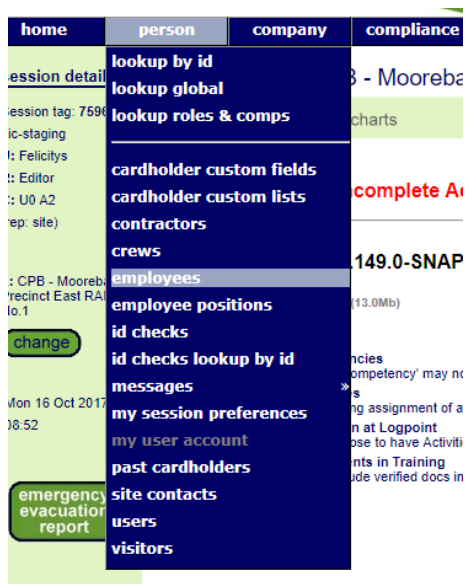


User Guide

Searching for Employees


STEP ONE | Searching for Employees

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 

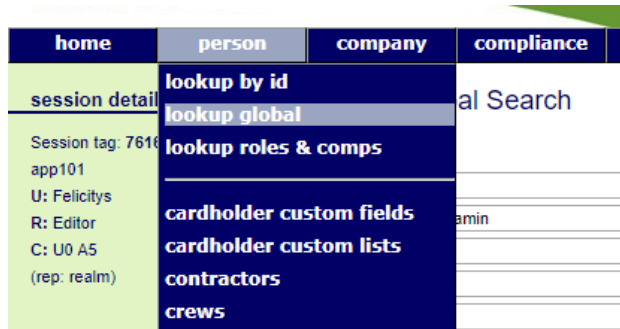
Include Associated who have Other Home Sites

Include Unassociated

Include Inactive

STEP TWO| Searching an Employee through Global Lookup

Under the person tab, select 'Lookup global'



Type the name 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:

SEARCH FOR CARDHOLDER

Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a matching last name or drivers license.
 Enter additional search criteria to segregate the most likely matches from the search results for easy identification.
 Select a name below to view the person.

Include "sounds like"

EXACT MATCH ON ALL FIELDS

Name	ID	Checked	Company	Person Type	Date of Birth	Drivers License Number	Drivers License State	Drivers License Class	Drivers License Expiry	Visible	Active
Barr, Benjamin	1186990	<input checked="" type="checkbox"/>	Cpb Contractors Pty Limited	Employee	22 May 77					No - Associate employee	<input checked="" type="checkbox"/>

STEP THREE| Searching an Employee through Lookup ID

Under the person tab, select 'lookup by ID'



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

Lookup Person By Id

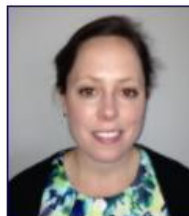
Lookup ID:

Use: Onsite Person ID
 Legacy ID

apply

Results at 16 Jan 2018

Onsite ID: 465383
Name: Felicity Stevenson
Status: APPROVED
Person Type: CONTRACTOR
Active: yes
Associated: no
Company: Onsite Track Easy Pty Limited
Company ID: 251
Co Associated: yes



✓ NOT BLOCKED

COMPANIES REPRESENTED ON SITE

None

Lookup Person By Id

Lookup ID:

Use: Onsite Person ID
 Legacy ID

apply

Results at 17 Oct 2017