

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:

<input checked="" type="checkbox"/> Can Create Messages
<input checked="" type="checkbox"/> 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.

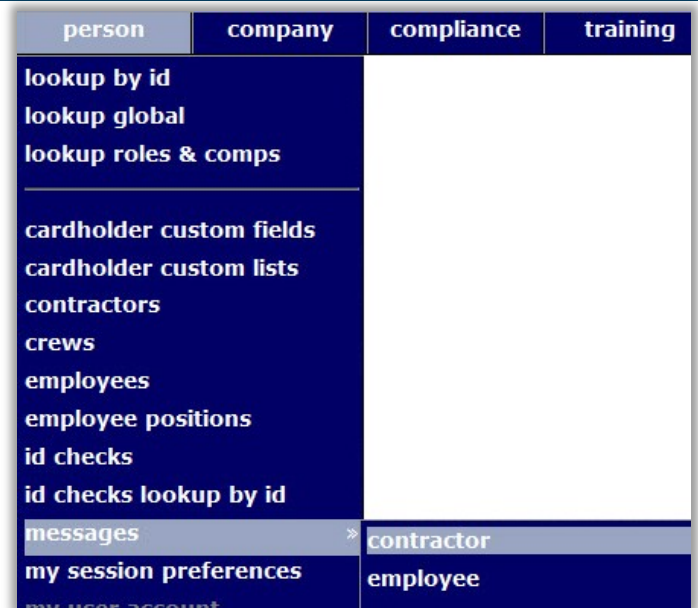
Main Step 1 – Configuring Messages

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.

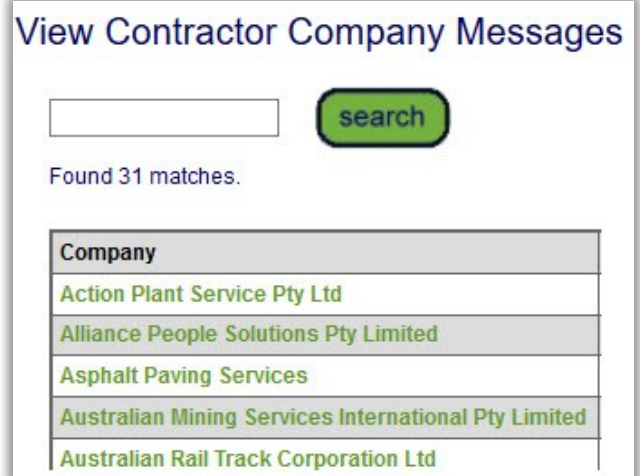


Company Messages.

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

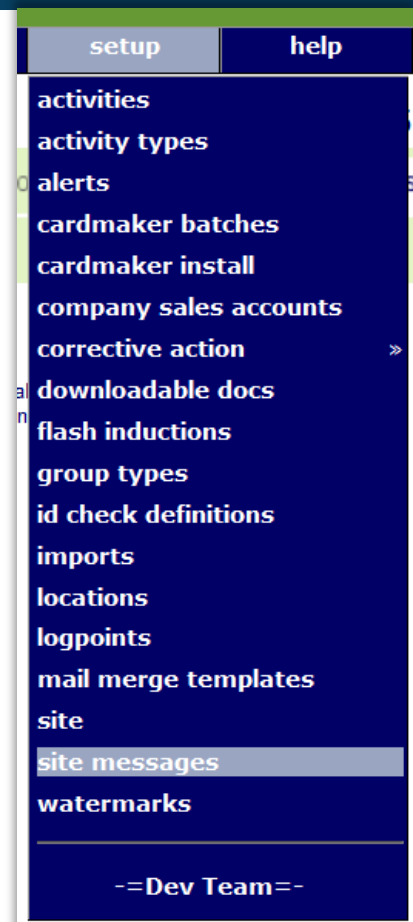
This will force a message to appear on all message enabled Logpoints, for Contractors, Employees and Visitors that login during its enabled duration.

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

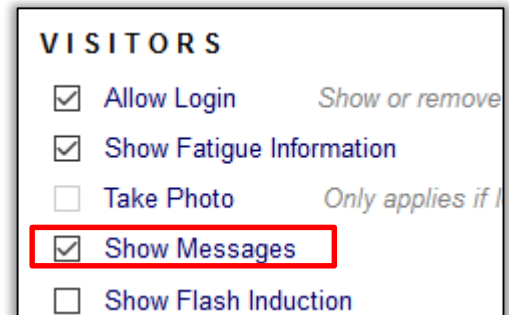
Location	Logpoint Name
Admin	ADMIN MAIN
Admin	BOOMGATE TEST
Factory	FACTORY MAIN
HQ Office	TEST

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.

