Pegasus™

Powered by Onsite

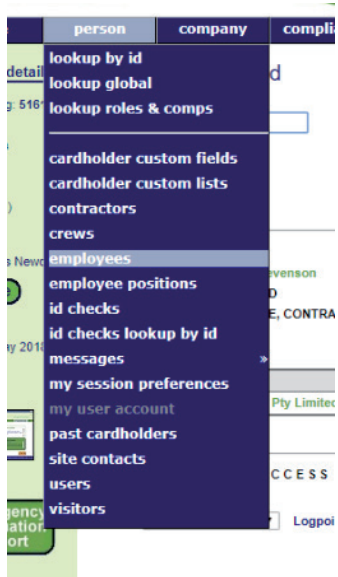Searching for employees

OPTION 1 - Searching for employees

Step 1

Login to Onsite.

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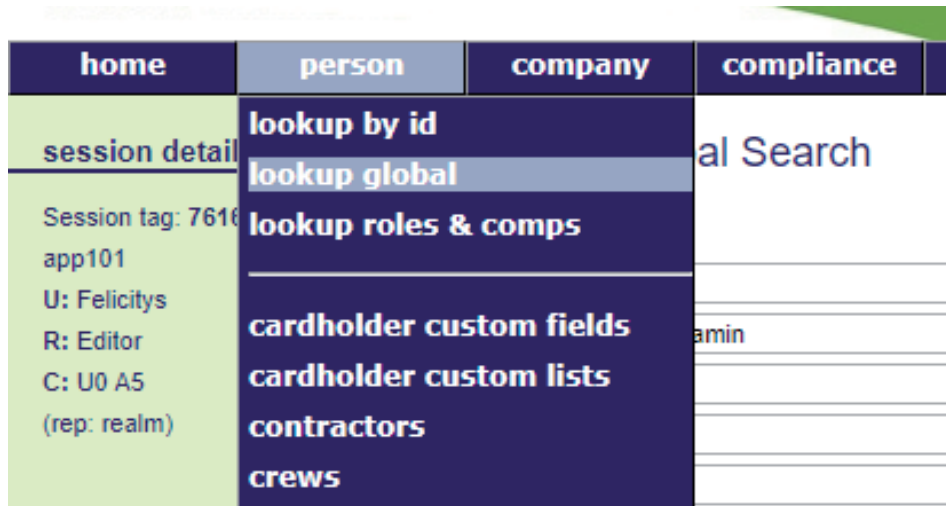

Step 2

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*.

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
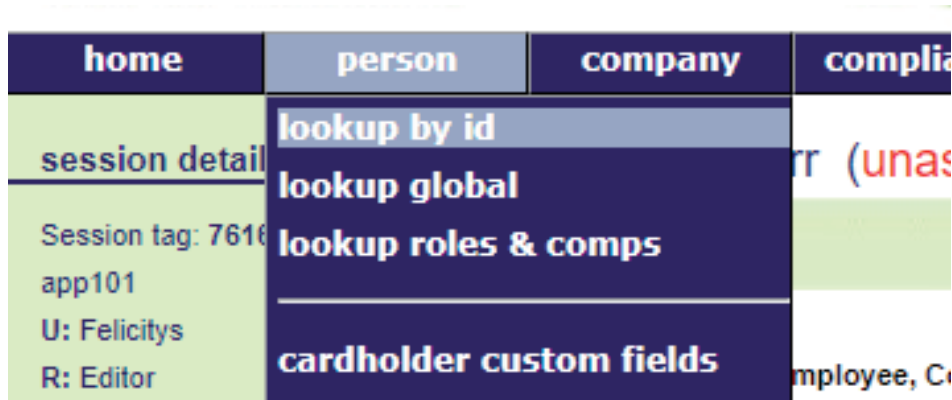
Step 1

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

Step 2

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

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