Pegasus Gateway

User Guide

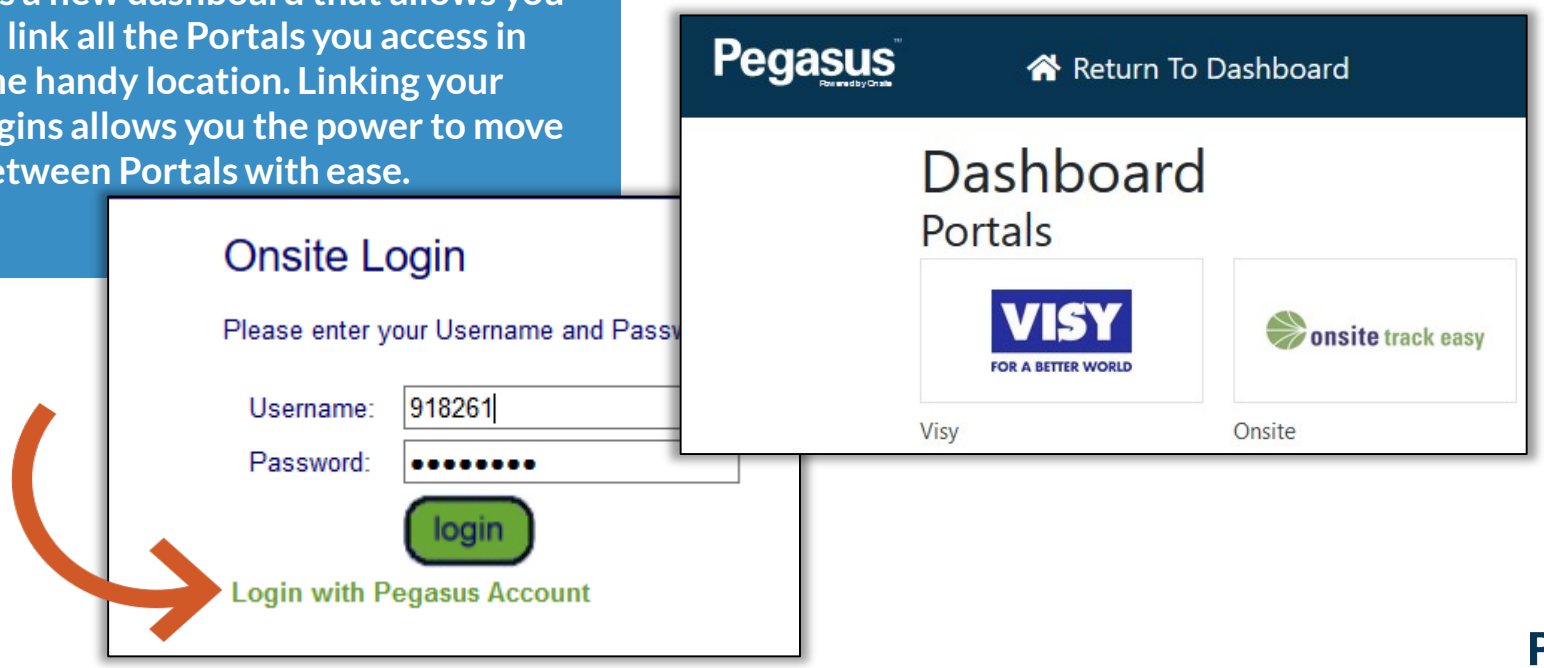
Pegasus Gateway Overview

OVERVIEW

Pegasus now manages over 250 client sites. We realise connectivity needs to be easier when you are working across multiple clients, so we created Pegasus Gateway to make things easier!

It's a new dashboard that allows you to link all the Portals you access in one handy location. Linking your logins allows you the power to move between Portals with ease.

- Pegasus Gateway is your **key to connect** your business and workforce to our industries and networks. It will allow you to manage all your Pegasus compliance requirements with **one username and password**.
- Once you register for a Pegasus Account, you can link client Portal Tiles to your Pegasus Gateway Dashboard.
- Finding the right place to stay compliant and keep working for a client is as simple as clicking a Portal Tile from your Dashboard.
- This tool is focused on our Contracting Companies (ConcoWeb users)



