

User Guide

Setting up Messages on Logpoints

The Messages feature of Onsite Track Easy allows message notifications to appear on Logpoints at the time of an individual logging in. Multiple types of messages can be configured, and they will prompt one after another, with the individual requiring to acknowledge each message before continuing to login.

Reporting can also be done on the configured messages to see who has read and acknowledged said messages.

Managing Different Types of Messages at a Site

Site and Realm users that have the permissions:



Can Create Messages
 Can Configure Logpoints

Are able to create messages at a site for:

- Employees
- Contractors
- Companies
- Site Wide Messages

These messages will appear at a Logpoint upon the selected message type being activated.

For example a particular company can get a message appear on screen if any of their employees log in after the message has been configured to be displayed at the logpoint(s).

This guide encompasses two main steps that need to be configured in order to get the messages appearing at a Logpoint.

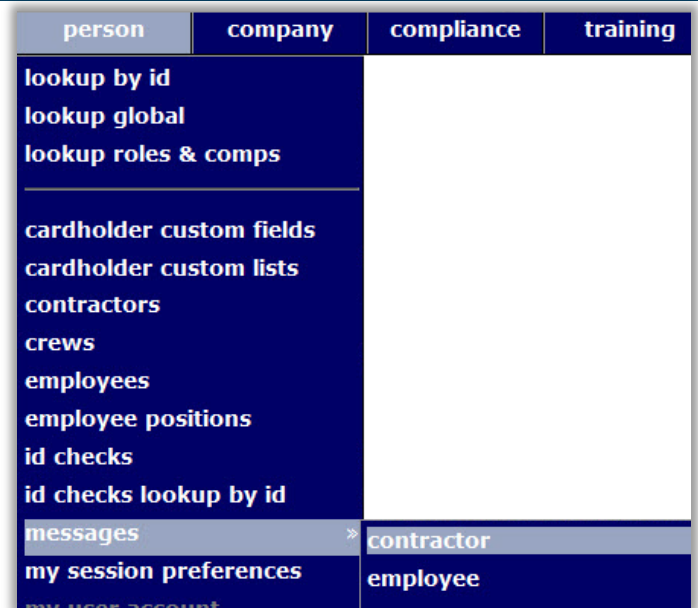
Main Step 1 – Configuring Messages

The three message types each have a slightly different way of opening their configuration screen, however once done, they all use the same format to create, edit and manage messages.

Contractor/Employee Messages.

These can be managed from the Person > Messages menu item.

This will open a screen and you can then search for the individual that you wish to receive a message when they next log into a logpoint.



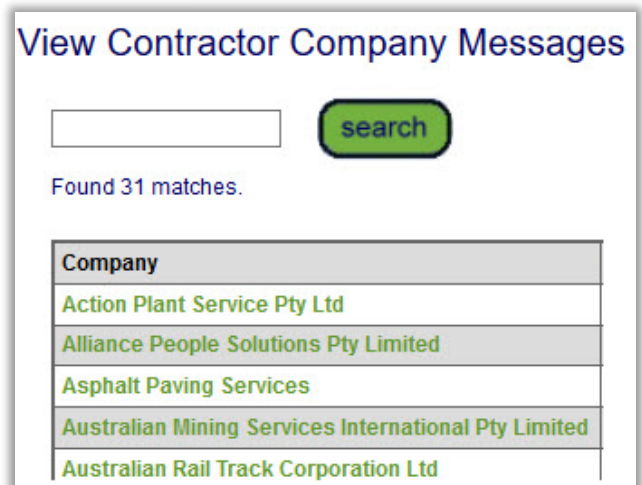
Company Messages.

A message can be configured to be displayed to all employees of a contracting company.

Click on Company > Messages to bring up the search feature.



Search for the company you wish to configure a message for, and then click on the Messages Tab in that company profile.



