Glossary

A>

Access Key is a control that determines admission 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 competencies, simply assigning the key to a person provides them with site access. When the access key does have competencies, '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 lood alcohol content (BAC) from a breath test.

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; Onsite assignment steps are as follows: 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 contractor and their contracting company. 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'.

B>C

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

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'.

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.

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.

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 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 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.

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.

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.

C>L

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 manage the training and safety of those who are part of a crew by identifying by role the competencies linked to each crew member and the status of these competencies e.g. none, current, expiring ore 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 either for cardholders or competencies and must be defined by a value. An example of custom list would be 'shift' and the 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 standard.

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 an person's suitability to access a site.

Local Mode means that a logpoints communication with the Onsite network 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 boomgates.

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

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

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.

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

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

L>S

Notification is the action of informing someone or something. Within Onsite the notification is primarily in the form of an email. An example of a notification is a an email 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 cardholders / contractor companies. This avoids the creation of duplicates.

Person is a human being regarded 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

Realm is a domain of activity or interest; it can also refer to a user account location that manages the configuration, rules 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 submitted through pending data. If information has been rejected it can not 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 an outcome from 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.

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 role.

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

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 subscriber's account information.

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.

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S>W

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 specified site and hence 'associate' the person or company so they are viewable in the specified site.

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

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.

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, finger or stylus gesture 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.

Safety Selection is a set of defined types that can be used to randomly select people at the time of log on to complete an action. For example the safety selection type might be cardinal rules testing and the random selection might be 10 contractors currently logged on.

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 attendee from one training event to another or from a waiting list to a training 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.

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 (is 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 and notified of any movement, should places become available prior to the commencement date.

Watermark is a faint design image printed on a log in sticker that helps define access to a specified area or 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 permitted at the CHPP.

For more information >
Onsite Technical Support
1300 131 194

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