

Client Portal

1.34 Release

Overview





Feature Summary

1. Crew Module – View Crew Member Logged In Status
2. Training Module – Transfer Classroom Training Event Attendee (Single)



1. Crew Module – View Crew Member Logged In Status

View Crew Members Logged In Status.

The screenshot shows the 'Members' section for 'Brooke - Test Crew'. At the top, there are four filter buttons: 'Logged In (3)' (selected), 'Warning (0)', 'Overstayer (0)', and 'Not Logged In (5)'. Below the filters is a search bar and a list of crew members. Each member entry includes a profile picture, name, company name, and a right-pointing arrow. The 'Logged In' status is indicated by a green clock icon next to the member's name.

Member Name	Company	Status
Adam Stojanovski	PEGASUS MANAGEMENT PTY. LIMITED	Logged In
Alan Daykin	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In
Ali Bakhshi	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In
Anika Riley	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In
Ann Smith	ONSITE TRACK EASY PTY LIMITED	Not Logged In
Ben Satchell	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In
Catherine Kendall	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In
Compliant Worker	PEGASUS MANAGEMENT PTY. LIMITED	Not Logged In

This close-up shows the filter buttons at the top of the 'Members' section. The 'Logged In (3)' button is highlighted with a dark blue background, and an arrow points from a 'Filter by Status.' callout box to it. The other buttons are 'Warning (0)', 'Overstayer (0)', and 'Not Logged In (5)'. Below the filters is a search bar and the beginning of the member list.

Filter by Status.



2. Training Module –Transfer Classroom Training Event Attendee (Single)

1. From the Classroom Training Event Attendee List > Select the Attendee > Select the **Transfer Button**.

Training Attendee
Test Pegasus

Transfer Attendee

Yet To Start

Person Id	3707027
Person	Test Pegasus
Contact Email	atracey@pegasus.net.au
Training	TestCOURSE_Classroom
Location	426 King St, Newcastle West NSW 2302, Australia
Start Time	Wednesday, 1 December 2021 01:00 pm
End Time	Wednesday, 1 December 2021 02:00 pm
Instructor	
Company	PEGASUS MANAGEMENT PTY. LIMITED

Remove Attendee

Transfer Event To

Search ...

2 Jan 2023	426 King St, Newcastle NSW 2300, Australia	✓
1 Dec 2021	426 King St, Newcastle West NSW 2302, Australia	

2. Select the Training Event you want to transfer the Attendee to then click the **Add Button**.

Cancel Add

Training Event Attendee Transfer

Event
426 King St, Newcastle NSW 2300, Australia

Person	Test Pegasus
Training Event	TestCOURSE_Classroom
Current Training Date	1 Dec 2021
New Training Date	2 Jan 2023

Click 'Confirm' to move the attendee to the new training event. An enrolment notification will be sent when the transfer is completed. Click 'Cancel' to abort this process.

Cancel Confirm

3. CHECK the transfer details > click **CONFIRM** to complete the transfer or **CANCEL** to abort the transfer.