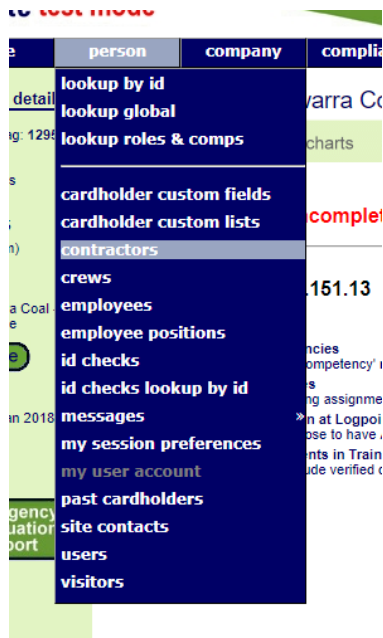


User Guide

Searching for Contractors


STEP ONE | Searching for Contractors

Click on the Person tab and select contractors



Type the name you are searching for, once found. Click the name of the person you would like to view

Find

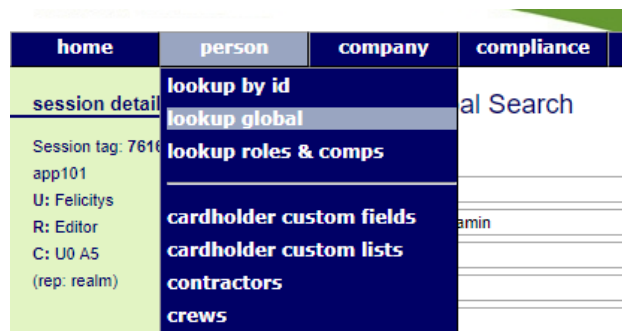
From 

Include Unassociated
 Include Inactive

Ready to search

STEP TWO| Searching a Contractor through Global Lookup

Under the person tab, select 'Lookup global'




Type the name and date of birth of the employee you are trying to find. Once found click into that person

Lookup Person Global Search

Last Name:

First Name:

Middle Name:

Date of Birth: 

Drivers License Number:

[cancel](#)

SEARCH FOR CARDHOLDER

[search for existing](#)

- ▶ Search results will include system-wide Contractors and Employees you have permission
- ▶ Enter additional search criteria to segregate the most likely matches from the search res
- ▶ Select a name below to view the person.

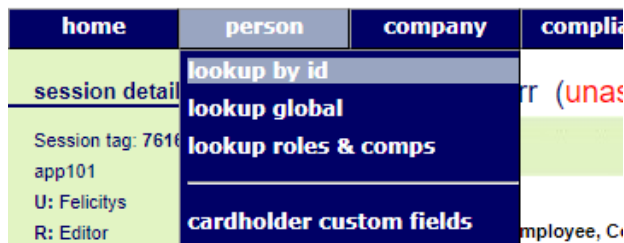
Include "sounds like"

EXACT MATCH ON PERSON WITH ID CHECK

Name	ID	Checked	Companies	Person Type	Date of Birth	Visible
Stevenson, Aaron	49884		Onsite Track Easy Pty Limited	Contractor	09 Jul 76	No - Associate

STEP THREE| Searching a Contractor through Lookup ID

Under the person tab, select 'lookup by ID'



Type the Onsite ID of the contractor you are trying to find. Once found click into that person

Lookup Person By Id

Lookup ID: Use: Onsite Person ID Legacy ID

Results at 24 May 2018

Onsite ID: 49884
 Name: Aaron Stevenson
 Status: APPROVED
 Person Type: CONTRACTOR
 Associated: no
 Works For:

Default	Company	Id	Type
	Onsite Track Easy Pty Limited	251	Contractor



✓ NOT BLOCKED