

# Onsite Glossary

**Access Key** is a control that determines access to a location or site. An Onsite access key can depend on competencies, so even when someone has the access key it will only work if they have all the required current competencies assigned to their role on site. When the access key does not have any required competencies, simply assigning the key to a person provides them with site access.

**Action** is something that is done or performed as the result of a question or condition within a system. The system provides feedback to the action.

**Actions Log** is a register that is displayed within a training event to record the movement of an attendee, if the attendee no longer appears in a specified training event. When the administrator transfers, removes, assigns or performs any such action with the training event attendees, the system records the action in the attendee's comment field. If that action results in the attendee no longer appearing in the event's 'list of attendees,' reservations or the waiting list, the row will be moved to the Actions Log area.

**Activities** are a list of pursuits on a site that can be selected at the time of logging on to assist in managing and reporting on specific work types and projects. Activities can define projects, standing jobs, contracts and any other type of site activity with a hierarchy up to 5 levels deep. Cardholders and visitors can select an activity at log on and this can trigger an email if there is a site contact defined for that activity. In order to use activities you must define activity types.

**Alcolizer** is a device which calculates a person's blood alcohol content (BAC) from a breath test. These can be set randomly or for every person that logs onto site.

**Alerts** are automated, configurable notifications generated within Onsite to bring certain situations to a person's attention when they arise.

**Appointment** is the act of assigning a job, task/s or position to someone. In Onsite this is displayed within a competency. Mainly used in Mining terms you can be 'appointed' to operate a piece of equipment or 'appointed' as the electrical engineer.

**Approver** is a person who can accept or endorse a specific request. The approver can also reject or return requests.

**Assignment Step** is a stage within a competency that records the progress of capability or experience of that competency. Onsite recognises five possible steps in the assignment process when each competency is added to a person. Each step is represented by a two- character code; PT - Permit to Train, TR - Train, AS - Assess, AU - Authorise, AP - Appoint. Each option can be made compulsory or ignored. Where more than one option is selected, an order of assignment can be set.

**Association** is the relationship between an employee and their employer or a contracting company and their contractors. Association enables the governance of rules and policies set down by companies between their employees and contractors.

**Attendee** is a person who is booked in to complete a training event.

**Authoriser** is a person who has the authority to sanction an assignment step within a competency; such as endorsing an 'appointment'.

**Block** is a control used in Onsite to completely prevent a person's (contractor or employee) site access. When a 'block' is applied the person will be 'blocked' from the specified site. Only specified users can 'block' a person.

**Booking** is the act of reserving or assigning a place in a training event. Processing a booking involves approving a cardholder to attend a specific training event and approving any associated booking files. Each file needs to be physically viewed and its validity assessed. A user with appropriate permissions may approve, return or reject a booking.

**Breach** is an act of breaking or failing to observe a law, site policy, or code of conduct. It is a non-compliant action which may result in a consequence such as a 'block'.

# Onsite Glossary

**Business Intelligence (BI) Report** is a set of theories, methodologies, architectures, and technologies that transform raw data into meaningful and useful information for business purposes. BI allows for the easy interpretation of volumes of data and provides support for cohesive decision making.

**Cardholder** is a person who owns an onsite (swipe and e-card) that can be used at an Onsite device such as kiosk or tablet. All contractors and employees are deemed as cardholders because the following data can be attached to a person: Photo, Proximity Card Id, Competencies, Site Access Keys, Personal Contacts, Individual Messages, Fingerprint Enrolment, Crew.

**Cardholder Association** is the process of connecting a person to a specified site by approving the pending data request. The pending data approval will add the person's generic details to the specified site and hence 'associate' the person so they are viewable in the specified site.

**Certificate** is an official document attesting a fact; for example, a medical certificate (attesting a person is fit for duty or not) or trade certificate (attesting a person is competent in a specified trade or completely trained in a specific skill) linked to competency.

