



ONSITE TRACK EASY

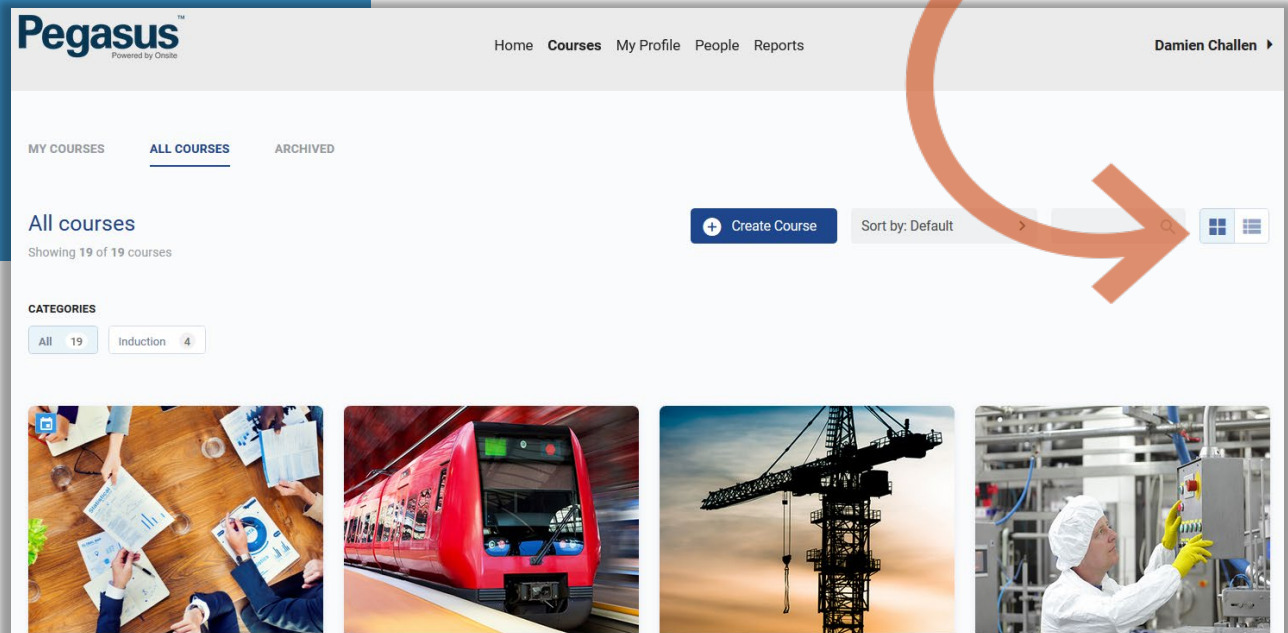
USER GUIDE- Passing Out Classroom Training

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

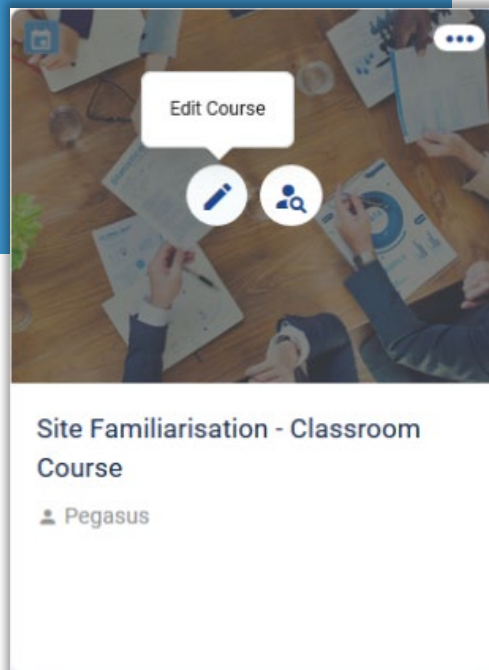
- Under the 'All Courses' section, you can filter the courses by using the search functionality
- Alternately you can use the categories feature to reduce the courses to relevant ones.

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', with the user name 'Damien Challen' on the right. Below the navigation, there are tabs for 'MY COURSES', 'ALL COURSES' (which is selected and highlighted with a red circle '1'), and 'ARCHIVED'. A search bar contains the text 'site fam' and is highlighted with a red circle '2'. To the right of the search bar is a 'Create Course' button and a 'Sort by: Default' dropdown. Below the search bar, it says 'Showing 1 of 1 course Clear Search'. Underneath is a 'CATEGORIES' section with a red circle '3' over it, containing buttons for 'All 205', 'Burton 9', 'Classroom 1', 'Millennium 1', 'Goonyella 3', 'Online 175', and 'Wilpinjong 23'. The main content area shows a course card for 'Site Familiarisation - Classroom Course' by Pegasus, with an 'Unavailable' status at the bottom. The card features an image of people in a meeting.