CREATING A PEGASUS ACCOUNT

Pegasus™
Powered by Onsite

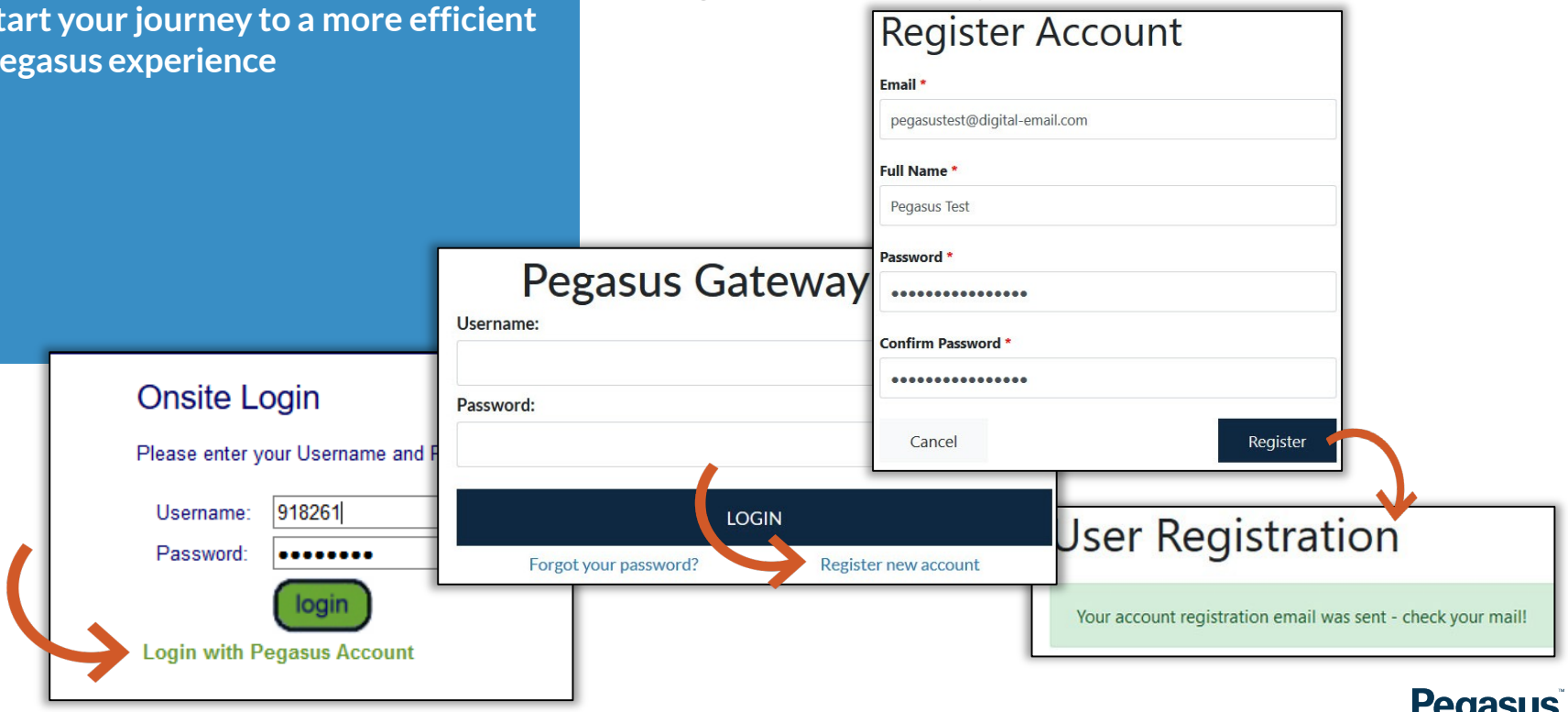
Pegasus Gateway Registration

REGISTRATION OVERVIEW

Pegasus Gateway requires a valid email address to register your account with.

Follow the registration process to start your journey to a more efficient Pegasus experience

- You can either press the "Login with Pegasus Account" link to be taken to the home page or go directly to: https://login.poweredbyonsite.com
- Ensure your Password has minimum of 8 Characters, 1x Capital letter and 1x number.
- Activate your new account from the registration email in your inbox.
- Registration emails are only valid for 24 hours



