



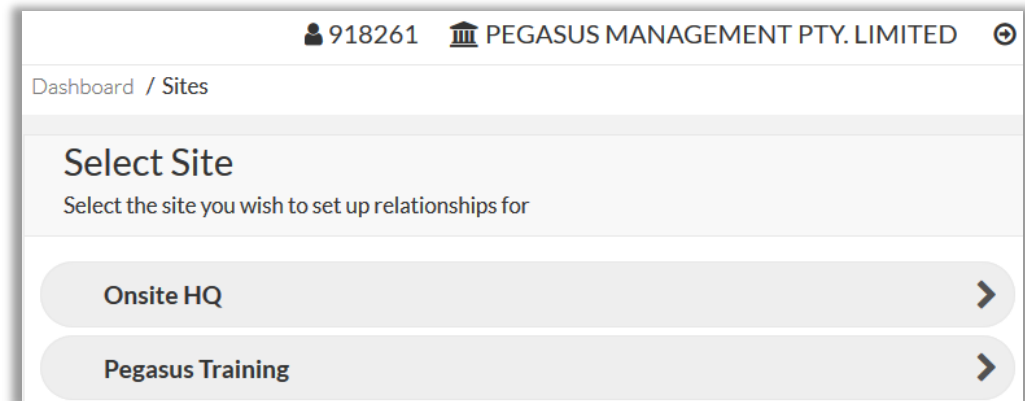
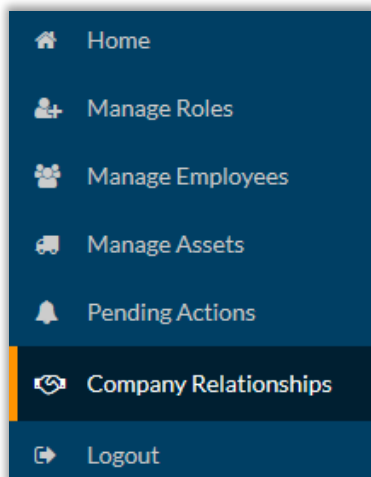
# PEGASUS ROLES PORTAL

## COMPANY RELATIONSHIPS USER GUIDE

Version 1.0

# Company Relationships Overview

- The Company Relationships Feature is designed for our Contractor Companies to help map out relationships they have at sites with the Client and their own Sub-contractors.
- Contractor Companies will be able to make the relationship connections in the Roles Portal, so that they can track the hierarchy of these relationships when viewing a company.
- The relationship connection is defined as:
  - Making relations with a Parent Company (my company works for)
  - Making relations with a Sub-contractor Company (my company engages with this company).
- When establishing a relationship, Notification emails will be sent out to the company you wish to map, informing them of this relationship. If it's a new company, they will then also be invited to register in the portal.
- **Note:** The Company Relationships Feature is enabled by the Client (Lendlease, Aldi etc) and not something that you enable as a Portal User. Not all of our clients Roles Portals will have this enabled.







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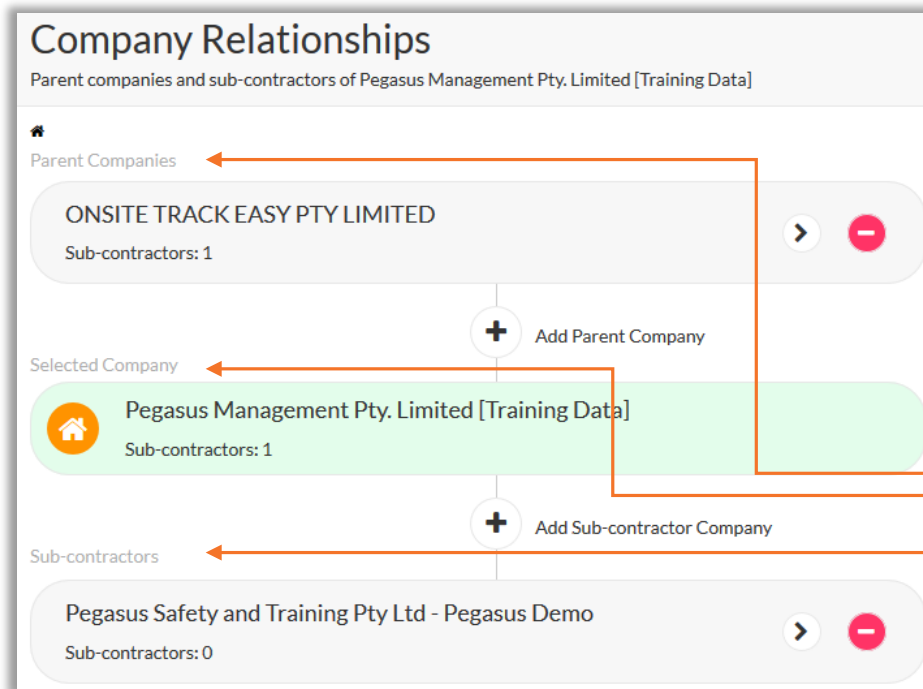
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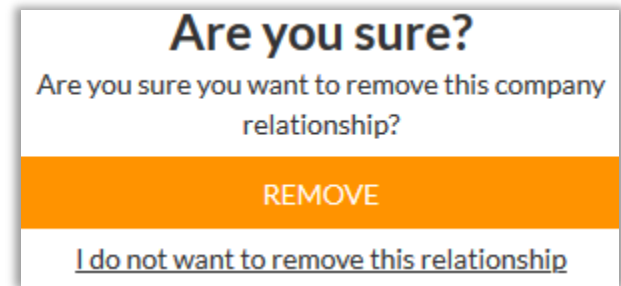
# ICON DESCRIPTIONS