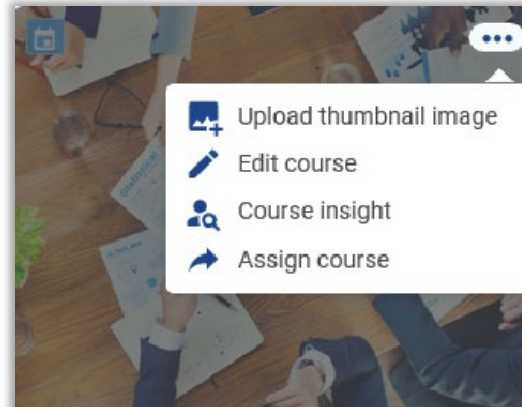
Opening Course

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 Learner Status

STEP 3 - VIEWING

1. Course Insight details at top
2. Scroll down past details to 'Who's Signed Up'
3. Lists all Enrolments and their status in the Course
4. Click ellipsis to view more options
5. Can filter by course status

- Other options are available on this screen depending upon your permissions in the LMS System.
- Can filter this list by searching for names or filter by the event date itself
- Can Export to Excel list of all enrolments, sent to you email address you account uses.



1 Course Insight
Site Familiarisation - Classroom Course

Last Updated 26/09/2017

[Edit Course](#) [View Course Page](#) [Assign Course](#)

61 Users

6	0	6	49
PASSED	IN PROGRESS	FAILED	YET TO START

Date Published	17/05/2017
Price	Free
Author	Pegasus
Available coupons	-

5 Who's Signed Up

PASSED IN PROGRESS FAILED YET TO START

All enrolments Filter by event session Download Search

Showing 1 - 25 of 61 enrolments

NAME	ACCOUNT STATUS	LAST LOGIN	ENROLMENT STATUS
<input type="checkbox"/> Benny Heathy ONSITE-4x4x44	Enabled	18 Jul 2017 14:01	<input type="radio"/> YET TO START 3
<input type="checkbox"/> Duder Dude ONSITE-dude	Enabled	19 Jul 2017 14:28	<input type="radio"/> YET TO START
<input type="checkbox"/> Duder2 Dude2 ONSITE-dude2	Enabled	19 Jul 2017 11:14	<input type="radio"/> YET TO START
<input type="checkbox"/> Siobhan Test EPE-1616416	Enabled	-	<input type="radio"/> YET TO START
<input type="checkbox"/> Kim Dundas EPE-151303	Enabled	-	<input type="radio"/> YET TO START
<input type="checkbox"/> Damien Challen EPE-1464715	Enabled	-	<input type="radio"/> YET TO START

- Enrolment History
- Download Report
- View user profile
- View event details
- Notify Admins
- Set enrolment status
- Lock enrolment
- Unenrol User

4



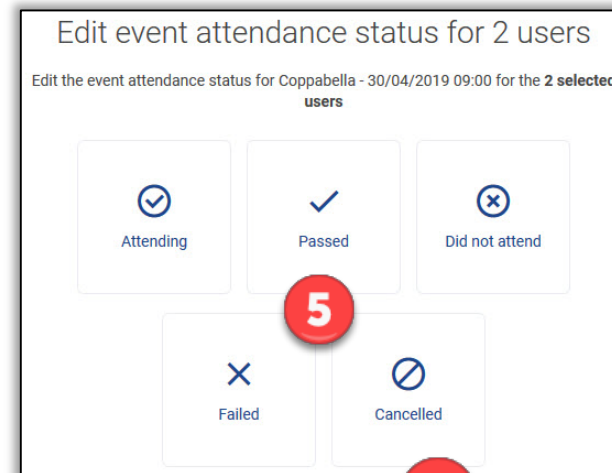
EDITING ENROLED PEOPLE

Passing out Classroom Event

STEP 4 - EDITING

1. Scroll to 'Who's Signed Up' section
2. Select the Date of the event
3. Tick Person(s) to change status
4. Click 'Edit event session status'
5. Choose required change