LINKING PORTAL TILES

Pegasus™
Powered by Onsite

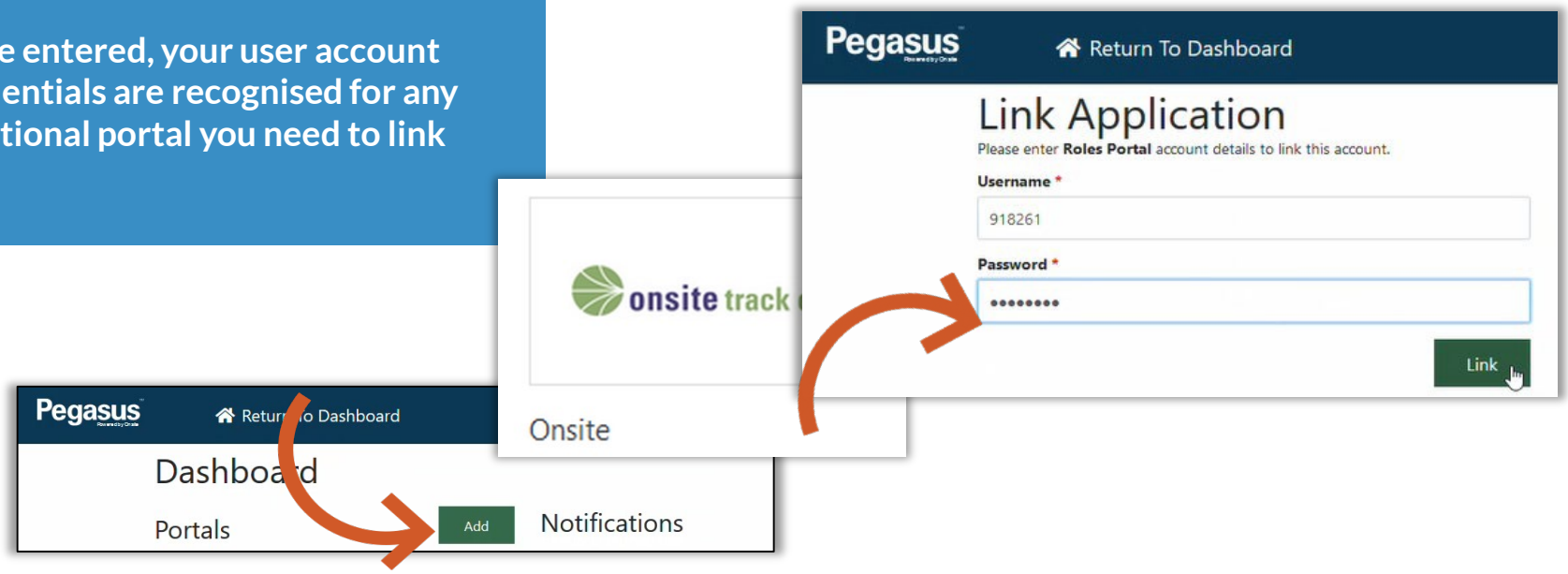
Linking Portal Tiles

ADDING TILES OVERVIEW

The Pegasus Dashboard is your home. Click the "Add" button to link the Portals you visit on a regular basis.
Choose the Onsite Track Easy tiles as your FIRST TILE to add. It will prompt you for you Onsite Track Easy username and password.

Once entered, your user account credentials are recognised for any additional portal you need to link

- Pegasus Dashboard requires a valid Onsite Track Easy Account.
- Upon adding a Onsite Track Easy tile, it will request your Onsite Track Easy Login. It will automatically validate.
  If entered incorrectly, let you know it was invalid.
- This one login is used for all Portals. This is standard for most Contractor Companies. (Concoweb Users)
- Link your required Portal Tiles one by one. Only add the Portals you require, currently they can not be removed after being added.