**Certification** is a term that is specific to a company or contracting company. Certifications are definitions and evidence that companies can meet the required safety and compliance requirements mandated either by legislation or company policies to carry out work agreed with the hiring company. Examples of certifications are Workers Compensations, Public Liability and System Safety Management.

**Certification (Cert) Key** is a function that validates access to a site or location for a contracting company or employer; this function acts the same way as access keys do. A cert key consists of a number of certifications, each of which must be satisfied by a contractor company in order for the cert key to be current and gain access to a site.

**Certification Library** is an organised list of certifications, each with their own unique identification (ID) number. Certification is a term that is specific to a company or contracting company. Certifications are definitions and evidence that companies must supply to approve they have appropriate certifications to carry out the work they have been hired to perform for a company. Many certification requirements are deemed by regulation and legislation. Examples of certifications are Workers Compensations and Public Liability.

**Class** is another term for Work Scope, but in context of grouping selected roles.

**Client Access Licence (CAL)** it is calculated as a number. A CAL is consumed by an active user session in a site web, and also by each hardware log point defined for a site, whether or not it is being used at present. Each time a person attempts to log in to a site web, Onsite checks to see if there is a free CAL for that user to use. If not, the user is shown a list of all the users who have active sessions, with the time until each session expires, so they can contact anyone with an old session if they want to check whether that person can give up their CAL.

**Company Association** is the process of connecting a contracting company to a specified site by approving the pending data request. The pending data approval will add the company's generic details to the specified site and hence 'associate' the company so it is viewable in the specified site.

**Company Registration** is the action or process of enlisting a company into the Onsite Track Easy Database.

**Competency** refers to a person's qualification, training, skill, ability, certification, academic record or can be used for any aspect of a person's suitability for working on a site.

**Competency Library** is an organised list of competencies each with their own unique identification (ID) number.

**Contractor** is a person who is contracted to undertake work for a company or person. In Onsite a contractor must be linked to a contracting company.

# Onsite Glossary

**Contractor Company** is the business entity that engages the contractor. A contractor company can sometimes be called a 'Conco' for short within Onsite Track Easy.

**Crew** is a group of one or more employees or contractors who work together on a site. Crews are assigned an identifying name and employees and/or contractors are selected to form part of this crew. A site can have one or more crew. Creating crews enables Onsite to provide reporting at this view an example may be a skill matrix report. This report can help by identifying by role, the competencies linked to each crew manage the training and safety of those who are part of a crew member and the status of these competencies e.g. none, current, expiring or expired.

**Custom Field** is a client or customer designed record that is a specified subject of data which is defined individually. The custom field only applies to cardholders (employees and contractors); an example of a custom field would be Cap Lamp Number.

**Custom List** is a custom client designed register or directory that records a specified subject which is defined specifically, to the business operations. A custom list is created by a value. An example of custom list would be 'shift' and the either for cardholders or competencies and must be defined values could be 'day', 'afternoon' and 'night'. A person can be added to multiple customs lists but only one value within the custom list.

**Employee** is a person who is employed by an employer. In Onsite an employee must be linked to an employer.

**Employee Positions** refer to 'Role'.

**Employer** is the business entity that employs the employee.

**Fatigue** is extreme tiredness resulting from mental or physical exertion or illness. In relation to Onsite, fatigue is measured by the amount of time a person has spent on site, measured against time allowed, to help determine a person's work fitness.

**Fatigue Limit** is defined by a maximum time period that a person can work on site; for example, a maximum of 14 hours can be worked on a site before an alert will be sent. The fatigue limit is pre-defined by the client or could be defined by industry standards.

**Force Log Off** is the process of a user manually ending access of a person to a site.

**Group** is a number of people or things that are located, gathered, or classed together; for example, a group of contractors or group of competencies can be listed or located together.

**Group Competency** is a collection of single competencies which have been grouped together as their definitions are used interchangeably for the purpose of satisfying a key or a role.