# Legend to Company Relationships


-  House Icon will return you to the TOP Level of the Company Relationship Hierarchy whenever pressed.
-  Arrow icon will open Messaging Window so a personalised message can be sent directly to the company subscription contact. Sent to the company that this arrow is located on.



-  Minus icon, when pressed will prompt a pop-up screen asking if you wish to remove the Relationship. Can be cancelled if accidentally pressed.



- Shows the three areas of relationships between all companies at all times
- NOTE: At this time, Sub-contractors of Sub-contractors can not be added. Will just need to be setup as a Sub-contractor company under the "Selected" company.

-  Amber House Icon will always show YOUR company on screen in reference to the other companies, no matter how many Parent Companies or Sub-contractor companies you configure.



# SETTING UP A COMPANY RELATIONSHIP

# Setting Up Company Relationships

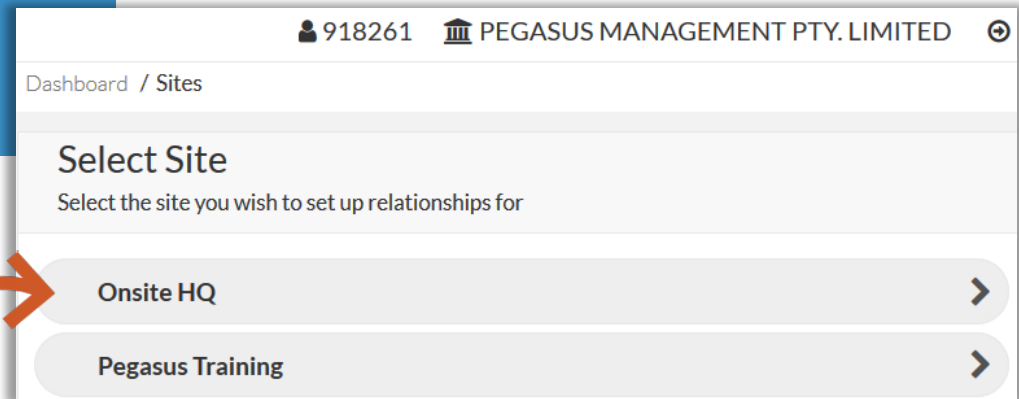
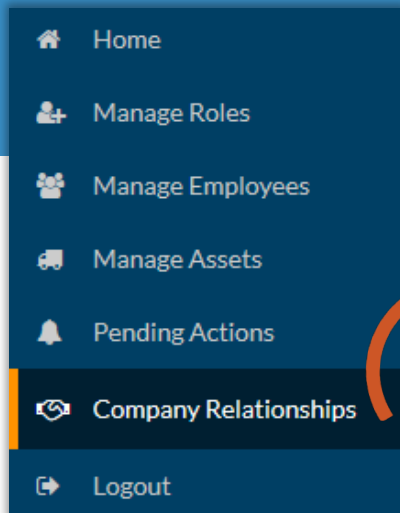
Login to the relevant Roles Portal

Click on the Company Relationships module

This will open a new screen on the right-hand side

Select the Site you wish to manage your first Relationship with.

- If you are unsure of other Roles Portals you can access, a full list is available here: <https://kb.pegasus.net.au/display/OCCS/Roles+Portal/#PortalList>
- Creating relationships is only visible in this Roles Portal
- New relationships have to be created for each site that you work at, even if that will be the same relationship.



# Setting Up Company Relationships

Login to the relevant Roles Portal

Click on the Company Relationships module

This will open a new screen on the right-hand side

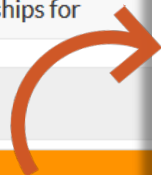
Select the Site you wish to manage your first Relationship with

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- Creating relationships is only visible in this Roles Portal
- New relationships have to be created for each site that you work at, even if that will be the same relationship.