Pegasus

Linking Portal Tiles

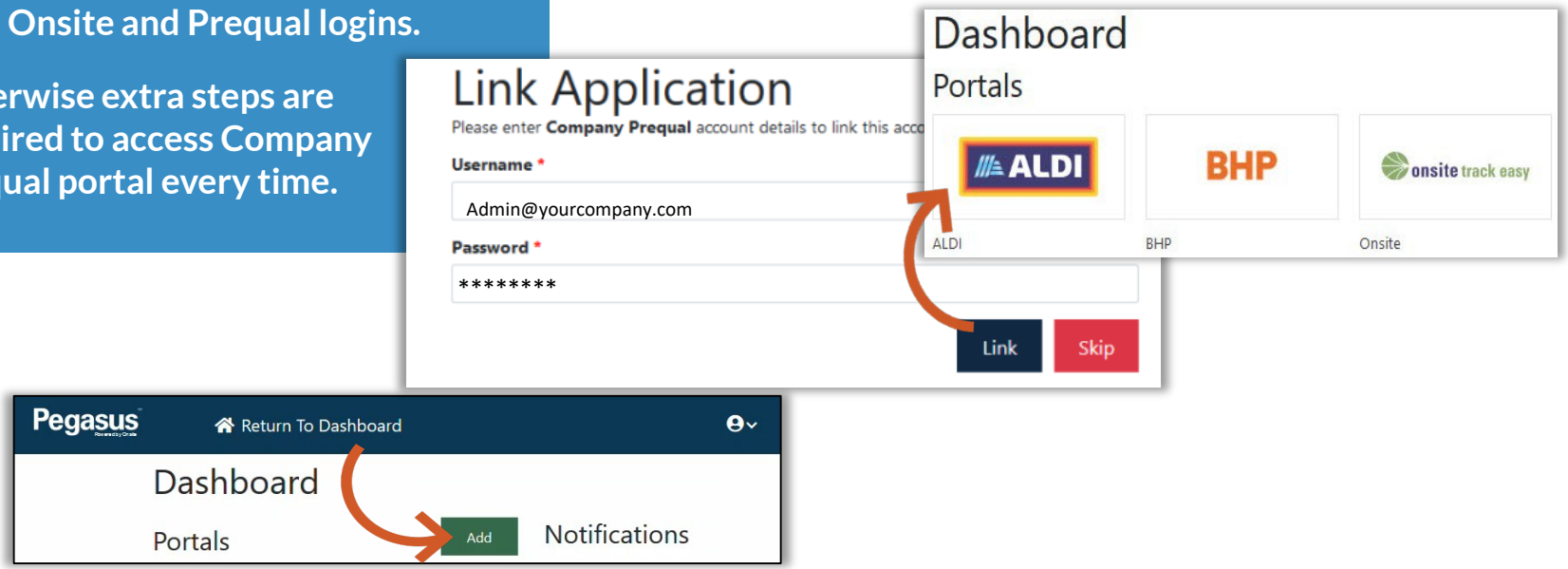
ADDING OTHER TILES

Other tiles can be added AFTER the Onsite Track Easy one.

If asked for a "Company Prequal" account, enter, or press skip if unsure/do not have. Where possible register for one before proceeding to correctly link up both Onsite and Prequal logins.

Otherwise extra steps are required to access Company Prequal portal every time.

- Portals with a Company Pre-Qualification portals, will prompt for your Company Pre-Qualification Login. This is an EMAIL based login username and password. If you do not have one, talk to Pegasus support to register for one.
- See https://kb.pegasus.net.au/display/CA/Company+Pre-Qualification+Portal for more information
- Add only the tiles you use for your business, to save confusion.
- Once a tile is added, it currently can not be removed or edited. This will change in the future as this software is developed.
- All portals are also linked to your Onsite Track Easy username and Password. (see previous slide)



