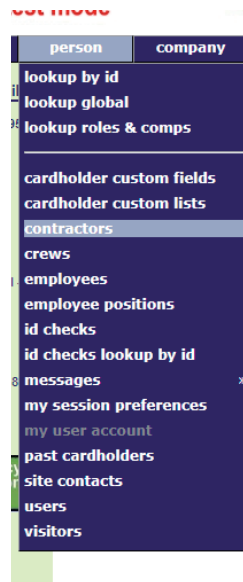




Searching for contractors

### OPTION 1 - Searching for contractors



#### Step 1

Login to Onsite.

Click the *person* tab and select *contractors*.

Find

From 

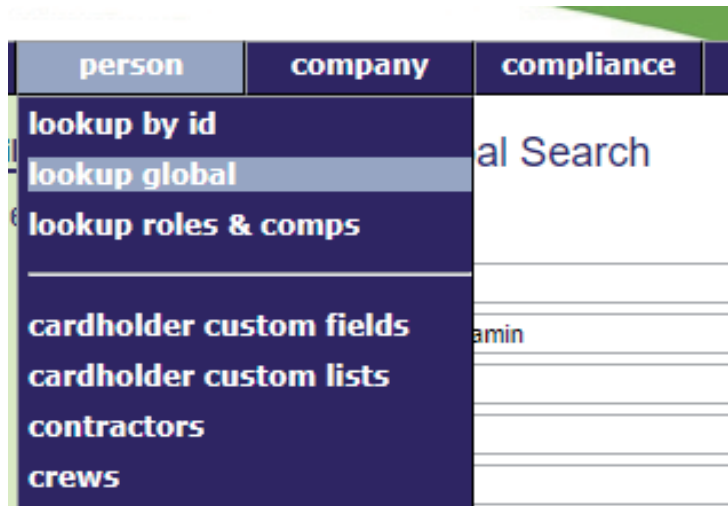
Include Unassociated

Include Inactive

#### Step 2

Enter the contractor's name and select their profile.

OPTION 2 - Searching through global lookup



Step 1

Click the *person* tab and select *lookup global*.

Lookup Person Global Search

Last Name:   
 First Name:   
 Middle Name:   
 Date of Birth:    
 Drivers License Number:

SEARCH FOR CARDHOLDER

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

Include "sounds like"

EXACT MATCH ON ALL FIELDS

Name	ID	Checked	Companies	Person Type	Date of Birth	Site	Visible
Smithson, Jason	465383		Onsite Track Easy Pty Limited	Contractor	09 Aug 39		No - Associate
Smithson, Jason	1740966		Pegasus Management Pty. Limited	Contractor	09 Aug 39		No - Associate

Step 2

Enter the employee's name and date of birth and select their profile from the search results.

OPTION 3 - Searching through lookup ID



Step 1

Click the *person* tab and select *lookup by ID*.

Lookup Person By Id

Lookup ID:  Use:  Onsite Person ID  Legacy ID

Results at 24 May 2018

Onsite ID: 465383  
 Name: Jason Smithson  
 Status: APPROVED  
 Person Type: CONTRACTOR  
 Associated: no  
 Works For:



Default	Company	Id	Type
	Onsite Track Easy Pty Limited	251	Contractor

✓ NOT BLOCKED

Step 2

Type the Onsite ID of the contractor and select their profile.



For questions or assistance please call 1300 131 194  
or email [support@onsitetrackeasy.net.au](mailto:support@onsitetrackeasy.net.au)