



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



Pegasus
Powered by OnSite

Home Courses My Profile People Reports Damien Challen ▶

MY COURSES ALL COURSES ARCHIVED

All courses + Create Course Sort by: Default > [View Icons]

Showing 19 of 19 courses

CATEGORIES

All 19 Induction 4



VIEWING COURSES

Viewing Courses

STEP 1 - SEARCHING

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

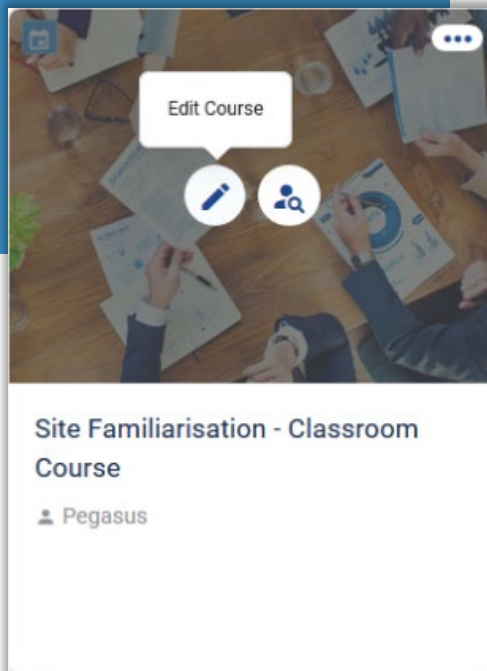
- Under the 'All Courses' section, you can filter the courses by using the search functionality
- Alternately you can use the categories feature to reduce the courses to relevant ones.

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 bar, 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 buttons for 'All 205', 'Burton 9', 'Classroom 1' (highlighted with a red circle '3'), '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.

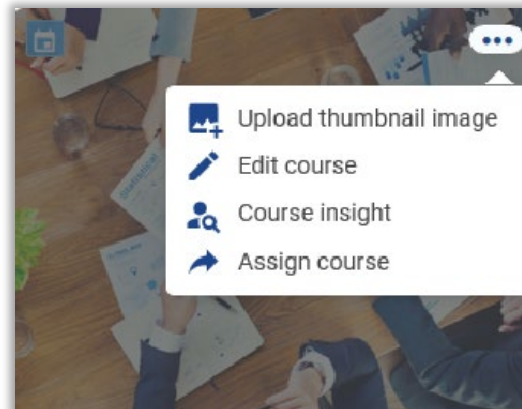
Opening Course

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](#) [Download](#)

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](#)

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 Enrolled PEOPLE

Passing out Classroom Event

STEP 4 - EDITING

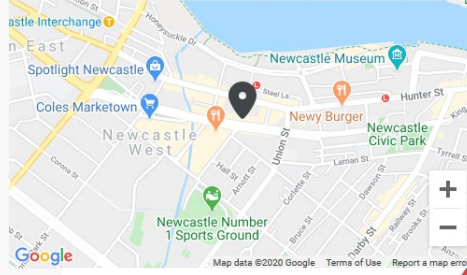
1. Scroll to 'Who's Signed Up' section
2. Select the Date of the event
3. Tick Person(s) to change status
4. Click 'View event details'
5. Event will load and show options

- Filter by date First, so that you are editing the correct event
- **NOTE: NEVER** choose 'Edit enrolment'. 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.

Pegasus Site Familiarisation - Internal Staff

Internal Staff Training
2 learners

Start Time 27 May 2020 11:00 AM
End Time 27 May 2020 12:00 PM
Location 426 king st newcastle, Newcastle West



Change session Remove from session

Set to Competent Set to Not yet competent

All enrolments

Showing 2 enrolments Clear filter

Showing all groups >

Newcastle West - 27/05/2020 >


2 enrolments selected Edit enrolments View event details Lock enrolments Clear selection

<input checked="" type="checkbox"/>	NAME	ACCOUNT STATUS ▲	LAST LOGIN	ENROLMENT STATUS	EVENT STATUS	MODULE PROGRESS ?	LAST
<input checked="" type="checkbox"/>	Ann Smith PEG-3099668	Enabled	29 Aug 2019 14:30	IN PROGRESS	ATTENDING	0/1	—
<input checked="" type="checkbox"/>	Annelise Smythe PEG-3091776	Enabled	10 Jun 2019 14:23	IN PROGRESS	ATTENDING	0/1	⋮

Editing an Enrolment

STEP 5 - EDITING CONT.

