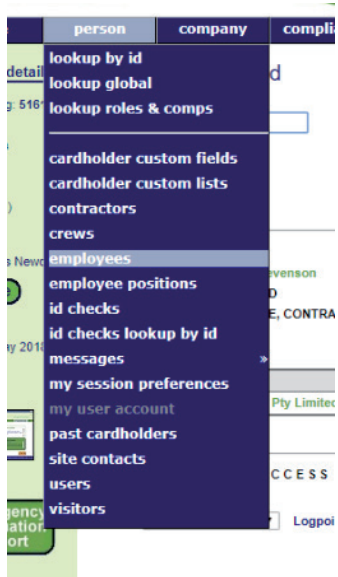




Searching for employees

OPTION 1 - Searching for employees




Step 1

Login to Onsite.

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

Find

From 

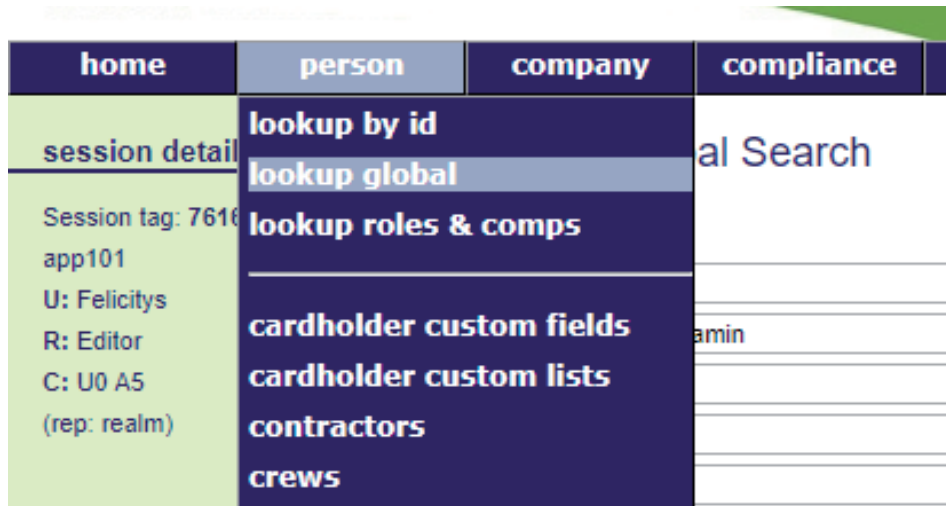
Include Unassociated

Include Inactive

Step 2

Enter the employee'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:

cancel

SEARCH FOR CARDHOLDER

search for existing

- ▶ 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"

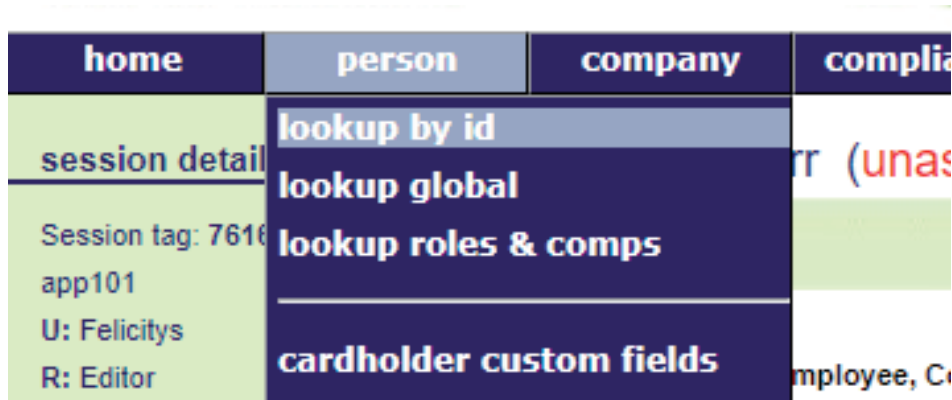
EXACT MATCH ON ALL FIELDS

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: 1740966
 Name: Jason Smithson
 Status: APPROVED
 Person Type: EMPLOYEE, CONTRACTOR
 Active: yes
 Employer: Pegasus Management Pty. Limited
 Employer ID: 138



Step 2

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



For questions or assistance please call 1300 131 194
or email support@onsitetrackeasy.net.au