name:	Legacy ID	
Legacy Id Auto Prefix:	(none)	*Only applies*
Auto Con Key:	(none)	*Give access*
Auto Emp Key:	(none)	*Give access*
Con Assoc Requires Card:	NO	
Emp Assoc Requires Card:	NO	
Offline Validation:	NO	
Issue Temp Card From Online Training:	NO	
Repeatable Corrective Actions:	YES	
Asset Management:	NO	*Enable asset*
BAC Block:	NO	*Enable automa*
Emergency Evac Report Sort:	Logpoint	*Emergenc*
Familiarity Blocks For:	No Workers	*Which*
Familiarity Days:	90	*Number of days*
Industry:	Training Industry	*Ind*
Onsite Log Visibility:	Global	*Visibility of L*
Parent Style Realm:	Pegasus Demonstration	
Project Ids:		*Project ids associat*
Represent In Portal Default:	No Employers	*The*
Safety Selection Offline Logpoints:	YES	*Allow selection*
Show On Site Now Location:	NO	*Include Locatio*
View Foreign Data Default:	No Employers	*The*
Multiple Logpoint Identities:	NO	*This can only be*
Remember Last Logpoint Selection:	NO	*Sets home page*
Lp Manual Button Requires Desfire Card:	NO	*'YES' forces set*
Multi Crew Membership Allowed:	NO	
General Notes:		

- Legacy ID – Can configuration the name of the ID field here that will show under worker profile if used.

- Auto Com/Emp Key – Automatically assign Access Keys. This will show available single key, or all keys, that can be applied to Contractor or Employees automatically upon being associated to the site.

NONE
NONE
ALL
SELECTED
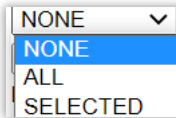
- Asset Management – Enables Asset Portal module in the Worker Portal and mobile app user permissions under the users rights screen.

- Familiarity Block - Configure to Block workers that have not attended site for a designated period of time. Even if fully compliant with Valid Access, this will block them from logging on until their profile block is lifted.
  This is a configurable item that Site users with the "Can edit site settings" are able to enable. Can be set for particular worker types as well with a configurate time frame.
  It only apples to Associated workers to site.
  On the Logpoint a new message will now be displayed – "Blocked due to inactivity" message will now appear when the working is trying to access site.

No Workers
All Workers
Contractors Only
Employees Only
No Workers
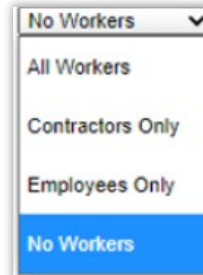
- Safety selection Offline Logpoints- when enabled assumes that selected logpoints for part of Safety Selections will be active when the Safety Selection will be run. Disable to only allow online logpoints to be shown and selected.

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Site Configurable Settings - Options

Generally this section is a legacy item.

- Options can be enabled for what should appear on Stickers printed at logpoints.

- Can choose to have Roles or Competencies printed on Stickers.

- Can be enabled for specific site locations and disabled where not needed/required to show stickers

Site Configurable Settings - Fatigue

Location Specific Fatigue Alerts

- Used in conjunction with Setup > Alerts feature to trigger email alerts when worker ahs hit fatigue limits in site locations.

- Minimum Break – will display in conjunction with the logpoint message tick box, an alert on screen if worker has not had the sufficient break. Will not block them from site, but prompts on screen the alert.

- Minimum multi day break – calculates across the 7 day rolling period that worker has had at least on full day off.

LOCATION FATIGUE LIMITS

Onsite HQ 14 hours Per Login ∨ and 60 hours per week

—Admin 14 hours Per Login ∨ and 60 hours per week

—Factory 10 hours Per Login ∨ and 60 hours per week

—HQ Office 13 hours Per Login ∨ and 60 hours per week

The first value determines when a new login is a 'Period Start', and all values are used in fatigue report calculations

edit

SITE FATIGUE SETTINGS

Minimum Break Between Work

10:00 Hours   *The logpoint's Fit For Work page will show the specified break period*

Minimum Multi-Day Break

24 Hours in any 7 Day period   *The minimum break from work required at least once in the specified period*

edit

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Site Configurable Settings – Emergency Evac

Create a dedicated web link to the Emergency Evacuation Page.

Can be shared to users to view on mobile browser or computer website without needing an Onsite Track Easy login

- Superseded by the Onsite Now Feature in the Client Portal and the Pegasus Mobile app

- Now considered a Legacy Item

EMERGENCY EVACUATION REPORT

There are two alternate methods for generating the emergency evacuation report:

1. **Users logged in to Onsite** can generate this report from the **emergency evacuation report** button on the left of screen.