Site Wide Messages

From the Setup Menu, Select Site Messages

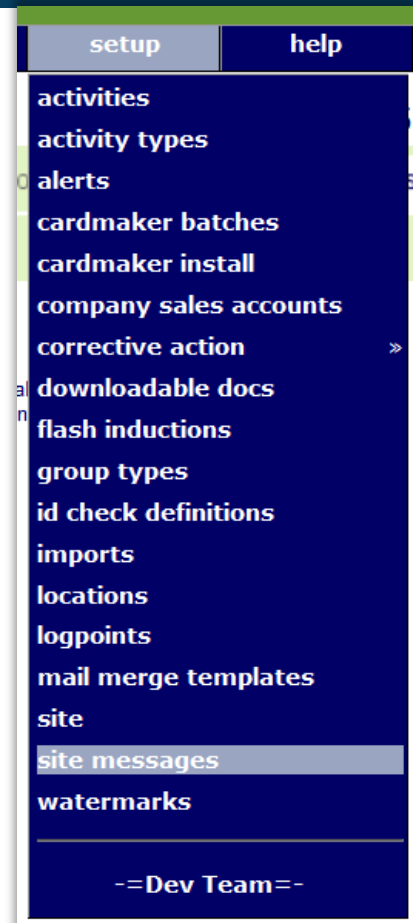
This will force a message to appear on all message enabled Logpoints, for Contractors, Employees and Visitors that login during its enabled duration.

Enabling Message at Logpoints

Logpoints need to have the Message feature turned on for the required person type (Contractor, Employee, Visitor) in order for the logpoint to display it for that person type as the login.

If the message feature is not enabled, it will not trigger to display.

Under Setup > Logpoints, choose the logpoint you wish to enable it on and click the name, (Factory Main in this example)



Site: Onsite HQ

ENABLED HARDWARE LOGPOINTS

Location	Logpoint Name
Admin	ADMIN MAIN
Admin	BOOMGATE TEST
Factory	FACTORY MAIN
HQ Office	TEST

scroll to the bottom of the logpoint page and select EDIT



Scroll to the relevant section (Contractor, Employee, Visitor) and tick the box labelled “Show Messages” if it is not already enabled.

Now that messages are enabled for the required Logpoints, we can now configure the appropriate message type

VISITORS

Allow Login *Show or remove*

Show Fatigue Information

Take Photo *Only applies if I*

Show Messages

Show Flash Induction

Message Configuration Screen

Regardless of which message type you wish to create, the following page will first display before you can create a message. This shows the logpoint name and which message types are currently turned on.

Ensure that the type of message you wish to display, will show on the required Logpoints.

Logpoint Messages at the Onsite HQ Location

Within Location: Onsite HQ

▶ Individual logpoints can be configured to display these messages or not using the **logpoints** command on the **setup** menu. The **display** column shows current settings for contractor (con), employee (emp) and visitor (vis) logins at each logpoint.

Display			Logpoint	Location
con	emp	vis		
✓	✗	✗	DEV TEAM	Onsite HQ
✗	✓	✓	SWLP ONSITE HQ	Onsite HQ
✓	✓	✓	LP6TESTINGUNIT	Onsite HQ
✓	✓	✓	TECH LP6	Onsite HQ
✓	✓	✓	PEGASUS LEVEL 1 (DEMO)	Onsite HQ
✓	✓	✓	FACTORY MAIN	Factory
✓	✓	✓	SWLP OFFICE	HQ Office
✗	✓	✓	TEST	HQ Office
✗	✗	✗	SWLP LP6 V2	LP6
✓	✓	✓	DEVELOPMENT1	LP6
✗	✗	✗	SWLP MONITORING	Monitoring
✗	✗	✗	SWLP WAREHOUSE	Warehouse
✗	✗	✗	DAMIEN TEST	Warehouse

new message Show Expired & Future

Days Left	Title & Message	Start	Finish	Originator	Location	Inner	Edit
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Messages can also be configured for certain locations only, e.g. the “factory” location, so that only messages will display at that location.

You also have a tick box, to view any past or future set messages before proceeding.

Create New Message – Site Message

Once clicked, you can then enter in the required message, select the start and finish date, and choose to “Send to inner locations” if applicable. This feature means that at the location this message was created (in this instance Onsite HQ is the top location of the site), all sub locations underneath it will receive the message on their Logpoints.