**Keys** refer to Access Keys or Cert Keys.

**Kiosk (or logpoint)** is an interactive computer terminal that hosts custom software designed to provide instructions, invoke user actions and govern specific rules. Onsite kiosks are the platform for assessing a person's suitability to access a site.

**Local Mode** means that a Logpoints communication with Onsite has been either voluntarily or involuntarily invoked. Local modes can be utilised in remote locations where no communication networks are available in certain spots and synchronised when access to a network becomes available. An involuntary change of mode from online to local usually refers to the loss of a network connection. The device while attempt reconnection at regular intervals. Where a logpoint preference is set in local mode voluntarily in the setup configuration, the device provides feedback to the user from information stored on the local database. When the device is synched with a network, the data and transactions occurring during the local mode are updated.

**Location** is defined as the physical address of a client or business. A location may have more than one site for example a mine site at one physical address may have multiple sites. Locations are used only in the setup configuration logpoint and other access devices such as boom gates.

**Log Off** is the act of ending access to a site.

# Onsite Glossary

**Log On** is the act of gaining access to a site. **Message** is a recorded communication sent to or left for a person who cannot be contacted directly. In relation to Onsite, a message can be set via a log on device for a contractor, employee, contractor company or all persons at a site.

**Log Point** is a device or machine that is used to allow or deny access to a site.

**Message** is a recorded communication sent to or left for a person who cannot be contacted directly. In relation to Onsite, a message can be set via log on device for a contractor, employee, contractor company or all persons at a site.

**Next G** is a wireless mobile telecommunications network operated by Telstra in Australia.

**Non-specified Duration** is a competency without a defined expiry period.

**Notification** is the action of informing someone of something. Within Onsite the notification is primarily in the form of an email. An example of a notification may be about an upcoming expiring competency for a person or certification for a contractor company.

**Online Training Event** is an education session conducted online by Pegasus to provide training to one or more attendees.

**Pending Data** is imminent records or documents ready for processing. Processing pending data allows the matching of imported cardholders and/or contractor companies with existing cardholders/contractor companies in Onsite or to add them as a new cardholder/contractor company. This avoids the creation of duplicates.

**Person** is a human being referred to as an individual. In Onsite a person type is either one of the following: Contractor, Employee, Visitor, User, Site Contact or Personal Contact. Each person in Onsite has a unique "person id" which identifies them in the database.

**Portal** is a single point of personalised, unified access to applications, content, processes, and people. A portal delivers integrated content and applications, plus offers a unified, collaborative workplace. A portal also provides other valuable functions such as security, search, and workflow. The portal is a gateway for clients to perform customised actions that support their business processes, for example booking an induction, registering a company or registering a person.

**Privacy** is the state of being free from public attention or access.

**Realm** is a domain of activity or interest; it can also refer to inductions etc.; review what they have selected; make necessary modifications or additions; and purchase the cards, a user account location that manages the configuration, rules training, inductions etc. and policies of a client at a corporate level. A realm provides an overarching structure to govern the setup of a client from the top down. For example, in relation to Onsite a realm is Peabody (client name).

**Reject** is the act of discarding and refusing information where submitted through pending data. If information has been rejected it cannot be re-submitted.

**Remove** is the act of eliminating or detaching something from a role. An example of removing is deleting a file uploaded against a competency or taking an attendee out of a training event.

**Report** is the documented outcome from performing a process of extracting data from one or multiple sources and converting it into a statement/document.

**Reservation** is the act of placing a position in a training event on hold until authorized or approved to attend. A reservation can be recorded without an attendee named until it can be defined.

**Return** is the act of returning information during the course of a process. This function may be used when a user has submitted inaccurate or insufficient information or documentation that is required to meet the conditions of the process.

# Onsite Glossary

**Role (Onsite Role)** is a set of competencies that defines the skills and qualifications associated with an employee's role. Roles are used to show how well employee's competencies match their current roles and to track their progress in working towards future roles. This differs from a traditional definition of 'role', being a person's position or a function assumed by a person in a particular situation.

