



ONSITE TRACK EASY

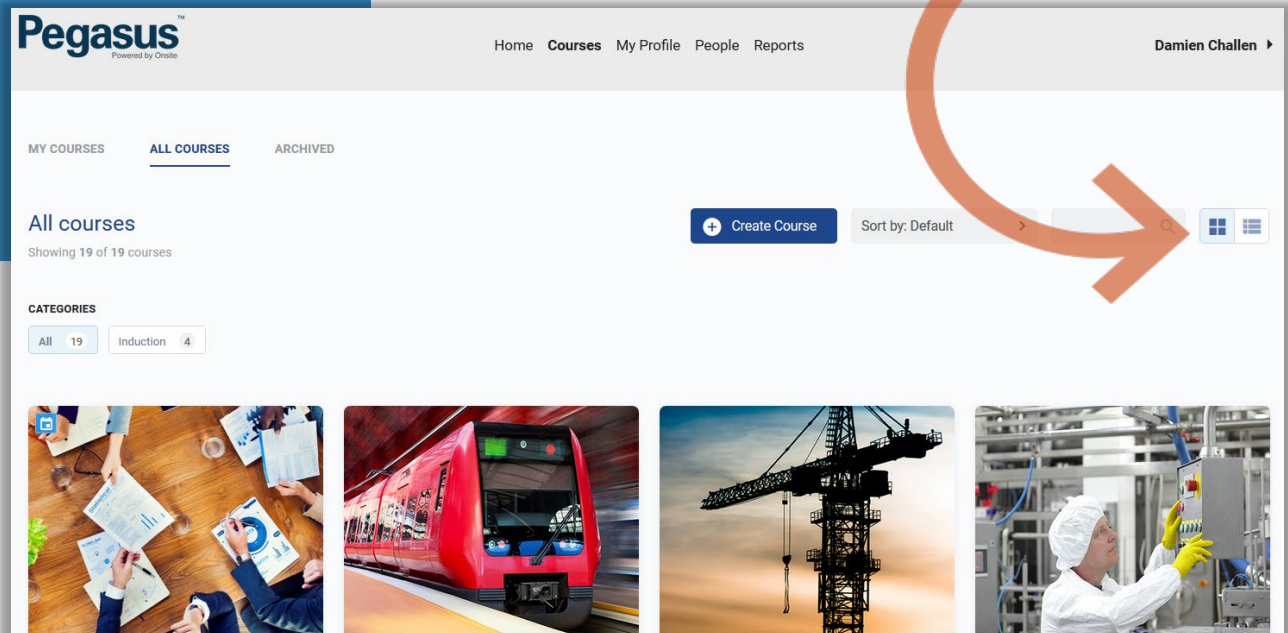
USER GUIDE- Adding Classroom Training Dates

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





VIEWING COURSES

Viewing Courses

STEP 1 - SEARCHING

1. Select 'All Courses'
2. Search for specific course name using search function or categories

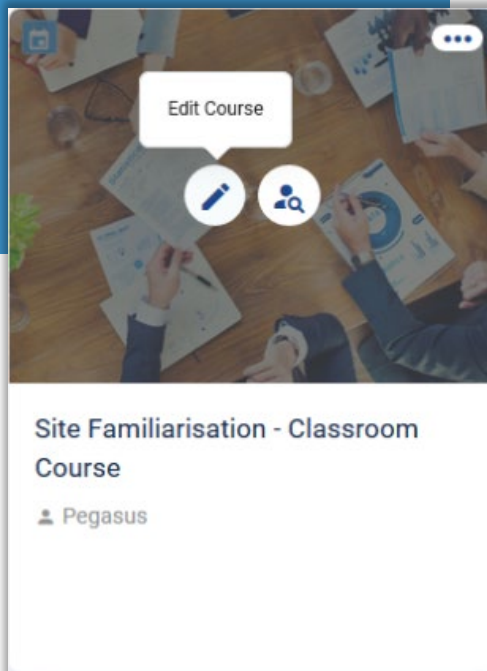
- Under the 'All Courses' section, you can filter the courses by using the search functionality
- Alternately you can use the categories feature to reduce the courses to relevant ones.

