



User Guide

Un-associating a company from site| Companies

N.B. Before you can unassociate a company from your site all contractors that belong to that company must be unassociated from site.

STEP ONE | Unassociate company

Once all contractors for the contracting company are unassociated from your site, the remove associate button will appear on the company's profile page

general		compliance	user access	locations	contract
relationships					
Pegasus Newcastle				Head Office	
Contact Details		Contact Details			
Region:		Australia and Oceania		Australia	
Country:		78 572 885 786			
ABN:					
Contact					
First Name:	Test	Test			
Last Name:	test	test			
Email:	Test@test.net.au	Test@test.net.au			
Postal Address					
Address:	test	test			
Town:	test	test			
State:	test	test			
Post Code:	test	test			
Delivery Address					
Address:					
Town:					
State:					
Post Code:					
Phone:	0249586547	0249586547			
Mobile:					
Fax:					
Website:					
Global Edits:		ALLOW Global Contractor Edits			
General Notes:					
Earliest Login:	(none)				
Latest Login:	(none)				
edit 		remove association			

Click Remove Association

remove association

Complete the admin note and click proceed

Onsite Admin Note Popup - Google Chrome

Secure | <https://epe.onsitetrackeasy.com.au/common/popup/adminNote.jsp?actionText=PGRpdiBzdHI...>

Warning

The requested action requires you to enter an **Admin Note**.

You are removing the association of **Fine Sydney** from the following locations in your site:

- Pegasus Newcastle

Authorised By:

Comment:

▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.

cancel proceed