**Roles** comprise one or more competency required to obtain the skills and qualifications to carry out a task.

**Role Library** is an organised list of roles each with their own unique identification (ID) number.

**Role Rule** is a feature designed to manage Competencies, Uploads and Information requests in a Site or Realm level. These rules can simplify management of roles by adding rules to multiple roles at once.

**Safety Selection** are a set of defined rules and functionality enabling companies to create customised safety procedures mostly related to drug and alcohol testing executed via kiosks. Any type of drug and alcohol testing can be scheduled to run at a kiosk. These selections may be a single type for example a drug test only or a combination of drug and alcohol. Both random and mandatory selections can be applied to both contractors and employees. Tests can be scheduled at any time and the system provides the ability for a safety selection to be scheduled on an Onsite server and for the kiosk to select either random or all individuals at the initiation of login.

**Shopping Cart** is a piece of software that acts as an online store's catalogue and ordering process. It is the interface between a company's web site and its deeper infrastructure, allowing customers to select cards, training, inductions etc.; review what they have selected; make necessary modifications or additions; and purchase the cards, training, inductions etc.

**SIM Card** is a small card that contains a mobile network.

**Site** is the name of a client site situated at a location. Where a location does not have more than one site, these may both be known as the same, otherwise a site name distinguishes different work zones at one physical site.

**Site Association** is the process of connecting a person or contractor company to a site. The person's generic details or the contractor company details will be appended to the specified site and hence 'associate' the person or company so they are viewable in the specified site. Visitors enter their own into the database via a log on device; very little data is kept on a visitor and a visitor is only seen at the site level.

**Site Contact** is a site representative who needs to be identified at site; an example of a site contact is the name that a visitor must select when completing the log on process. This person will be named in notifications, contact, messages and login, etc.

**Site Web** is a section of Onsite that holds site specific data.

**Subcontractor** - is an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract. Tablet is a mobile device with a touchscreen, it is used with finger or stylus gestures providing mobility options replacing traditional desktop computing devices.

**Training Event** is an education session run by Pegasus, whether online or face to face, a trainer or online provider to provide training to one or more attendees.

**Transfer** means moving one or more people from one place to another. In relation to Onsite it means moving an induction attendee from one training event to another or from a waiting list to an event.

**User** is a person who interacts with the Onsite system, to enable its operation or to utilise its functionality.

**Verification** is process of establishing the truth, accuracy or validity of something. In relation to Onsite it is the process of ascertaining the accuracy and authenticity of a document being uploaded for competency or certification evidence. Verification is a process that manages the checks and balances required to ensure that rules and policies with regards to certifications, licencing, competencies and documentation are compliant.

# Onsite Glossary

**Visitor** is a person who casually attends a site. In relation to Onsite a visitor is managed differently to contractors or employees whereby visitors enter themselves into the database via a log on device; very little data is kept on a visitor and a visitor is only seen at the site level.

**Waiting List** (for attendees of a training event) where at the time of their registration the maximum number of attendees has been exceeded the attendee will be added to the list should places become available prior to the commencement date.

**Watermark** is a faint design image printed on a log identified at site; an example of a site contact is the name that in sticker that helps define access to a specified area or a visitor must select when completing the log on process. This capability of specified tasks. Watermarks are set by Access Keys. Examples of watermarks are a 'steering wheel' image which identifies whether a person can drive unrestricted on a site, or a 'C' which can mean access is permitted at the CHPP.

**Work Scope** is a grouping of roles, typically location-based, but can be named to easier define a group of roles. (e.g. Accountant, Surface, Underground) Work Scope simplifies grouping and searching.