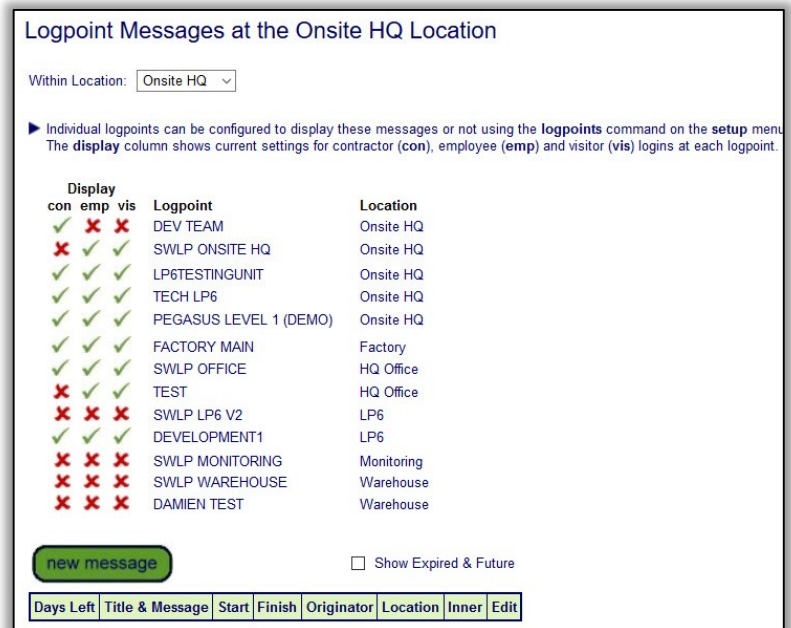
Now that messages are enabled for the required Logpoints, we can now configure the appropriate message type



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.

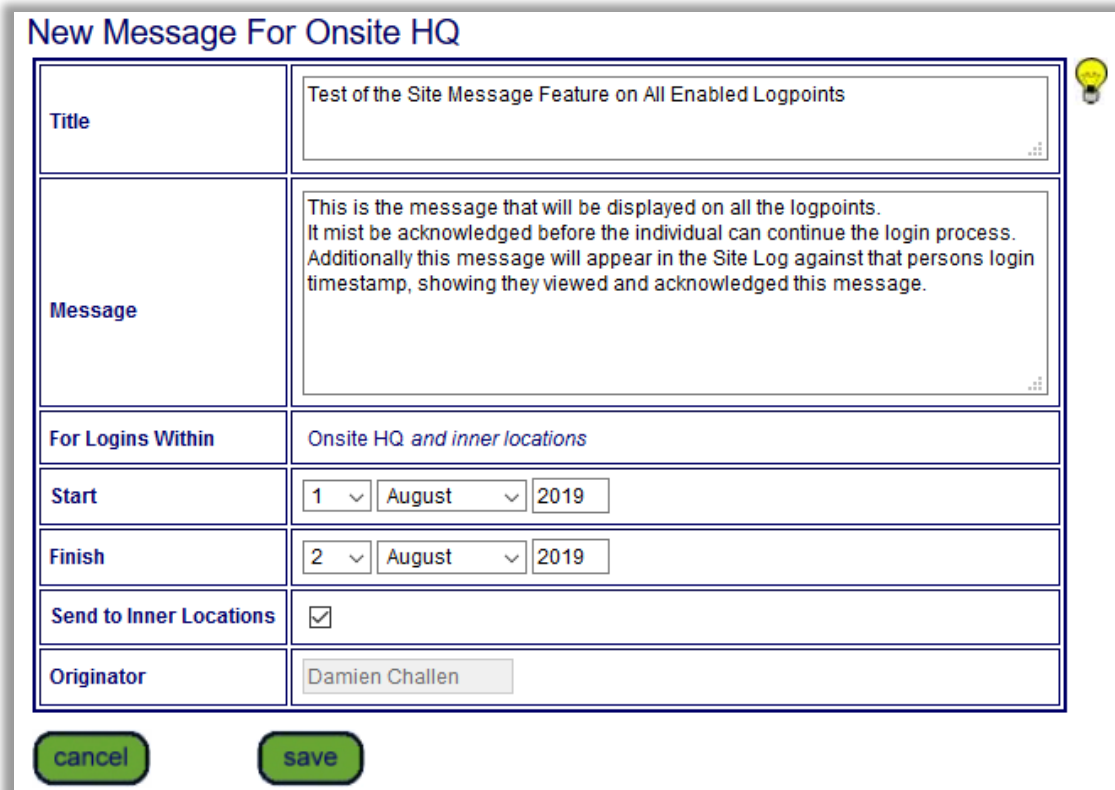


Messages can also be configured for certain locations only, e.g. the “factory” location, so that only messages will display at that location.

