

PegasusTM

Powered by Onsite



ONSITE TRACK EASY SOFTWARE LOGPOINT

USER GUIDE
V1.2



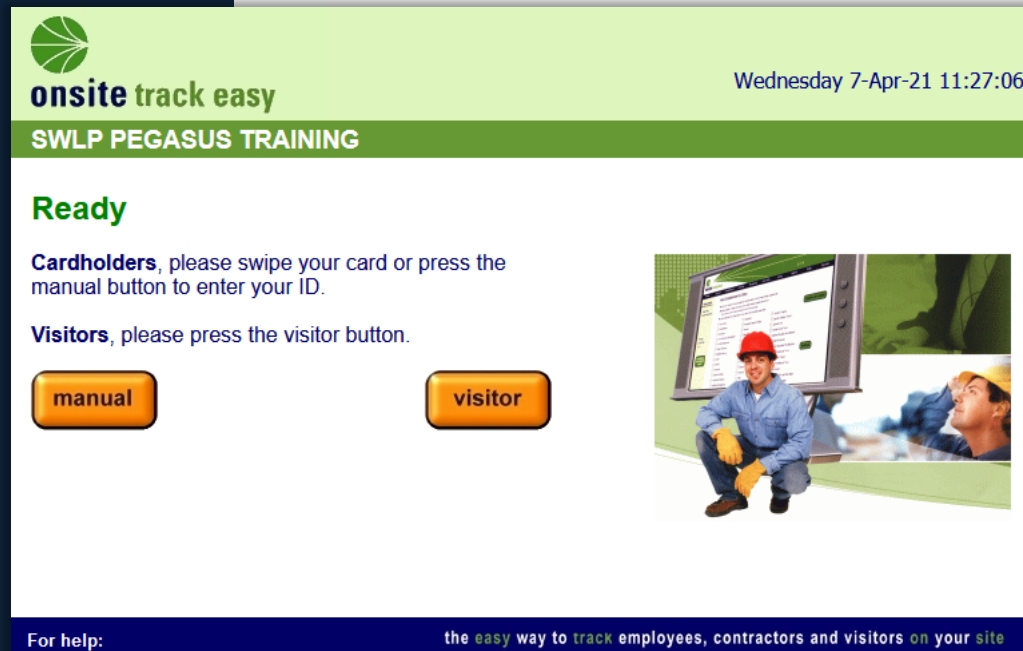
SETUP

Setup

A Software logpoint is a simpler version of a hardware logpoint.

There are some limitations, however the end result is that a worker is still checked for compliance, verified and then logged in to site, much like a worker would on a normal hardware logpoint.

- Software logpoints are configured the same as normal logpoints once they are enabled.
- Your Pegasus Account Manager will need to enable this feature for your site.
- If multiple sites are required, they will need to be enabled individually on each one. This is not enabled at the Realm level.
- This is currently NOT enabled in the Pegasus Client Portal.
- Software Logpoints are typically prefixed with **SWLP** in the logpoint name



onsite track easy Wednesday 7-Apr-21 11:27:06

SWLP PEGASUS TRAINING

Ready

Cardholders, please swipe your card or press the manual button to enter your ID.

Visitors, please press the visitor button.

manual **visitor**

For help: the easy way to track employees, contractors and visitors on your site

Pegasus
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Setup

Once enabled, you will be able to see it on the Onsite Track Easy Homepage.

To check head to Setup > Site > Add-ins to see a list of enabled options and you will see it ticked if enabled



Software Logpoints

- The icon will appear on all Onsite Track Easy screens you operate when enabled.
- It sits above the Emergency Evacuation Report button.
- For every Location, a Software logpoint will be automatically generated once enabled.

The screenshot shows the Pegasus Training interface. On the left, a sidebar displays session details for 'session details' with a tag of 4834, user Damien Challen, role Editor, and location Pegasus Training. A red box highlights a small icon in the sidebar, which is the Software Logpoints icon. Below the sidebar, the date and time are shown as 'Wed 7 Apr 2021 10:24'. The main content area has a 'Welcome to Pegasus Training' header and tabs for 'general' and 'charts'. A red notification banner reads 'Pending Data / Incomplete Actions' with a 'show' button. Below this, the 'Latest Version 2.178.4' section lists new features: Multiple Companies, Default Companies, End Employment, and Company Relationship Notifications.