**Select Site**  
Select the site you wish to set up relationships for

Onsite HQ

**Pegasus Training**



## Company Relationships

Parent companies and sub-contractors of PEGASUS MANAGEMENT PTY. LIMITED

Parent Companies

+ Add Parent Company

Selected Company

**PEGASUS MANAGEMENT PTY. LIMITED**  
Sub-contractors: 0

Sub-contractors

+ Add Sub-contractor Company



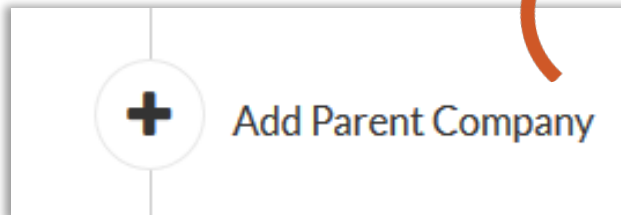
# Setting Up Company Relationship – Parent Company

Click the + next to “Add Parent Company”

Enter in ABN number of Parent Company and press “Search”

If company exists click “Add Parent Company” next to the Company name you want to list as your Parent Company

- **Parent Company** means you work Under that company
- Could mean you sub-contract to them or if there are multiple company branches, you can list the one you work under or report to.
- Can add multiple companies using this method if required.



### Add Parent Company

Please select which country the company resides in:

Australia

ABN (Australian Business Number):

Don't know your ABN? [Find it here](#)

Please enter the ABN of your business and click 'Search'.

84 098 220 743 Search

**Registered Entity Name:**  
**ABN:** 84098220743

**ONSITE TRACK EASY PTY LIMITED**

Contact: P █ <

Status: **In System**

Add Parent Company

# Setting Up Company Relationship – Parent Company

Once Parent Company added, a window appears to send an email to the Company Contact

This email will stat that you have added them as the Contact in the Company Relationships Feature.

Also allows for a personalized message to be added.

- Contact name and email address is retrieved from the listed Company Subscription Contact tab in Onsite Track Easy.
- No action is required by the Parent Company at this time. Purely a notification feature.
- This relationship is now visible to the Client (Lendlease, Aldi etc) so they can track these relationships via Reporting.

**Company Relationships**  
Parent companies and sub-contractors of PEGASUS MANAGEMENT PTY. LIMITED

Parent Companies

- ONSITE TRACK EASY PTY LIMITED  
Sub-contractors: 1

Selected Company

- PEGASUS MANAGEMENT PTY. LIMITED  
Sub-contractors: 0

Sub-contractors

**Company Information**

**ONSITE TRACK EASY PTY LIMITED**  
ABN: 84 098 220 743

**Contact**  
Contact name: P...k (@pegasus.net.au)

Just registering you as our Parent Company in the Roles Portal for Reference

Send Message

# Setting Up Company Relationship – Sub-Contractor Company

Click on the Site, you wish to list the relationship against

Click on the + “Add Sub-contractor Company” button  
Enter in the ABN and Search

Press “Add Sub-contractor Company” if search reveals a result for company that’s already in the System. This will show “In System” next to Status.

- Press “Find it here” to launch the ABN lookup page to track down the number you need for a subcontractor if you don’t have it.
- If they already exists in the Pegasus Onsite Track Easy system and are registered, they will appear as “Status: In System”
- IF ABN has multiple business names, they will display in this screen as well. Select the Name you are familiar with.

Selected Company

+ Add Parent Company

Pegasus Management Pty.Limited [Training Data]  
Sub-contractors: 0

+ Add Sub-contractor Company

Sub-contractors

### Add Sub-contractor Company

Don't know your ABN? [Find it here](#)

Please enter the ABN of your business and click 'Search'.

84 098 220 743 Search

**Registered Entity Name:**  
ABN: 84098220743  
ONSITE TRACK EASY PTY LIMITED

Contact: P [redacted] k

Status: **In System**

Add Sub-contractor Company

# Setting Up Company Relationship – Sub-Contractor Company

After Sub-contractor Company added, shows # of Sub-contractors under your Company.

A window appears to send an email to the Company Contact .

This email will stat that you have added them as the Contact in the Company Relationships Feature.

Also allows for a personalized message to be added.

- Sending email to established Sub-contractor company is optional.
- Press “>” to send another message at any time if required
- Press “-” if you wish to Remove Sub-contractor company at any time. This will then reflect in the portal.

The screenshot shows a 'Selected Company' section with 'Pegasus Management Pty. Limited [Training Data]' and 'Sub-contractors: 1'. Below it is a 'Sub-contractors' section with a '+ Add Sub-contractor Company' button. A list of sub-contractors includes 'ONSITE TRACK EASY PTY LIMITED' with 'Sub-contractors: 1'. A red box highlights the 'Sub-contractors: 1' text, and a red arrow points from this box to the 'Send Message' button in the adjacent screenshot.