2. **Any person** (including Onsite users who are not logged in and persons without an Onsite user account) can generate this report fro

Shortcut URL: https://secure.onsitetrackeasy.com.au//emergencyEvac.jsp?s=9&p=emB47 ❓

change password *This will reset the password for the emergency evacuation report shortcut*

EMAIL ADDRESSES

- The emergency evacuation report can be emailed to any number of persons after it has been generated using method 1 or 2.
- An email will be sent to each of the addresses listed below by clicking on the **email** button in the report.
- Make changes to the email addresses by editing them below and then using the save button.
- Use a semi-colon to separate multiple email addresses.

dchallen@pegasus.net.au   edit

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Site Configurable Settings – Add-ins

Items that are enabled by Pegasus Account Mangers

ADD-INS

✓	Analytic Reports	(INHE...
✓	Assessments	(INHE...
✓	BI Reports	Enable...
✓	Biometric Interface	Enable...
✓	Breathalyser Interface	Enable...

    Onsite HQ `0.01` BAC

       ├─ Factory `0.00` BAC

       ├─ HQ Office `0.05` BAC

✓	Broadcasting Module	(INHE...
✗	First Priority Compatibility	Enable...
✗	Maintenance of Competency	Enable...
✗	Masterkey System	Enable...
✓	Print Cards	Enable...
✓	Software Logpoints	Enable...

- Analytics, Reports, Assessments , BI Reports and Broadcasting are all option items that appear in the Client Portal once enabled for this site.

- Biometric Interface – legacy item for Fingerprint Readers

- Breathalyser Interface – Once enabled, allows BAC devices to be used on Logpoints and results recorded. Can configure BAC limits for specific locations here, that will eb applied to Logpoints at those locations.

- First Priority, Maintenance of Competency and Masterkey – Legacy Items

- Print Cards, allows cards to be printed at site, to those with Can Print Card permissions

- Software Logpoint. – Enables an additional tool in Onsite Track Easy for a logpoint to run in Software mode – found on the Onsite Track Easy Home Screen – Replicates a LP5 interface.

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Site Configurable Settings – Realms

Lists the current Realms this site is linked to.

- Can only be modified by Pegasus Account Managers

- When linked to multiple Realms, can see the Competencies and Roles associated with those other Realms.

REALMS

This site belongs to 2 realms.

Name	Id	Type
Pegasus	3	Corporate
Pegasus Safety	1	Admin

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Site Configurable Settings – Card Designs

Card Design Section

The card design that will print out for Workers will be shown here. Some sites have multiple formats they accept, or have previous card configurations.

- If your site has multiple cards that it can accept they will be shown here.

- You can review the configuration of each card type (Magnetic strip, Bar Code, Proximity Chip etc)

- Can not add cards, Pegasus Account Managers can perform this for you.

Card Design	Association Context	View
Onsite Track Easy	Site: Visy Gepps Cross	View
Onsite Track Easy	Realm: Visy Industries	View
Onsite Track Easy	Site: Visy Logistics	View
Onsite Track Easy	Site: Visy Springvale	View
Onsite Track Easy	Site: Visy Tumut	View
Pegasus	Realm: Visy Industries	Viewing▶

Found 6 active associations

- ▶ Click a **view** link to view a card design.
- ▶ Click an **add** button to add a new card design to this realm.
- ▶ Card designs containing **compliance** elements should only be added to the site/realm where the compliances are from. There are currently no smarts in place to prevent this.
- ▶ The ability to **remove** a card design is only possible if all realm sites with access to realm card designs will still have at least one card design post removal.

VISY INDUSTRIES CARD PRINT SETTINGS

✖ Card Print Requires Pending Record

▶ This card print setting only applies to the **Pegasus** card design and the Visy Industries Realm.

PEGASUS CARD DESIGN   **View Structure**

✖ Subscription Required

✔ Proximity Card   ✖ One Card
✖ Magnetic Stripe   ✖ Desfire Card
✖ Bar Code   ✖ Watermark

Side 1:

Pegasus™
Powered by Onsite

no photo

000 000 000

CARDHOLDER NAME

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Site Configurable Settings – Report

Report - A printable configuration page of all the current configuration screens and the applied options for this Site.

All General options, Fatigue, BAC, card designs etc.

FOR ANY QUESTIONS OR ASSISTANCE
PLEASE CALL YOUR PEGASUS ACCOUNT MANANGER
OR EMAIL **info@pegasus.net.au**

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