

Onsite Mobile App

Basic User Guide

Emergency Event Guide

Onsite Mobile App – Powered by Pegasus

Please follow this step-by-step guide to use the Mobile App.



Step 1

Login using your username and password.

NOTE: Screens may vary slightly to those shown depending upon your permissions in the Mobile App



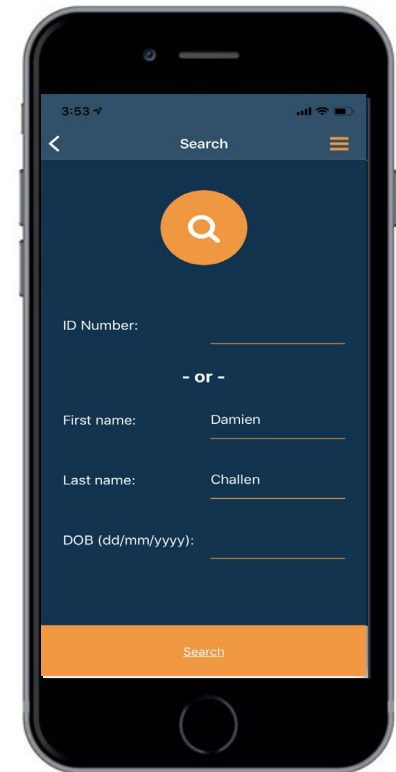
Step 2

Now you have logged in, you can scan a card by selecting “Scan,” or you can search for a cardholder by selecting “Search.”



Step 3

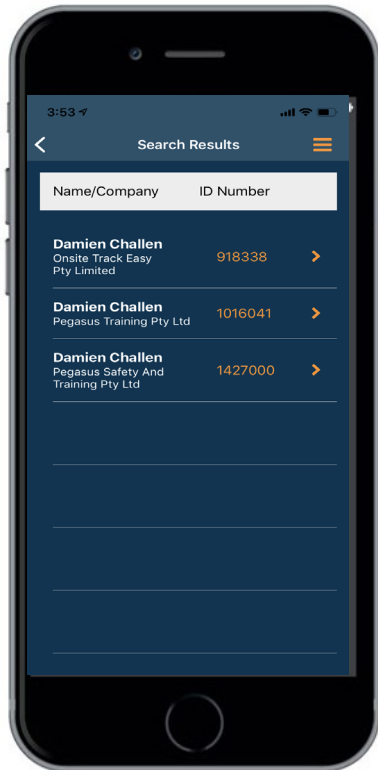
Scan a cardholder’s card by holding your phone over the QR code on their card. Older barcodes on older card types will also scan



Step 4

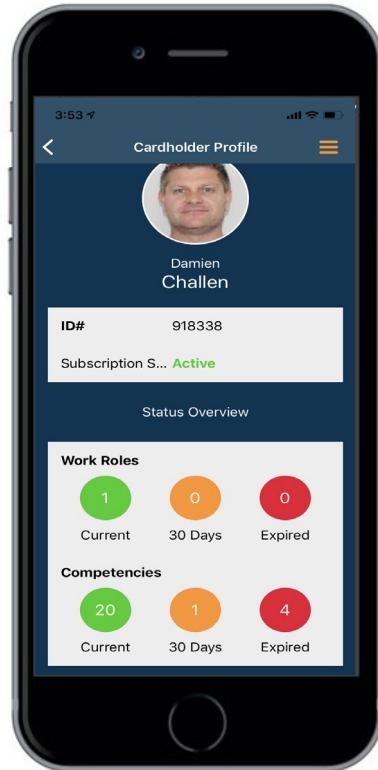
If you are manually searching for a specific cardholder, enter their ID number which is found on their card, or alternatively enter their first name, surname and DOB.