CONFIGURING SOFTWARE LOGPOINTS

Configuration of a Software Logpoint

Head to Setup > Logpoints

You list of Hardware and Software Logpoints will appear here.

Click on the green name of the logpoint to view its configuration settings.

- Hardware Logpoints are configured by your Pegasus Account Manager.
- You can however edit individual settings if you have the correct user permissions, under Person > Users > and checking a user's rights.

✓ Can Configure **Logpoints**

- Otherwise you will only be able to view the configuration. Talk to your site /realm administrator if you think you need this changed.

Logpoints for Pegasus Training

Fields: Brief

apply

Site:Pegasus Training

ENABLED HARDWARE LOGPOINTS

Location	Logpoint Name	Generation	Type	Multi Id	Role
Pegasus Training	BOOMGATE 1	BG4	Boomgate Controller		In
Pegasus Training	DESKTOP 1	LP6	Touchscreen		Toggle
Pegasus Training	TOUGHPAD 1	LP6	Touchscreen		Toggle

SOFTWARE LOGPOINTS

Location	Logpoint Name	Type	Role
Administration	SWLP ADMINISTRATION	Software	Toggle
Main Office	SWLP MAIN OFFICE	Software	Toggle
Pegasus Training	SWLP PEGASUS TRAINING	Software	Toggle

▶ Click a **logpoint name** to view its details.

Configuration of a Software Logpoint

Once viewing the Software Logpoint, you can then choose to edit multiple settings.

NOTE: enabling some logpoint settings may stop workings attending site/logging on.

If in doubt, please discuss with our Pegasus Account Manager as to the configuration you are trying to implement.

- Details on each individual setting can be found in the appendix. Of this document.
- Are able to configure for the three people types – Employees, Contractors and Visitors.
- You **Cannot** implement Card/proximity readers, Sticker Printers or Breathalizers with a software logpoint.

SOFTWARE LOGPOINTS

Location	Logpoint Name
Administration	SWLP ADMINISTRATION
Main Office	SWLP MAIN OFFICE
Pegasus Training	SWLP PEGASUS TRAINING

Logpoint SWLP ADMINISTRATION

SWLP

Show sub-settings

GENERAL

Name: **SWLP ADMINISTRATION**
 Type: **Software**
 Location address:
 GPS coordinates:
 Timezone: Australia/NSW
 Language: English
 Sticker Printer: none
 Phone No:
 Enabled



OPERATION

Role Summary: Logs **IN** or **OUT**

Dependency: None In Out Out Others

What login status is required for cardholders to use this Lp?

Log Action: Toggle InOut In Out Move

What goes in the Site Log when cardholders log at this Lp?

Manual Button: Show on Home Page Requires Desfire Card

Requires Desfire Card may also be inherited from a site setting

Allow Use Of: Magstripe Barcode Prox Desfire

What type of card swipes are permitted at this Lp?

Anti Passback: Contractors
 Employees

Minimum time enforced between contractor logins

Keep Home Page Alive

Minimum time enforced between employee logins

Page Timeout

Software Toggle



CHANGING LOCATION

Changing Location

Press the Change Button to change the location

Choose the location you wish to now work under

Then in the new location, press the Software Logpoint Button to Launch in that new Location.

Check the Logpoint name, (should match location name) and then login as normal if correct.

- In order to log someone into a specific location, you must change to that location.
- Each locations might have different Software Logpoint Settings E.g. one might not allow visitors.
- Any logins in this location will be logged at this location in the On Site Now Report and others.

onsite track easy
SWLP PEGASUS TRAINING

Ready

Cardholders, please swipe your card or press the manual button to enter your ID.

Visitors, please press the visitor button.

manual visitor

For help: the easy way to track employees, contractors and visitors on your site

onsite track easy
SWLP ADMINISTRATION

Ready

Cardholders, please swipe your card or press the manual button to enter your ID.

Visitors are not permitted at this Location

manual

For help: the easy way to track employees, contractors and visitors

onsite track easy
SWLP MAIN OFFICE

Ready

Cardholders, please swipe your card or press the manual button to enter your ID.