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 the Site Log against that persons login timestamp, showing they viewed and acknowledged this message.
For Logins Within	Onsite HQ and inner locations
Start	1 August 2019
Finish	2 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.

Test EmployeeUser (cardholder) 000 031 718

general competencies groups roles keys training site contact **messages**

report

Show Expired & Future new message ?

► These messages are viewable by Test EmployeeUser in the site locations at logpoints with the **show welcome** setting enabled. This setting can be changed at any time, so the messages may or may not be displayed at any particular login.

Onsite HQ (Site) [view logpoint](#) [show welcome settings](#) Within Location: Onsite HQ

Found 0 messages.

Click New Message to create. A similar screen for creating a new personal message for this Employee/Contractor appears. Enter in the required text and press save when done.

New Message For Test EmployeeUser

Message

This is a personal message that will be delivered to this worker then next time they login to site at a logpoint, during this below time period.

For Logins Within Onsite HQ and inner locations

Start 1 August 2019

Finish 2 August 2019

Originator Damien Challen

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.



Scroll to the bottom of the page and press “New Message”. The option to create a new message for the employees of that company can be created.

New Message For Pegasus Management Pty. Limited [Training Data]

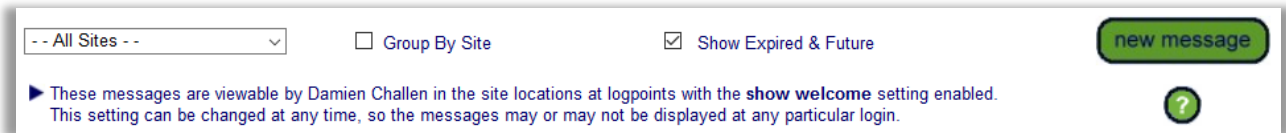
Message	This message will go directly to all employees of this company, set to login at site on a logpoint, for the duration listed below. 
For Logins Within	Onsite HQ and inner locations
Start	18 <input type="text"/> March <input type="text"/> 2020
Finish	18 <input type="text"/> March <input type="text"/> 2020
Originator	Damien Challen

Press Save when done.

Viewing Read Messages - For Employee/Contractor Personal Messages

From the Person's Profile > Messages tab, this will open the page to view displayed messages that have appeared at a lpoint.

Tick the "Show Expired & Future" box to see any that are not visible.



Viewing Read Messages – For Site Messages

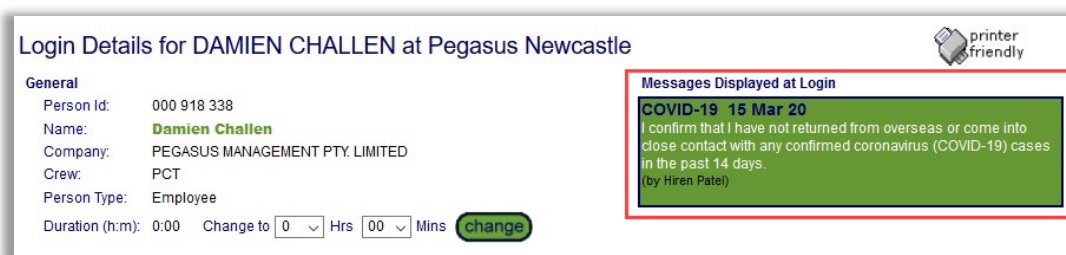
From the Report >Site Log page, Run your log for the day you wish to inspect.



Click on the name you wish to view if they received any Site Messages.

17-03-20 10:07	17-03-20 10:07	0:00	Pegasus Newcastle	SWLP PEGASUS NEWCASTLE	Challen, Damien	000 918 338
17-03-20 10:08	17-03-20 10:08	0:00	Pegasus Newcastle	SWLP PEGASUS NEWCASTLE	Challen, Damien	000 918 338
17-03-20 10:11 ~	17-03-20 10:11	0:00	Pegasus Newcastle	PEGASUS GROUND FLOOR	Navratil, Patrick	001 047 594

If they did, you will see the Site Message listed on this page.



Currently Company messages are not reportable.

Currently Site Messages are only visible per person on the Site Log Page.