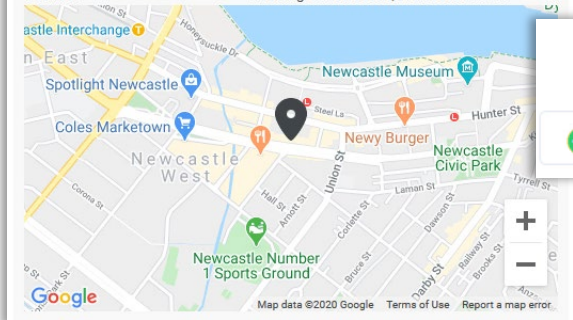
- ❖ Choose “Set to Competent”
- ❖ Status alert message will appear in top right of screen
- ❖ Status of Enrolled user will change on page to “Competent”

- Multiple Enrolled people are passed out using these steps 4 and 5.
- Enrolled people can Change Session, Remove from Session, Set to competent or Set to Not yet competent.
- Reports available of course history
- Enrolment History Report available from  button against their name in the row.

Pegasus Site Familiarisation - Internal Staff

Internal Staff Training
2 learners

Start Time 27 May 2020 11:00 AM
End Time 27 May 2020 12:00 PM
Location 426 king st newcastle, Newcastle West



Map data ©2020 Google Terms of Use Report a map error.

<input type="checkbox"/>	Annelise Smythe PEG-3091776	Enabled	10 Jun 2019 14:23	<input checked="" type="checkbox"/> COMPETENT
--------------------------	--------------------------------	---------	-------------------	---

Status changed ✕

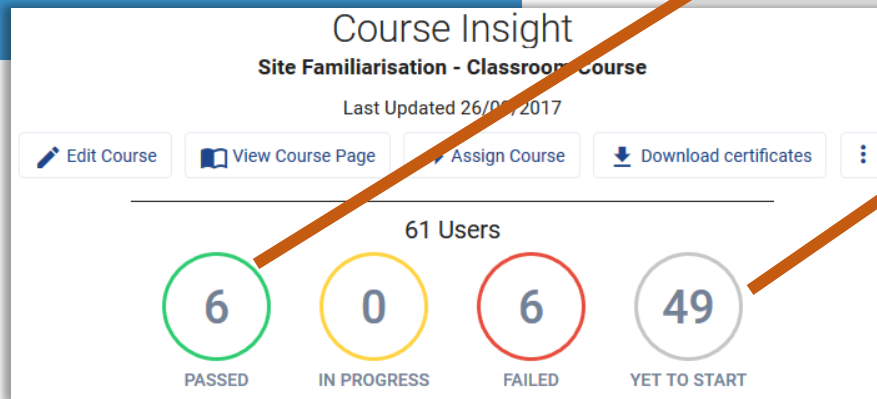
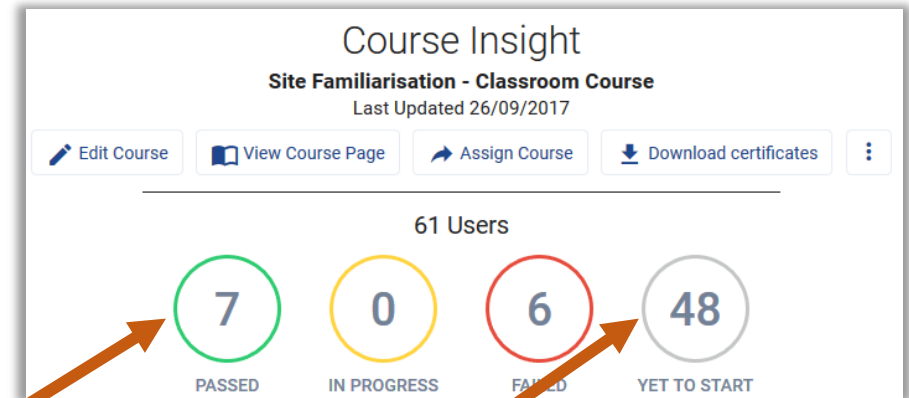
The status for 2 learners has been changed to 'Passed'.

<input checked="" type="checkbox"/> Change session	<input type="checkbox"/> Remove from session
<input checked="" type="checkbox"/> Set to Competent	<input type="checkbox"/> Set to Not yet competent

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 Enrolled People





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL support@onsitetrackeasy.com.au