Visitors are not permitted at this Logpoint.

manual

For help: the easy way to track employees, contractors and visitors

L: Pegasus Training

change

Change Your Session Location

	Timezone
Pegasus Training	Australia/NSW (current)
Administration	Australia/NSW
Main Office	Australia/NSW



LOGGING IN AND OUT EMPLOYEES/CONTRACTORS

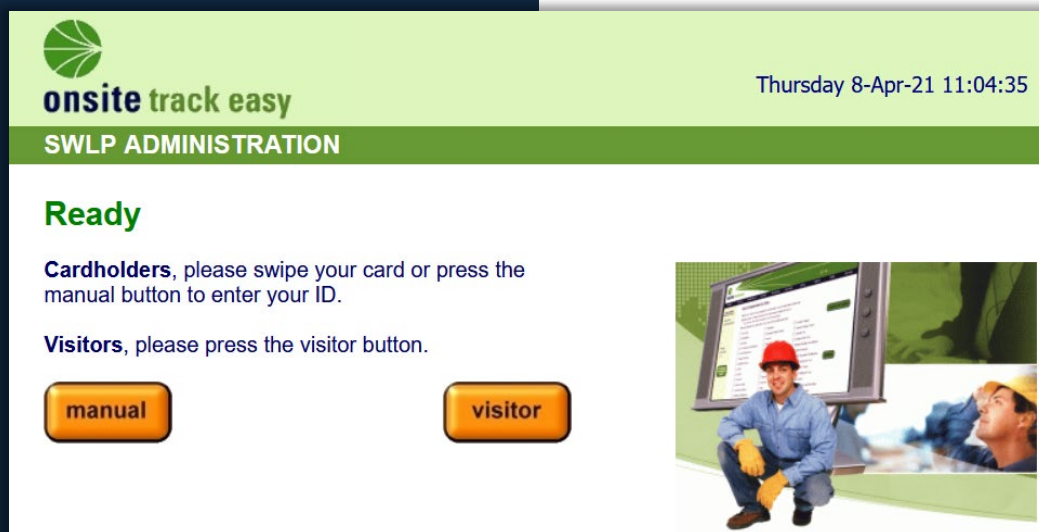
Logging In a Worker

Open the Software Logpoint by pressing the Software Logpoint Button

Press Manual or Visitor, depending upon the use.

Manual is for employees and contractors.

- Screens will be different depending upon the options configured for the Software Logpoint and the location you are logging in at.



Logging In a Worker

Manual will prompt for the Worker's Onsite Track Easy ID

Logpoint will calculate to see if worker can log into this location . If approved Log In button will be visible.

- Cancel button will return you to the home page.
- If don't have the required access keys, worker will be informed and can not log in.
- Worker can view competencies before logging in

Status
Damien Challenge
 You are currently **logged out**.
 (time since your last logout is 47 hours 47 minutes)

You are not able to log in/out here.
 You do not have the required **Competencies** for any Access Key for this Location

Damien Challenge's Competencies

You have 11 current competencies at Pegasus Training. show expired

Competency Name	Cur	Expiry
1 Emergency Response.Certificate.Provide Advance...	yes	01-Apr-22
2 Licence.Govt Licence/Authority.Class C	yes	
3 Manual Handling.Course.Manual Handling Site Tr...	yes	06-Oct-22
4 OH&S-WHS.Certificate.Work Safely in the Constr...	yes	
5 OH&S-WHS.Induction.COVID19 - Return to Office ...	yes	19-Jun-21
6 OH&S-WHS.Induction.COVID19 - Return to Office ...	yes	19-Jun-21
7 OH&S-WHS.Induction.Construction QLD	yes	

Press a competency name for details.

onsite track easy
 SWLP ADMINISTRATION

Cardholder ID

Type your Onsite Track Easy card number into the input box below.
 Press **enter** to continue

Onsite Card ID: enter

cancel

onsite track easy Thursday 8-Apr-21 11:19:00
 SWLP ADMINISTRATION 54 seconds to reset

Please Select Action

Status
Damien Challenge
 You are currently **logged out**.
 (time since your last logout is 47 hours 54 minutes)

my competencies

log in

Logging In a Worker

Details of worker will appear such as company and ID Picture

Worker must read any listed messages before logging in. If none exist, worker than then press Next.