Pegasus

Linking Portal Tiles

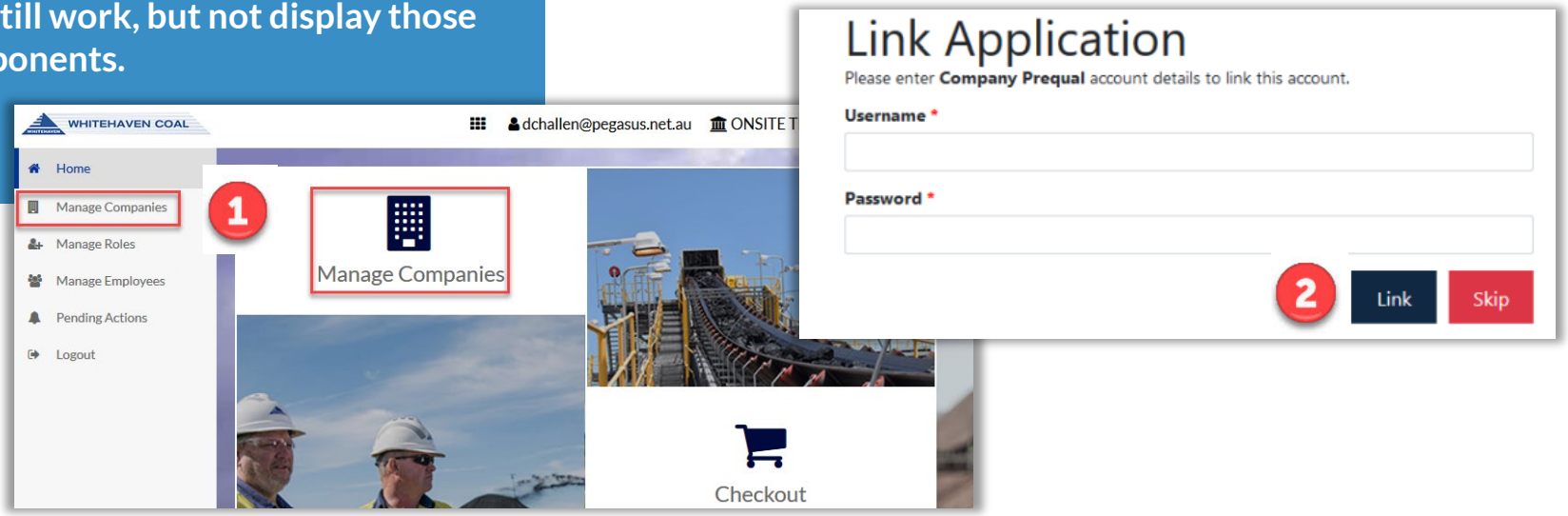
MANAGE COMPANIES

If No Company Prequalification login exists and you press skip, portal will load successfully and be added to your list of tiles.

Should you press "Manage Companies" (1) while in portal, you will be prompted again to supply "Company Prequal" login (2). Portal will still work, but not display those components.

- Some users (non-administrators or restricted accounts) might not have a Company Prequalification Portal login. So pressing skip is a valid choice.
- Portal will still run, but the option to Manage Companies will still display. Its part of the Portal configuration.

- If you require a Company Prequalification login, Talk to your Company's Pegasus Administrator, contact your Pegasus Representative, or call/email Pegasus Support to see if you qualify for one.
- Manage Companies is where your Company Administrators upload Company Licences and Insurances, Pay for Company Subscriptions and update Company contact details.



WORKING WITH THE DASHBOARD

Pegasus™
Powered by Onsite

Pegasus Gateway Dashboard

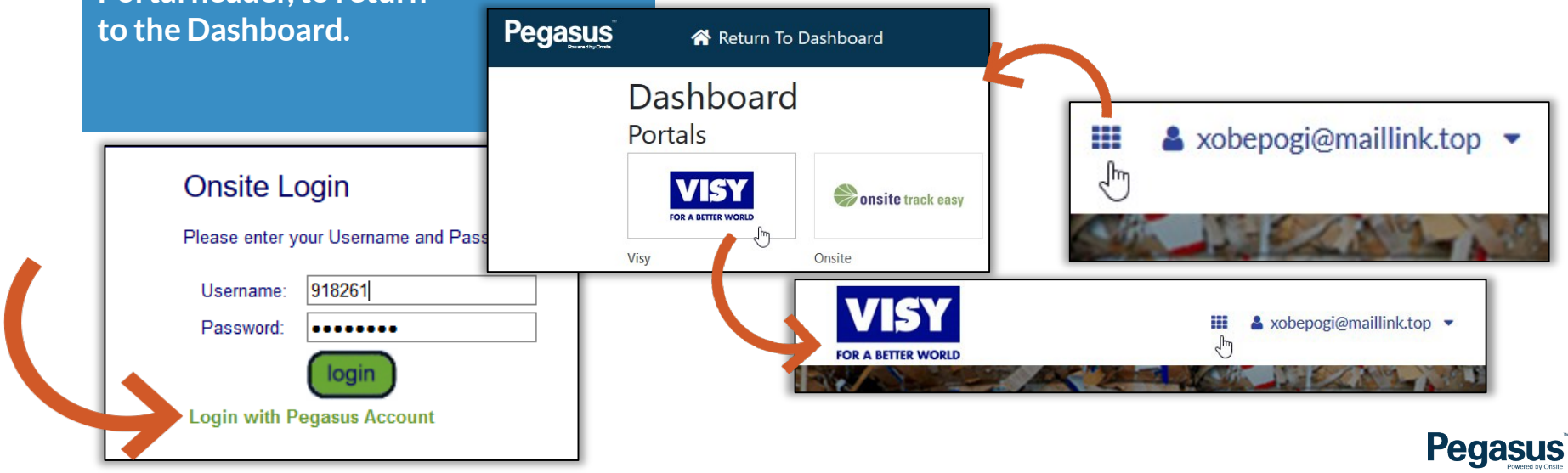
DASHBOARD

The Pegasus Gateway Dashboard button will allow you to exit a Portal and return to the Dashboard, at any time.

Quickly move from Portal to Portal without having to re-enter your user credentials.

Use the button in top left hand on the Portal header, to return to the Dashboard.

- The dashboard displays all your Portal Tiles in one location
- Manages your Account Settings
- Is accessible on all screens (except Onsite Track Easy currently)
- Press the "Pegasus Gateway " Icon to return to the Dashboard. Its located next to your username on top of the screen.
- Jump into a different Portal or Onsite Track Easy straight away if required.
- If you need to return to the Dashboard from Onsite Track Easy, you will need to return to the login page of the Pegasus Gateway https://login.poweredbyonsite.com/ Other Portals are not impacted with this currently.