# Onsite Glossary

## User Rights Definitions

REALM	SITE	USER RIGHT	EXPLANATION
✓	✓	Can use Onsite	The user can log into Onsite.
✓	✓	Data Viewer	If no other user rights are selected this user type can only view non-private information displayed in Onsite, including running reports.
✓	✓	Data Editor	This user type will have the ability to edit data in Onsite pending the other user rights selected.
✓		Can Represent Concos in Own Portals	The user can log into the client specific portal and represent a contracting company.
✓	✓	Can Represent Employers	The user can log into the client specific portal and represent an employer that is recorded in the realm or the site.
✓	✓	Can Manage User Accounts	The user can create new user accounts, edit user rights and deactivate users.
✓		Can Access Financial Reports	The user can download an invoice from Onsite.

REALM	SITE	USER RIGHT	EXPLANATION
✓	✓	Can Block Cardholders	The user can block cardholders and unblock cardholders for the site. <i>A block prevents site access for a cardholder and is used for such things as site breaches, etc.</i>
	✓	Can Log Persons In And Out	The user can log a cardholder in or out; and adjust cardholder hours. <i>This user right is only visible from the site</i>
	✓	Can Create Messages	Can generate message/s for the site, a company or a cardholder. A message is used at the log point to pass on information to all people logging into a specific site, a company or an individual. <i>This user right is only visible from the site.</i>
	✓	Can Edit All Messages	The user can edit messages for the site, a company or a cardholder. <i>This user right is only visible from the site</i>
✓	✓	Can Create Certs	Can generate a new certification and/or edit an existing certification in the 'Cert Library'. <b>Note:</b> This will only be for site purposes and will not be linked to the Contractor Portal.
✓	✓	Can Assign Certs	Can add certifications to a company compliance record. The record will be pending until it is authorized – the user will also need 'Can Authorize Assigned Certs' to complete a certification assignment (unless a second person needs to authorize certifications).
✓	✓	Can Authorize Assigned Certs	Can approve an assigned certification on a company record.

# Onsite Glossary

## User Rights Definitions

REALM	SITE	USER RIGHT	EXPLANATION
	✓	Can Create Cert Keys	Can create a certification key for a company that can be used for site access validation.  <b>Note:</b> Some Clients use company compliance for site access validation instead of Cert Keys.  <i>This user right is only visible from the site.</i>
	✓	Can Assign Cert Keys	Can add certification keys to a company record.  <i>This user right is only visible from the site.</i>
✓	✓	Can Create Roles	Can generate a new role in the role library and assign competencies to that role. These are only site-based roles and not portal roles.
✓	✓	Can Assign Roles	Can add a role to a cardholder record/s.
✓	✓	Can Create Competencies	Can generate new competencies and / or edit existing competencies in the competency library.
✓		Can Approve Site Competencies	Can process pending competency creation requests that have been submitted by a site user for a competency that the site user wants to add to the competency library.
✓	✓	Can Assign Competencies	Can add competencies to cardholder record/s.

REALM	SITE	USER RIGHT	EXPLANATION
	✓	Can Create Access Keys	Can generate new access keys and edit existing access keys (used for access control). <i>This user right is only visible from the site.</i>
	✓	Can Assign Access Keys	Can add access keys to cardholder records. <i>This user right is only visible from the site.</i>
	✓	Can Associate Contractors	Can connect a contractor to a client site and make the cardholder profile viewable. The act of associating makes the cardholder profile viewable in the site or realm (the details that are viewable are dependent on additional user rights (e.g. can access private data) and the site or realm configuration).
	✓	Can Associate Employees	Can connect a client employee to a client site and make the cardholder profile viewable. The act of associating makes the cardholder profile viewable in the site or realm (the details that are viewable are dependent on additional user rights (e.g. can access private data) and the site or realm configuration).
✓	✓	Can End Employment	The user can remove a company from a cardholder record. The user will need to enter an admin note to record the authorisation of this action.
✓	✓	Can Print Cards	The user can print cards based on the card designs allocated to the site or realm. Some card prints may not be available due to such things as an industry solution that can only be printed by Pegasus.
✓		Can Edit Online Training	