- Restart button will return you to the Home page
- Personal/Site messages and expiring competency messages will appear on this page. None may appear if this feature is disabled for this Software Logpoint.

The screenshot shows the 'SWLP ADMINISTRATION' interface for a worker named Damien Challenge. At the top right, there is a green bar with a timer that says '59 seconds to reset'. Below this, the main heading is 'Welcome Damien Challenge'. To the left, there is a profile card for Damien Challenge, Pegasus Management Pty. Limited, with a small ID picture. To the right, there are two message boxes: 'Personal Messages' (currently empty) and 'Company Messages' (also empty). Below the profile card, there is a section for 'Expiring Competencies' which states: 'You have 2 competencies expiring in the next 90 days. The first expiry is in 72 days.' A 'details' button is located below this text. At the bottom of the interface, there are three buttons: 'restart', 'my competencies', and 'next' with a right-pointing arrow.

The screenshot shows the 'onsite track easy' login screen. At the top left is the logo and the text 'onsite track easy'. Below that is a green bar with 'SWLP ADMINISTRATION'. The main heading is 'Please Select Action'. Underneath, the status is shown as 'Status Damien Challenge' and 'You are currently logged out.' with a sub-note '(time since your last logout is 47 hours 54 minutes)'. There are three buttons: 'log in' at the bottom, 'my competencies' on the right, and 'restart' on the left.

Logging In a Worker

Worker will proceed through all screens until get to Login Complete Page.

Press Complete Login to finish the login process and ensure worker is logged into site.


If workers lets it time out – it will log them in.

- Restart button will return you to the Home page
- Best practice is to press the Complete Login button and you will then be returned to the home screen, and worker is logged into site.

SWLP ADMINISTRATION 19 seconds to reset

Login Complete

- Please proceed **safely**, and **remember to log out** as you leave site.



[complete login](#)

Logging Out a Worker

Logging out workers uses the same process.

System will detect that worker is already logged in and prompt to log the worker out of site.

Press Log Out to continue

- If worker is not detected as logged in, will start the login process.

onsite track easy
SWLP ADMINISTRATION

Cardholder ID

Type your Onsite Track Easy card number into the input box below.
Press **enter** to continue

Onsite Card ID:

For help: [the easy way to track employee](#)

SWLP ADMINISTRATION

Please Select Action

Status
Damien Challenge
You are currently **logged in**.

Logging Out a Worker

The confirmation screen will appear prompting are you ready to leave site. Can press cancel to keep worker logged in.

Press Log Out to continue

Press Complete Logout to confirm and return to home page.


- Time on site will be displayed
- If don't press Complete Logout on the "Logout Complete" page , as the timer hits 0 It will automatically log the worker out on this page.

SWLP ADMINISTRATION 56 seconds to reset

Are You Ready To Leave Site?

- You have identified yourself as **Damien Challenge**

Press 'log out' to log out now (You are not logged out yet!)



cancel log out

SWLP ADMINISTRATION 24 seconds to reset

Logout Complete


Thank you Damien Challenge,
You have now been logged out .

Fatigue Report

Fatigue Limit:	14:00
Your Time on Site:	0:04
Under Limit By:	13:56

(times are hrs:mins)

Goodbye.
Redirecting to start page...



complete logout



LOGGING IN AND OUT VISITORS

Logging In a Visitor

Visitors log in slightly different.
Press the Visitor button to start the process.

Enter in a First Name and a Last Name.

Press Next

Enter in a Company Name and Phone Number and press Next.

- If a visitor knows their previous ID from another visit, enter this in to check the number in the system.
- All details are needed to “link” this Visitor ID to the name, company and phone number for future visits, and to record them in the site logs and On Site Now reports.
- All text will be converted to capital letters.

SWLP ADMINISTRATION 53 seconds to reset

Company Details

Please type your company name and phone number in the correct boxes.

Company Name:

A mobile phone number is preferred for contact while on site.

Phone Number:

SWLP ADMINISTRATION


Visitor Details

If you know your ID number from a previous visit, please enter it.