Pegasus

PEGASUS GATEWAY SETTINGS

Pegasus™
Powered by Onsite

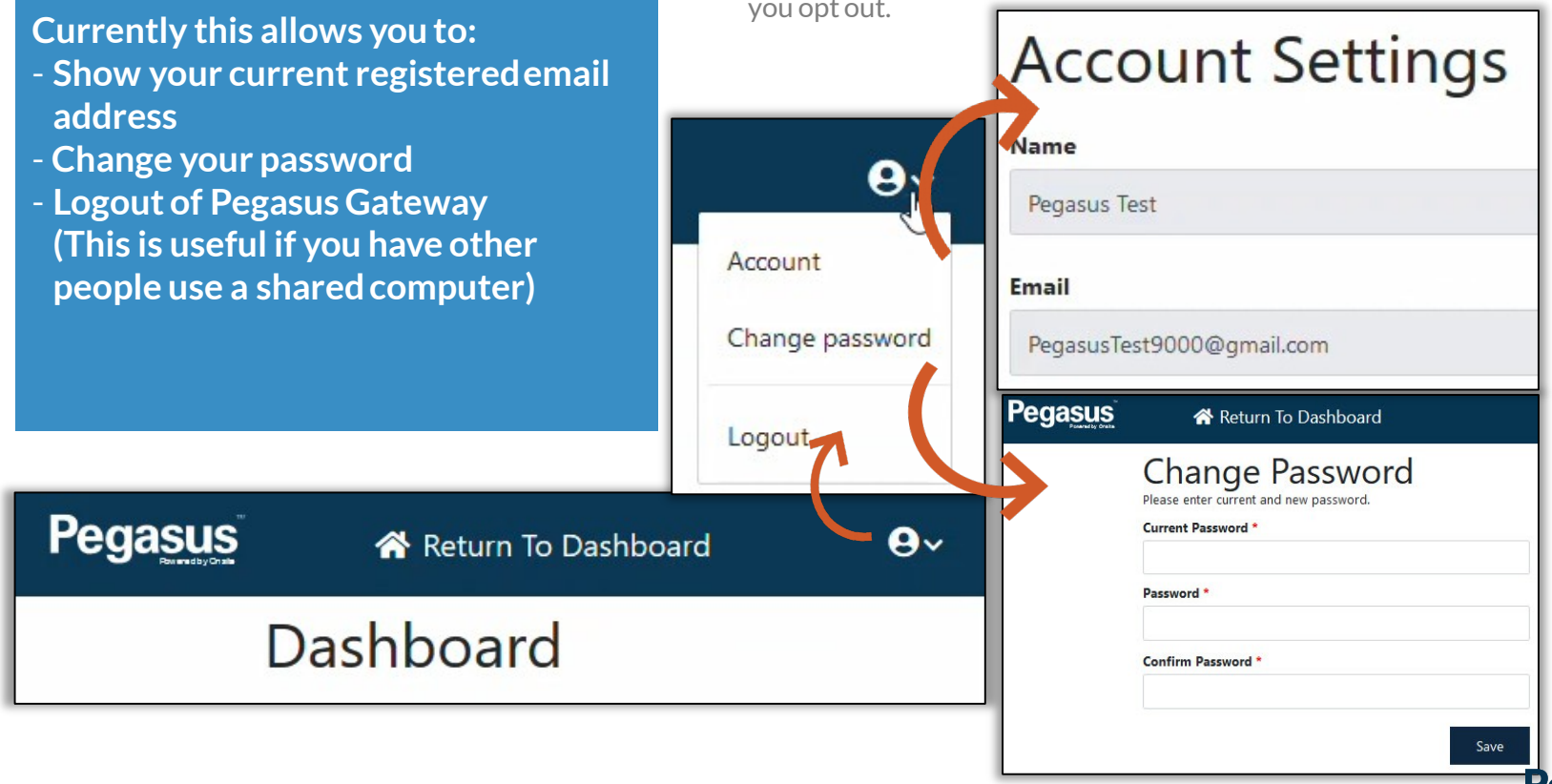
Pegasus Gateway Settings

SETTINGS BUTTON

The Pegasus Gateway Settings Button will allow you to manage this account.

Currently this allows you to:
- **Show your current registered email address**
- **Change your password**
- **Logout of Pegasus Gateway (This is useful if you have other people use a shared computer)**

- There is the option at the homepage of the Pegasus Gateway to be able to reset your password from there if you have forgotten it, or you are not currently signed in.
- The Pegasus Gateway Account is independent of the Onsite Track Easy system, and it's a purely optional tool to use.
- Your Onsite Track Easy Access in all portals will work as normal if you opt out.