- Filter by date First, so that you are editing the correct event
- **NOTE: NEVER** choose 'Set enrolment status'. This feature DOES NOT assign the competency against the attendee. If accidentally selected, to fix, you need to manually assign the competency in Onsite Track Easy. Its best to always use 'Edit event session status'



All enrolments

Showing 2 of 2 enrolments [Clear filters](#)

Coppabella - 30/04/2019 09:00 >



2 enrolments selected



Set enrolment status



Edit event session status

Clear selection

3

NAME

ACCOUNT STATUS ▲

LAST LOGIN

ENROLMENT STATUS



Grant Savage
PEG-421848

Enabled

—

YET TO START



Mathew Wood
PEG-664250

Enabled


—

YET TO START

Editing an Enrolment

STEP 5 - EDITING CONT.

- ❖ Set Enroled user to “Set to Passed”
- ❖ Status alert message will appear in top right of screen
- ❖ Status of Enroled user will change on page to “Passed”

- Multiple Enrolled people are passed out using these steps 4 and 5.
- Enroled people can be un-enroled, reset or failed
- Reports available of course history
- Enrolment History Report available from  button against their name row


<input type="checkbox"/>	Kim Dundas EPE-151303	Enabled	—	<input type="radio"/> YET TO START
<input type="checkbox"/>	Damien Challen EPE-1464715	Enabled	—	<input checked="" type="radio"/> PASSED
<input type="checkbox"/>	Kat Testing EPE-1616427	Enabled	—	<input type="radio"/> YET TO START

Set enrolment status for Damien Challen

Set Display Date to 2019-03-29 14:30

Enrolment Remind Date

Enrolment Reset Date

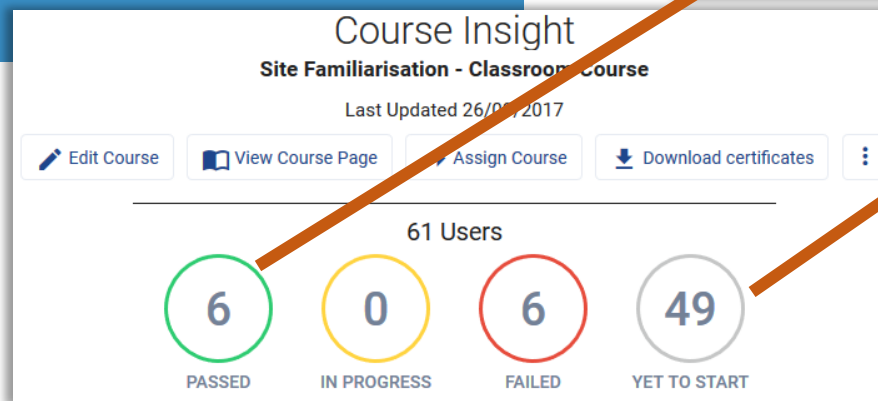
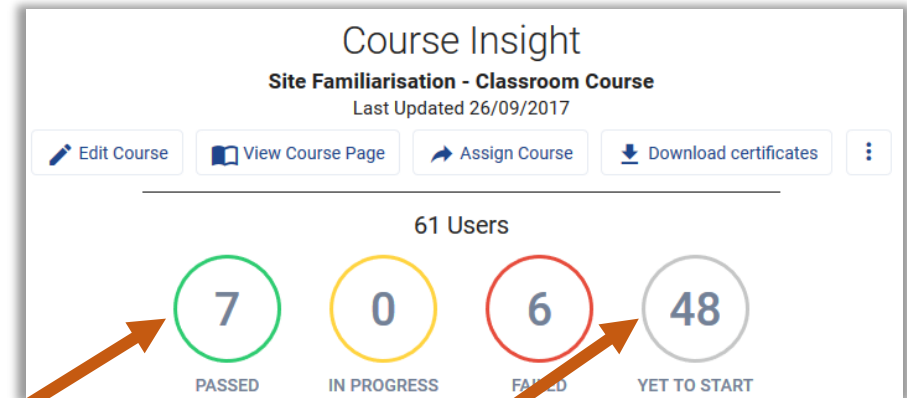
 **Status changed**

The status of this enrolment has been changed to Passed.

Reviewing Changes

STEP 6 - REVIEW

- ❖ On the course page, passed Enrolments will now be reflected in course numbers
- ❖ Repeat steps 3 – 5 for changing status of other Enroled People





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL support@onsitetrackeasy.com.au