Visitor ID :

Otherwise please type your first and last names in the correct boxes.

First Name : Last Name :


 onsite track easy

SWLP ADMINISTRATION

Ready

Cardholders, please swipe your card or press the manual button to enter your ID.

Visitors, please press the visitor button.



Logging In a Visitor

Once login process is done, you will arrive at the Login Complete page.


Press Complete Login to confirm this visitor to log into site.

- If a Visitor does not press the Complete Login button in time, they will be automatically logged in at this screen.
- Returns to the hope screen one timer reaches 0
- Screens visitor will see vary depending upon configuration. Visitor might see inductions, site contact names, choose activity preforming today or additional site messages.
- Any final messages to the Visitor are displayed on this screen.

SWLP ADMINISTRATION 18 seconds to reset

Login Complete

- Please proceed **safely**, and **remember to log out** as you leave site.
- Please stay close to your site contact at all times



[complete login](#)

■ Logging Out a Visitor

Logging a Visitor Out has some additional steps.

Visitor can possibly scan their printed sticker at a logpoint (if applicable)

Or enter in Visitor ID

Or re-type in same login credentials to match this earlier login.

- Once matched, press on that name to highlight and then press YES
- If not visible, press NO and can continue to enter in company and mobile information to more correctly match. However should match based upon First and Last name.

The screenshot shows a web interface for 'SWLP ADMINISTRATION'. At the top right, a timer indicates '58 seconds to reset'. The main heading is 'Identify Visitor'. Below this, a message states: 'The system has matched the ID number you entered with the following Visitor. Is this you? If so, press **yes** to continue. If not, press **no** to try again.' A blue box displays the following information: '1: Status = Logged In (available to LOG OUT)', 'STEVEN SILVER, ID = 003 707 863', and 'SILVER ENTERPRISES, PH = 0420202020'. Below the information box are two orange arrow buttons (up and down). At the bottom of the interface are two large orange buttons labeled 'no' and 'yes'. A footer contains the text 'For help: the easy way to track employees, contractors and visitors'.

Logging Out a Visitor

Once Visitor ID is confirmed, logout screens are same as contractor ones.

Press Log Out to finish time at site.

Final stats will show and press Complete Logout to finally sign Visitor out from site.

- If visitor does not press **Complete Logout** at the final “Logout Complete” screen, then when timer reaches 0 it will log them, out.
- Visitor can use that ID next time they attend/log into site.

Are You Ready To Leave Site?

- You have identified yourself as

STEVEN SILVER

- Your Onsite Visitor ID is 3707863

This can be used for future logins and logouts.

- Have a safe journey home

**Press 'log out' to log out now
(You are not logged out yet!)**

cancel

log out

SWLP ADMINISTRATION 29 seconds to reset

Logout Complete
Thank you STEVEN SILVER,
You have now been logged out .

Fatigue Report

Fatigue Limit:	14:00
Your Time on Site:	0:13
Under Limit By:	13:47

(times are hrs:mins)

Goodbye.
Redirecting to start page...

please drive home safely

complete logout



APPENDIX

Appendix – Logpoint Configuration Notes

General Configuration Section

- The Logpoint General Section contains elements that are only be managed by a Pegasus Support team member. Items such as NAME, TYPE, LOCATION, TIMEZONE, FONT COLOURS, LOGO, BACKGROUND, FONTS.

GENERAL	
Name:	SWLP ADMINISTRATION
Type:	Software
Location address:	
GPS coordinates:	
Timezone:	Australia/NSW
Language:	English
Sticker Printer:	none
Phone No:	
<input checked="" type="checkbox"/>	Enabled

- Phone Number: Is a field that can be configured. This will be a site-specific phone number that will be displayed on the Logpoints front page. Generally used for a site-based contact that manages the Logpoints.

Operation Configuration Section

- The Operation section is where you can define specific way that the Logpoint will work with the Onsite Track Easy system.
- Tap & Go Mode: This will just display the login and logout page, it will not show other pages on the logpoint. Does check competencies if the validate login is checked.