Pegasus Gateway Notes

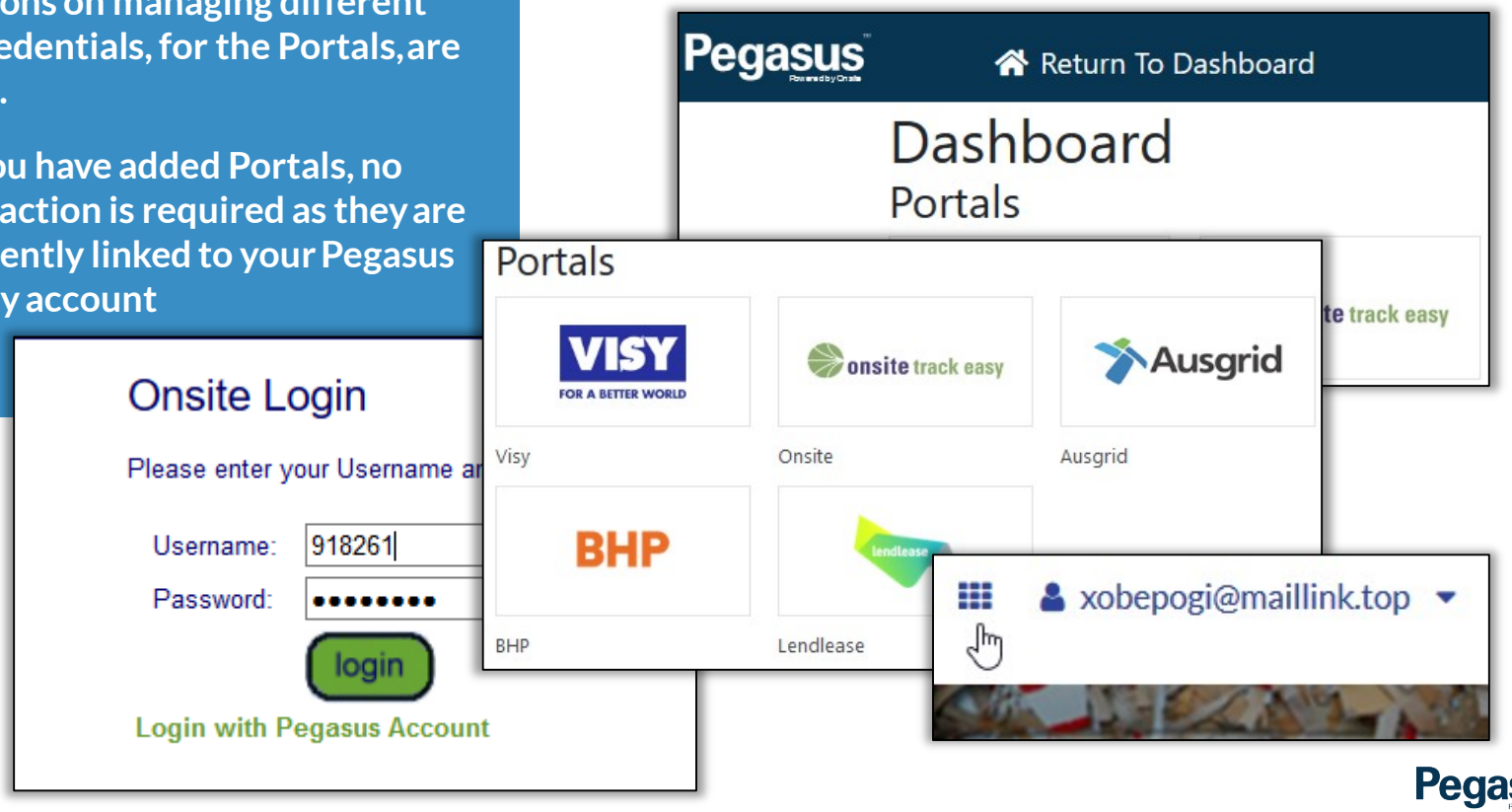
THINGS OF NOTE

The Pegasus Gateway is a new tool, still under development here at Pegasus.

Limitations on managing different login credentials, for the Portals,are present.

Once you have added Portals, no further action is required as they are permanently linked to your Pegasus Gateway account

- The Dashboard tile is available on all updated Pegasus Portals. Our older version portals will not have the Pegasus Gateway icon enabled.
- Limited to the one login per portal. Clients with other level logins can still launch the portal, but will need to log out, and then use their other credentials in that portal if required.