The screenshot displays the 'Company Information' for 'ONSITE TRACK EASY PTY LIMITED' with ABN: 84 098 220 743. The 'Contact' section shows the name 'P [redacted]:k ([redacted]@pegasus.net.au)'. A message body is pre-filled with: 'Just adding you as a Sub-contractor Company in the Roles Portal. No action required at this time, just a formality. Regards Pegasus Management Training'. A large orange 'Send Message' button is at the bottom.

# Setting Up a New Company – Parent or Sub-contractor

If company does not exist in the Pegasus System after an ABN search, Press “Invite”.

Ensure you enter in valid details on behalf of the Main Company Contact.

Press “Create Company”.

Email will be sent to Main Contact to manage their login to the portal.

- If you do not have the correct details for the Parent or Sub-contractor company that you want to add, then DO NOT invite them.
- Incorrect details will slow the onboard process, as invalid email address or contact details might cause the relationship to be uncontactable. Additionally the company, if they are not expecting this request may think this is Spam.
- Can do this process for a Parent or Sub-Contractor company.

### Add Sub-contractor Company

Please select which country the company resides in:

Australia

ABN (Australian Business Number):  
Don't know your ABN? [Find it here](#)  
Please enter the ABN of your business and click 'Search'.

72 470 283 092

**Registered Entity Name:** Concept Management Pty Ltd  
**ABN:** 72470283092  
**Mr Doughnuts**  
Status: **Not in System**

**Concept Management Pty Ltd**  
Status: **Not in System**

**The Trustee For Fisher Family Trust**  
Status: **Not in System**

### Main Contact

<b>ABN*</b>	72 470 283 092
<b>Company Name*</b>	Mr Doughnuts
<b>First Name*</b>	David
<b>Last Name*</b>	Smith
<b>Email*</b>	davidsmith@test.com
<b>Phone*</b>	0420202020
<input type="button" value="Create Sub-contractor Company"/>	



# **VIEWING EXISTING RELATIONSHIPS**

# Viewing Existing Company Relationships

Login to the relevant Roles Portal

Click on the Company Relationships module

This will open a new screen on the right-hand side

Select the Site you wish to view the active relationships

- If a company administrator or user has setup some company relationships, you are able to view them here.
- Exercise caution, as currently relationships can be removed by all users of the Roles Portal. No user permissions currently set that prevent users deleting Company Relationships.

- Home
- Manage Roles
- Manage Employees
- Manage Assets
- Pending Actions
- Company Relationships**
- Logout

Select Site

Select the site you wish to set up relationships for

- Onsite HQ
- Pegasus Training

### Company Relationships

Parent companies and sub-contractors of Pegasus Management Pty. Limited [Training Data]

Parent Companies

- ONSITE TRACK EASY PTY LIMITED  
Sub-contractors: 1

+ Add Parent Company

Selected Company

- Pegasus Management Pty. Limited [Training Data]**  
Sub-contractors: 1

+ Add Sub-contractor Company

Sub-contractors

- Pegasus Safety and Training Pty Ltd - Pegasus Demo  
Sub-contractors: 0



# **EMAILS SENT BY RELATIONSHIP MODULE**



## ■ Emails Sent By Relationship Module

Hi ONSITE TRACK EASY PTY LIMITED,  
Damien Challen from Pegasus Management Pty. Limited [Training Data] has listed your organisation as its parent company in the Pegasus Workforce Management System.

**GO TO THE SYSTEM NOW to review this company relationship.**

Hi Pegasus Safety and Training Pty Ltd - Pegasus Demo,

Damien Challen from Pegasus Management Pty. Limited [Training Data] has listed your organisation as its subcontractor in the Pegasus Workforce Management System.

**GO TO THE SYSTEM NOW to review this company relationship.**

Hi ONSITE TRACK EASY PTY LIMITED,

Pegasus Management Pty. Limited [Training Data] has this message for you.

Just registering you as our Parent Company in the Roles Portal for reference

**GO TO THE SYSTEM NOW to review your company relationships.**

- If a company is added as a Parent Company, an email is sent to them outlining they have been added. Clicking “Go to the system now” will currently open the Roles Portal so the administrator of *ONSITE TRACK EASY PTY LIMITED* can log in. They can then setup their own Company Relationships.
- If a company is added as a Sub-contractor Company, an email is sent to them outlining they have been added. Clicking “Go to the system now” will currently open the Roles Portal so the administrator of *Pegasus Safety and Training Pty Ltd - Pegasus Demo* can log in. They can then setup their own Company Relationships.
- If a company information email was sent, this is an example of the message format that would be received by the nominated Company Subscription contact.
- These emails are optional. Its just a convenience that has been added to the Company Relationships feature.



FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 131 194**

OR EMAIL [support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)