OPERATION	
Role Summary:	Logs IN or OUT
Dependency:	<input checked="" type="radio"/> None <input type="radio"/> In <input type="radio"/> Out <input type="radio"/> Out Others
Log Action:	<input checked="" type="radio"/> Toggle <input type="radio"/> InOut <input type="radio"/> In <input type="radio"/> Out <input type="radio"/> Move
Manual Button:	<input checked="" type="checkbox"/> Show on Home Page <input checked="" type="checkbox"/> Requires Desfire Card
Allow Use Of:	<input checked="" type="checkbox"/> Magstripe <input checked="" type="checkbox"/> Barcode <input checked="" type="checkbox"/> Prox <input checked="" type="checkbox"/> Desfire
Anti Passback:	<input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Employees
<input checked="" type="checkbox"/>	Keep Home Page Alive
<input checked="" type="checkbox"/>	Page Timeout

- Dependency: 'In' will only allow you to login if you are logged out, 'out' will only allow you to log out if you are logged in, 'Out Others' will only allow you to login if you are logged out from all other site.
- Log Action: The 'In' and 'Out' them to only log in or out from specific logpoints. The 'InOut' is just a time stamp and mostly used for gate access.
- Manual Button: This allows the functionality of logging in/out with out a card and using just the Onsite ID number,
- The 'Requires Desfire Card' was developed for the Rail Industry to ensure people had an RIW card.
- Allow Use Of: This is the selection of the type of card you can use to log in/out.

Appendix – Logpoint Configuration Notes

Contractor/Employee Section

- Contractor and Employee settings are identical, so both will be covered under this heading
- Validate Login: This will check the cardholder has the access keys required to gain access to site. If they do not pass, access will not be granted.
- Validate Contractor Company: This will check the company has the company cert keys required to gain access to site. If they do not, access will not be granted.
- Show Fatigue Information: This will show hours spent on site.
- Show Welcome: This will display a welcome to site message.
- Show Messages: This will force all site messages to be shown when cardholder logs in. Contractor, Personal, Company or Site Messages.
- Show Flash induction: This will force the flash induction to be shown and completed.
- Show Fit for Work: This will ask cardholder if they are fit for work.
- Show Activities: If activities are enabled, option to select at time of login can be enabled. Can set to Must Select, or None Suitable.
- Show Site Contacts: This will allow the contractor/employee to select the site contact they are on site to see. Can set to Must Select, or None Suitable.
- Final Login Instructions: This message will be displayed on the final screen of the login.
- Logout Message: This message will be displayed when the contractor/employee logs out.

C O N T R A C T O R S	
✓	Validate Login Validation Basis: Access key
✗	Validate Contractor Company
✓	Show Fatigue Information
✓	Show Welcome
✗	Show Messages
✗	Show Flash Induction
✗	Show Fit For Work
✗	Show Activities
✗	Show Site Contacts

Appendix – Logpoint Configuration Notes

Visitor Section

- Visitors can be disabled at a Logpoint. This will remove the visitor button from the front page.
- Validate Login: This will check the cardholder has the access keys required to gain access to site. If they do not pass, access will not be granted.
- Allow Login: This will allow visitor to log in to this Logpoint
- Show Fatigue Information: This will show hours spent on site.
- Show Messages: This will force site messages to be shown when visitor logs in.
- Show Flash Induction: This will force the flash induction to be shown and completed.
- Show Induction Confirmation: Message that can be set to appear after user views the Visitor Induction. Might be contact details of Emergency numbers for example.
- Show Activities: If activities are enabled, option to select at time of login can be enabled. Can set to Must Select, or None Suitable.
- Show Site Contacts: This will allow the Visitor to select the site contact they are on site to see. Can set to Must Select, or None Suitable.
- Final Login Instructions: This message will be displayed on the final screen of the login.
- Logout Message: This message will be displayed when the visitor logs out.

CONTRACTORS	
✓	Validate Login Validation Basis: Access key
✗	Validate Contractor Company
✓	Show Fatigue Information
✓	Show Welcome
✗	Show Messages
✗	Show Flash Induction
✗	Show Fit For Work
✗	Show Activities
✗	Show Site Contacts



FOR ANY QUESTIONS OR ASSISTANCE
PLEASE CALL YOUR PEGASUS ACCOUNT MANAGER
OR EMAIL support@pegasus.net.au