The screenshot displays the Pegasus user 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', along with the user name 'Damien Challen'. The main content area is titled 'ALL COURSES' and shows search results for 'site fam'. A search bar contains the text 'site fam' and a 'Create Course' button. Below the search bar, there are category filters: 'All 205', 'Burton 9', 'Classroom 1', 'Millennium 1', 'Goonyella 3', 'Online 175', and 'Wilpinjong 23'. A red circle with the number '1' is placed over the 'ALL COURSES' tab. A red circle with the number '2' is placed over the search bar. A red circle with the number '3' is placed over the category filters. The first search result is 'Site Familiarisation - Classroom Course' by Pegasus, with an 'Unavailable' status.

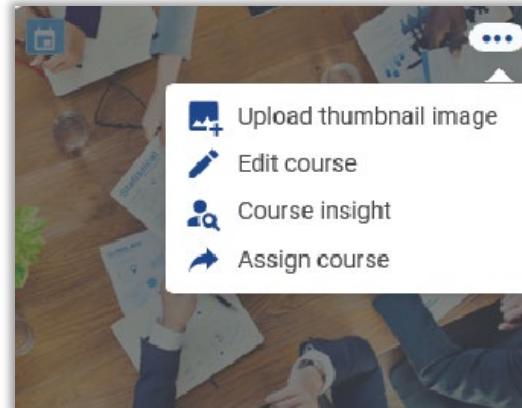
Opening Course

STEP 2 - OPENING

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



- To edit a course, click the Pencil icon.
- To view/manage the learners on a course click the 'course insight' icon
- **NOTE:** To ensure a learners competency from a course is assigned to their Onsite profile, **never** assign a course to the learner directly from this system. It must always be actioned via the Role Portal.



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.

The screenshot displays the Pegasus LMS interface for a course titled "Pegasus Classroom Site Familiarisation - Internal Staff". The interface includes a navigation menu with "COURSE CONTENT", "INFORMATION", "SETTINGS", and "CUSTOMISATION". A toolbar at the top right contains "View Course Page", "Course Insight", and "Copy Course". The main content area shows a list of items:

Item ID	Item Name	Item Type	Actions
#1	Pegasus Classroom Site Familiarisation - Internal Staff		
	Pegasus Site Familiarisation - Internal Staff	Event	✎ 🗑️
	Completion Certificate	Certificate	

An orange arrow points to the pen icon in the actions column of the "Pegasus Site Familiarisation - Internal Staff" row.



ADDING DATES TO COURSES

Adding A Date

STEP 4 - ADD DATES

- ❖ Scroll to bottom of page and press “+” to Add Session
- ❖ Enter in Date of New Classroom Event
- ❖ Enter Duration
- ❖ Enter Location
- ❖ Enter # of Seats
- ❖ Add any notes
- ❖ Press Save to add new Session.

- 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 screenshot shows the 'Sessions' screen in the LMS. At the top, there is a 'Start date' field with the value '29-05-2020 16:00' and an 'End date' field with the value '29-05-2020 17:00'. Below these fields is a calendar for May 2020, with the 29th selected. At the bottom of the calendar is a 'Time (24h format)' field with the value '17 : 0'. The 'Sessions' list shows two sessions: '426 king st newcastle' from '03-06-2020 12:00 to 03-06-2020 13:00' and '426 king st newcastle' from '30-05-2020 16:00 to 30-05-2020 17:00'. There is a '+ Add session' button at the top left of the sessions list. A red arrow points from the '+ Add session' button in the instructions to the '+ Add session' button in the screenshot. Another red arrow points from the '+ Add session' button in the instructions to the date picker overlay.

Sessions

- + Add session
- 426 king st newcastle
03-06-2020 12:00 to 03-06-2020 13:00
- 426 king st newcastle
30-05-2020 16:00 to 30-05-2020 17:00

Show past sessions

Save Cancel

Start date: 29-05-2020 16:00

End date: 29-05-2020 17:00

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	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
31	1	2	3	4	5	6