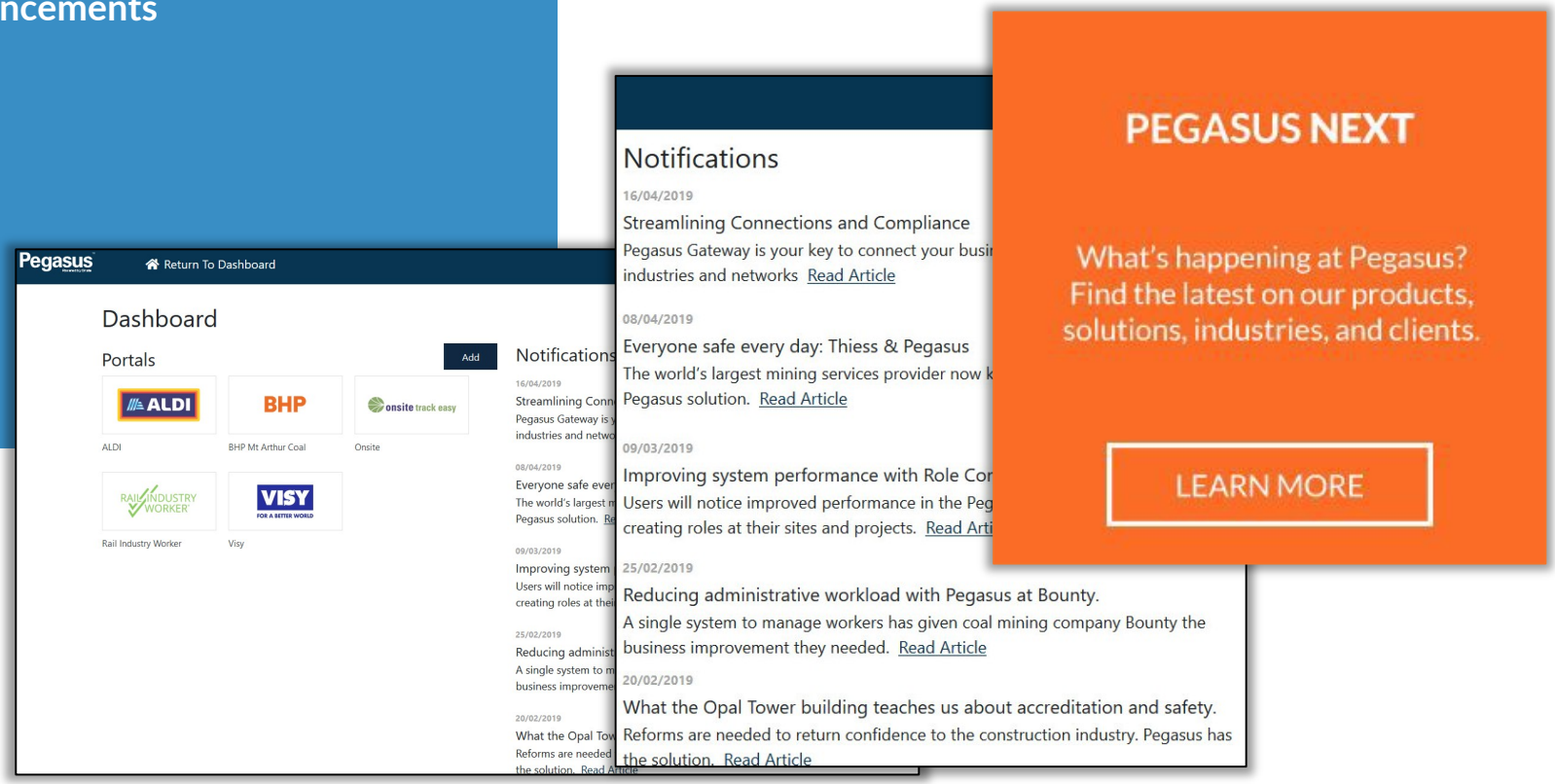
Pegasus
Powered by Onsite

Pegasus Gateway Notifications

NOTIFICATIONS

Pegasus Gateway notifications display updates from Pegasus Next – software, stories, insights and enhancements

- Notifications from Pegasus Next update you right from Pegasus Gateway
- Pegasus Next is where we'll share what's happening at Pegasus.
- You'll find the latest on our software deployments, news from our clients, insights about our industries, and updates about our solutions.



Pegasus
Powered by Onsite

FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL **support@onsitetrackeasy.com.au**

Pegasus™
Powered by Onsite