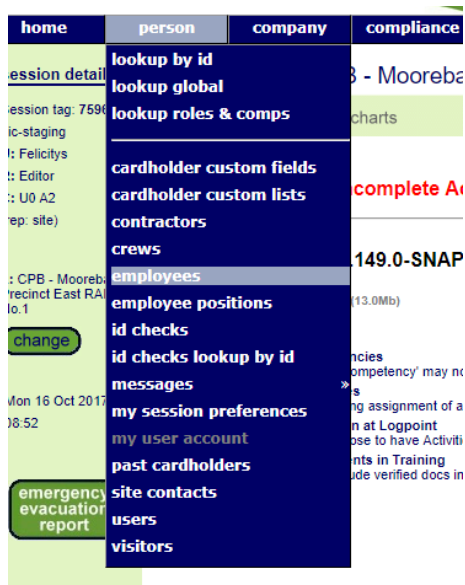


# User Guide

## 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 

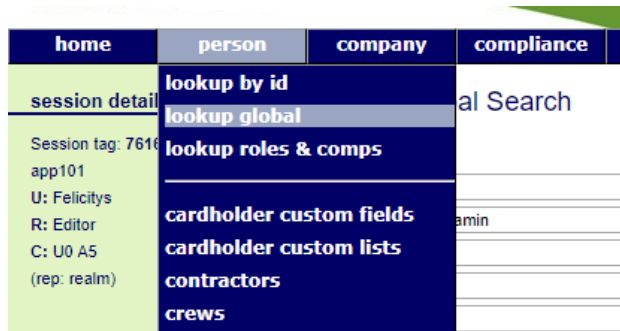
Include Associated who have Other Home Sites

Include Unassociated

Include Inactive

## STEP TWO| Searching an Employee through Global Lookup

Under the person tab, select 'Lookup global'




Type the name 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:

#### SEARCH FOR CARDHOLDER

- ▶ Search results will include system-wide Contractors and Employees you have permission to view for
- ▶ Enter additional search criteria to segregate the most likely matches from the search results for e
- ▶ 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	Visible
Stevenson, Felicity	465383		Onsite Track Easy Pty Limited	Employee	09 Aug 39	Yes
Stevenson, Felicity	1740966		Pegasus Management Pty. Limited	Employee	09 Aug 39	No - Associate

## 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

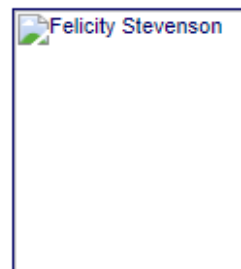
### Lookup Person By Id

Lookup ID:  Use:  Onsite Person ID  Legacy ID

Results at 24 May 2018

Onsite ID: 465383  
Name: Felicity Stevenson  
Status: APPROVED  
Person Type: EMPLOYEE, CONTRACTOR  
Associated: yes  
Works For:

Default	Company	Id	Type
✓	Onsite Track Easy Pty Limited	251	Employer, Contractor



✓ NOT BLOCKED