



# ONSITE TRACK EASY

USER GUIDE- Adding Classroom Training Dates

# Getting Started



## LOGIN

❖ Login to your company Learning Management System (LMS) Portal

- User permissions will drive what settings you can view in this guide.
- Page Headers are available on all screens
- Change between Tile View and List view with the click of a button



The screenshot displays the Pegasus LMS portal interface. At the top left is the Pegasus logo with the tagline "Powered by Onsite". The top navigation bar includes links for Home, Courses, My Profile, People, and Reports, along with the user name "Damien Challen". Below the navigation bar, there are tabs for "MY COURSES", "ALL COURSES" (which is selected), and "ARCHIVED". The main content area shows "All courses" with a "Showing 19 of 19 courses" indicator. A "Create Course" button is visible, along with a "Sort by: Default" dropdown and a search icon. Below this, there are "CATEGORIES" with "All 19" and "Induction 4" buttons. The bottom section features four image thumbnails: a group of people in a meeting, a red high-speed train, an offshore oil rig, and a person in a cleanroom environment.



# VIEWING COURSES

# Viewing Courses

## STEP 1 - SEARCHING

- ❖ Select All Courses
- ❖ Search for Specific course to add dates to.

- Home screen will default to Courses your login has been allocated. Press the All Courses section and then this will display all available courses for your company in the Portal.
- Reduce clutter. Run a search in the top right, for desired course, and pressing the Magnifying Glass icon.
- Results will display.

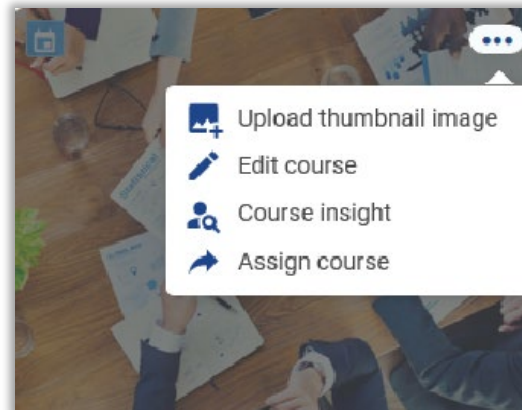
The screenshot displays the Pegasus portal interface. At the top left is the Pegasus logo with the tagline 'Powered by Oracle'. The top navigation bar includes 'Home', 'Courses', 'My Profile', 'People', and 'Reports'. The user's name 'Damien Challen' is visible in the top right corner. Below the navigation bar, there are three tabs: 'MY COURSES', 'ALL COURSES' (which is selected and underlined), and 'ARCHIVED'. A search bar is located on the right side of the page, containing the text 'site fam|' and a magnifying glass icon. To the left of the search bar is a 'Create Course' button. Below the search bar, it says 'Search results for "site fam"' and 'Showing 1 of 1 course Clear Search'. Underneath, there is a 'CATEGORIES' section with a button labeled 'All 1'. The main content area features a course card with a thumbnail image of people in a meeting. The card title is 'Site Familiarisation - Classroom Course' and it is attributed to 'Pegasus'. At the bottom of the card, it says 'Unavailable'. Two large orange arrows point from the blue instruction box on the left to the 'ALL COURSES' tab and the search bar.

# Opening Course

## STEP 2 - OPENING

- ❖ Select The Course to Edit
- ❖ Click on the Tile for Options
- ❖ Choose Edit Course

- Multiple Options available on the Course Tile to manage it
- Each tile has three hot spots for easy access to desired options for managing the course.



# Viewing Courses

## STEP 3 - VIEWING

- ❖ Select Course Content Header
- ❖ Click on Pen Icon to edit Course Date Information

- Other options are available on this screen depending upon your permissions in the LMS System.

Site Familiarisation - Classroom Course

Pegasus

View Course Page Course Insight

COURSE CONTENT INFORMATION SETTINGS CUSTOMISATION IMAGES

#1 Site Familiarisation - Classroom Induction

📍	Site Familiarisation - Classroom induction	Event	✎ 🗑️
📜	Certificate	Certificate	



# ADDING DATES TO COURSES

# Adding A Date

## STEP 4 - ADD DATES

- ❖ Scroll to bottom of page and press “+” to Add Date
- ❖ Enter in Date of New Classroom Event
- ❖ Enter Duration
- ❖ Enter Location
- ❖ Enter # of Seats
- ❖ Add any Notes
- ❖ Press Submit

- Other options are available on this screen depending upon your permissions in the LMS System
- Enter Duration for Classroom events so they have a finish time
- Enter Relevant Information that attendees will understand as this is emailed to them.

The image illustrates the process of adding a date to an event through three sequential screenshots:

- Screenshot 1:** Shows a 'Dates' section at the bottom of a page with a blue '+ Add Date' button. An orange arrow points to this button.
- Screenshot 2:** Shows a 'New Event Date' screen with a calendar for March 2019. The date 29-03-2019 10:00 is selected. An orange arrow points from the 'Add Date' button in the previous screenshot to this calendar.
- Screenshot 3:** Shows a 'New Event Date' form with the following fields:
  - Start Date: 01-04-2019 10:00
  - End Date: 01-04-2019 12:00
  - Location: 426 King St, Newcastle West NSW 2302, Au
  - Available seats: 20
  - Set enrolment cut-off date: (toggle off)
  - Notes: Test Course Creation of Additional DateA red box highlights the 'Submit' button at the bottom. An orange arrow points from the 'Submit' button in the previous screenshot to this 'Submit' button.



# Adding A Date

## STEP 5 - SUBMIT CHANGE

- ❖ Once Date Submitted on Editing page, will return to Course Page.
- ❖ Press Submit again to save

- Other Dates can be added in advance. If a schedule is known, multiple dates can be added, But you will need to press Submit on Course Page to finally save all those additions.

**New Event Date**

Start Date: 01-04-2019 10:00

End Date: 01-04-2019 12:00

Location: 426 King St, Newcastle West NSW 2302, Australia

Available seats: 20

Set enrolment cut-off date

Notes: Test Course Creation of Additional Date

**Submit**

**Dates**

**Add Date**

426 King St, Newcastle West NSW 2302, Australia  
01-04-2019 10:00 to 01-04-2019 12:00

**Submit**

# Reviewing Changes

## STEP 6 - REVIEW

❖ On the course page, scroll down and new dates will appear under the course information

- Dates with training events against them will be represented in the calendar with dots against the dates.
- Clicking on one of those dates will show numbers of seats taken for that event.
- No limit t the number of additional date you can add, it will just depend upon your classroom availability.

The screenshot displays a course page for 'Site Familiarisation - Classroom Induction'. At the top, there are two tabs: 'Site Familiarisation - Classroom induction' (Event) and 'Certificate' (Certificate). Below these is a navigation bar with 'ABOUT' and 'CALENDAR' (selected). The calendar shows the month of April 2019, with the 1st of April highlighted by a green dot and a circled '1'. A red arrow points from the 'CALENDAR' tab to the calendar view. Another red arrow points from the '1' on the calendar to the event details on the right. The event details include the title 'Site Familiarisation - Classroom induction', location 'Newcastle West', time '10:00 - 12:00', and available seats '20 / 20'. A 'Back to today' button is located at the bottom of the calendar view.

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019				1								

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	

Back to today

Site Familiarisation - Classroom induction  
Newcastle West  
Time: 10:00 - 12:00  
Location: 426 King St, Newcastle West NSW 2302, Australia  
Available seats: 20 / 20



FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 131 194**

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