# Onsite Glossary

## User Rights Definitions

REALM	SITE	USER RIGHT	EXPLANATION
✓		Can Edit Realm Settings	Can edit the settings that are configured at the realm.
	✓	Can Manage Safety Selections	Can create and edit site safety selections. <b>Note:</b> Safety Selections allow you to have cardholders randomly selected during the log in process at nominated hardware during a pre-set time.  <i>This user right is only visible from the site.</i>
	✓	Can View Alcolizer Reports	Can run the Alcolizer Report to view the results.
	✓	Can edit Site Settings	Can adjust / change the settings configured for the site.
	✓	Can Manage Site Alerts	Can enable or edit the site alerts as listed in the Alert Pack.  Alerts are automated, configurable notifications generated within Onsite to bring certain situations to your attention when they arise.
	✓	Can Configure Logpoints	Can add and / or edit log point configuration settings.
✓	✓	Can Edit Admin Notes	Can amend administration notes that have been recorded for specific actions.  Certain actions generate admin notes which track changes made to entries within Onsite. The Admin Note records the details of why the action was performed, the user and date / time.

REALM	SITE	USER RIGHT	EXPLANATION
✓	✓	Can Download Files	Can download and view a document that has been uploaded to a company, cardholder or training event record.  <b>Note:</b> If the document uploaded is marked as 'private' the user will need the user right 'Can Access Private Data' enabled to view the document.
✓	✓	Can Upload Files	Can add documents so they are recorded in Onsite – to a company, cardholder or training event record.
✓	✓	Can Access Private Data	Can view any field within Onsite that is deemed / marked as 'private data'; e.g. A person's address. The private fields are marked with an asterisk. If this user right is not enabled the user will see (private) displayed in these fields.
✓	✓	Can Edit Incomplete Actions	Can amend an incomplete action that has been assigned to a company.
✓	✓	Can Process Escalated Actions	Can approve an outstanding action that has been escalated.
✓	✓	Can Process Pending Data	Can action submitted documentation for a company and / or cardholder. Pending Data is data that is subject to approval by an Onsite User before it can be entered / added into the Onsite record for a Company or a Person; the data is usually submitted by a Portal. <b>Note:</b> If the pending data is for induction booking the user will also need the user right 'Can Manage Training'.
✓	✓	Can Process Pending SMS Reviews	Can action submitted SMS Reviews for a company.

## User Rights Definitions

REALM	SITE	USER RIGHT	EXPLANATION
✓	✓	Can Endorse Pending Assessments	Can approve cardholder pending assessments.  Assessments are connected to roles – where by a role can be configured to need an assessment by a Subject Matter Expert, for example, before being approved.
	✓	Can Manage Crews	Can create and / or edit crew lists.
✓	✓	Can Manage Training	Can create and / or edit training event templates; can schedule training events and can add / transfer / remove cardholders in training events.  <b>Note:</b> If the training is related to Pending Data the user will also need the user right 'Can Process Pending Data'.
✓	✓	Can Manage Merge Templates	Can create new and/or edit existing mail merge templates.  Mail Merge Templates are generally used for the card printing process to bulk send out contractor and / or employee cards.
✓	✓	Can Perform ID Checks	Can action ID checks by editing and / or approving ID Checks.  <b>Note:</b> The ID check process is only specific to our RIW program.
✓	✓	Can Perform Global Search	Can perform a look up global search without entering a date birth (DOB).

## Mobile App User Rights

REALM	SITE	USER RIGHT	EXPLANATION
✓	✓	Can Use Mobile App	Can log into the Mobile App (with this Onsite User Account).
✓	✓	Can Perform Cardholder Role Audits	Can complete Cardholder Role Audits on the Mobile App.
✓	✓	Can search by Cardholder Name, Company and DOB	Can search for a cardholder using name, company and DOB. If this user right is not enabled the user will only have the ability to scan the card to search for a cardholder.