New Message For Onsite HQ	
Title	Test of the Site Message Feature on All Enabled Logpoints
Message	This is the message that will be displayed on all the logpoints. It must be acknowledged before the individual can continue the login process. Additionally this message will appear in their profile, under their messages tab, showing that they viewed and acknowledged this message.
For Logins Within	Onsite HQ and inner locations
Start	1 August 2019
Finish	1 August 2019
Send to Inner Locations	<input checked="" type="checkbox"/>
Originator	Damien Challen

cancel save

As we are setting up a Site Message, we would want that Send to Inner Locations ticked.

NOTE: The lightbulb shows you the optional HTML commands that you can add to the message when it is displayed on the Logpoints (Bold, Italics etc)

Create New Message – Contractor/Employee

Similar steps apply when creating a message for Contractors or Employees. Click on the Person > Messages tab and select the appropriate person type. It will ask you to search for that person.

Once found you can then Click on their Messages Tab.

Click New Message to create and press save when done. As you can see, a vary similar screen appears to enter in the required text.

Create New Message – For Contractor Company

From the Company > Messages tab, this will open the search panel for you to search for the company you wish messages to be displayed for when any of their employees login to a Logpoint.

Once the require company is found, click on the messages tab.

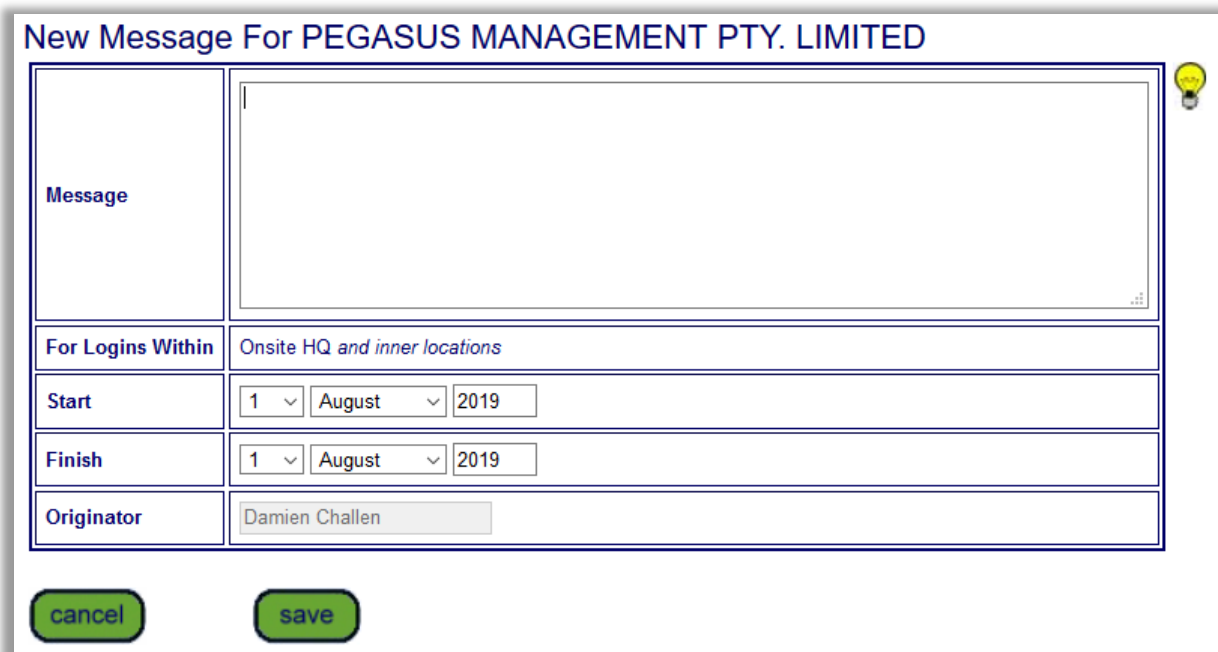


PEGASUS MANAGEMENT PTY. LIMITED (contractor company) ✓ 91 080 018 800 ✓

general compliance user access locations contractors tokens keys messages

relationships

Now the option to enter in the message you wish those employees to get can be created.



New Message For PEGASUS MANAGEMENT PTY. LIMITED

Message	<input type="text"/>
For Logins Within	Onsite HQ and inner locations
Start	1 August 2019
Finish	1 August 2019
Originator	Damien Challen

cancel save