Time (24h format): 17 : 0

Leave blank for unlimited

Adding A Date

STEP 5 - SUBMIT CHANGE

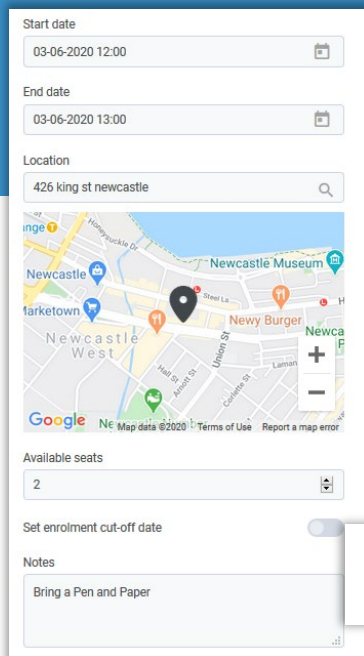
- ❖ Once Date Submitted on Editing page, will return to Course Page.
- ❖ Press Submit again to save

- 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.
- Duplicate button can be used against existing session to copy the same course and location, but you will need to edit date still.



426 king st newcastle
03-06-2020 12:00 to 03-06-2020 13:00

The screenshot shows a session card with a location pin icon on the left, the text '426 king st newcastle' and '03-06-2020 12:00 to 03-06-2020 13:00', and three icons on the right: a pencil, a duplicate icon (a square with a smaller square inside), and a trash can. The duplicate icon is highlighted with a red rectangular box.



Start date
03-06-2020 12:00

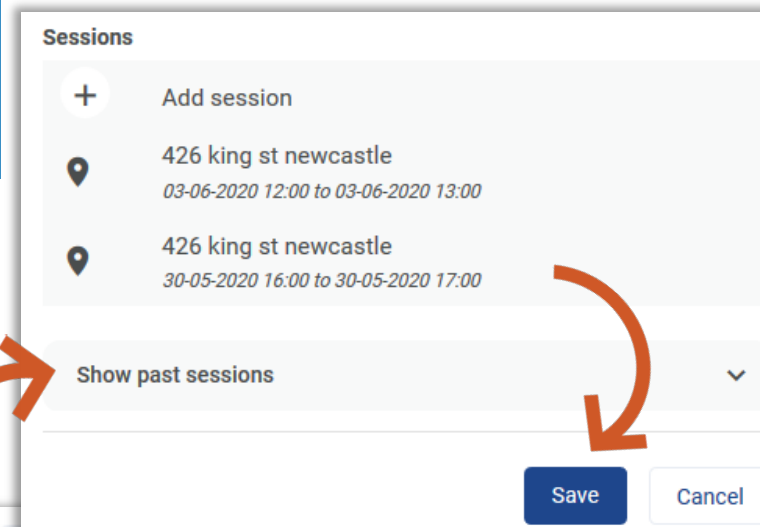
End date
03-06-2020 13:00

Location
426 king st newcastle

Available seats
2

Set enrolment cut-off date

Notes
Bring a Pen and Paper



Sessions

- + Add session
- 426 king st newcastle
03-06-2020 12:00 to 03-06-2020 13:00
- 426 king st newcastle
30-05-2020 16:00 to 30-05-2020 17:00

Show past sessions

Save Cancel



Save Cancel

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 to the number of additional date you can add, it will just depend upon your classroom availability.

The screenshot displays the 'Course content' section of a Pegasus Classroom interface. At the top, there is a 'Course content' header with a pencil icon and a 'Course Insight' button. Below this, a progress indicator shows '0/2' next to the course title 'Pegasus Classroom Site Familiarisation - Internal Staff'. The main content area lists two items: 'Pegasus Site Familiarisation - Internal Staff' (Event, Yet to start) with a 'View Information' button, and 'Completion Certificate' (Certificate). Below the list, there are tabs for 'ABOUT' and 'EVENT SESSIONS', with 'EVENT SESSIONS' being the active tab. Under the 'EVENT SESSIONS' tab, a calendar view for 'June 2020' shows a date '3 Jun 2020' with a dot indicating an event. A red arrow points from the 'EVENT SESSIONS' tab to the calendar view. The event details for 'Pegasus Site Familiarisation - Internal Staff' are shown below the calendar, including the time '3 Jun 2020 12:00 PM - 3 Jun 2020 01:00 PM', the location '426 king st newcastle', and '2 / 2 seats available'.



FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL support@onsitetrackeasy.com.au