MOBILE APP USER GUIDE



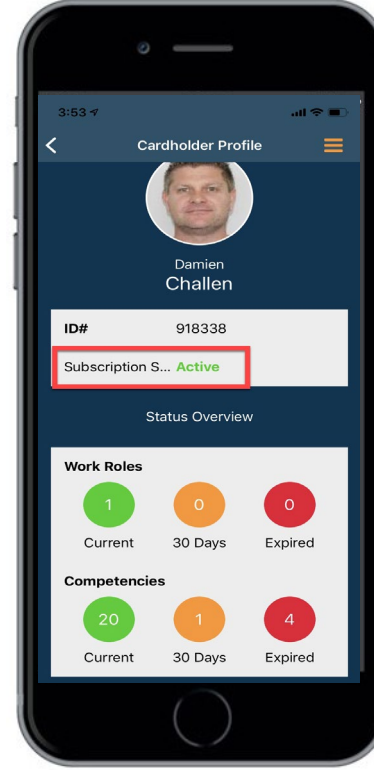
Step 5

Scroll through the list to find the correct cardholder. Once you have found the correct cardholder, select their name to view their profile.



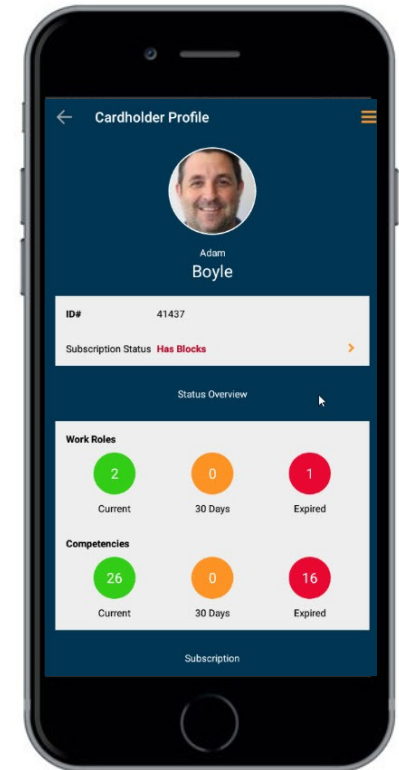
Step 6

At the top of the profile page you can view the cardholder's ID number, status and the company they work for.



Step 7

If a cardholder's subscription has expired you will be denied access to view the profile. This expired subscription will need to be renewed before the profile can be viewed.



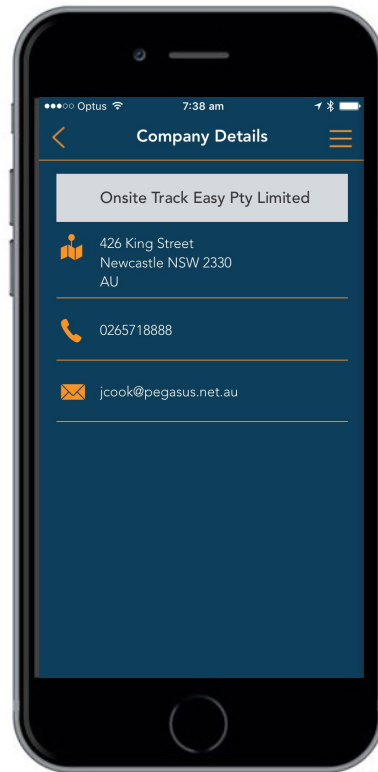
Step 8

If a cardholder's profile has blocks, it will show in their profile status. To view the cardholder's blocks, select "Has Blocks."



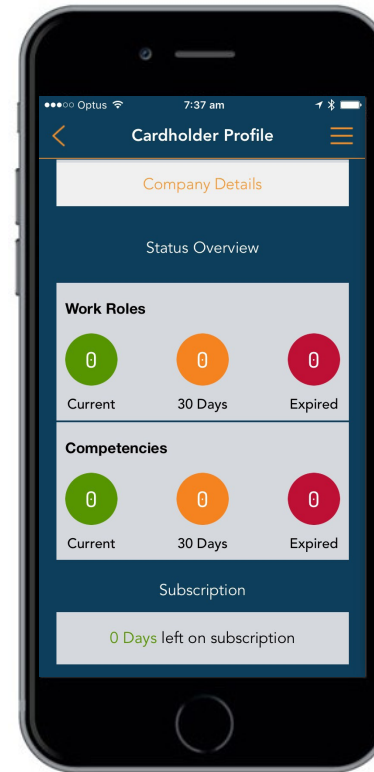
Step 9

Current Blocks will display the block details.
To return to the cardholder's profile page, select the yellow back arrow in the top left hand corner.



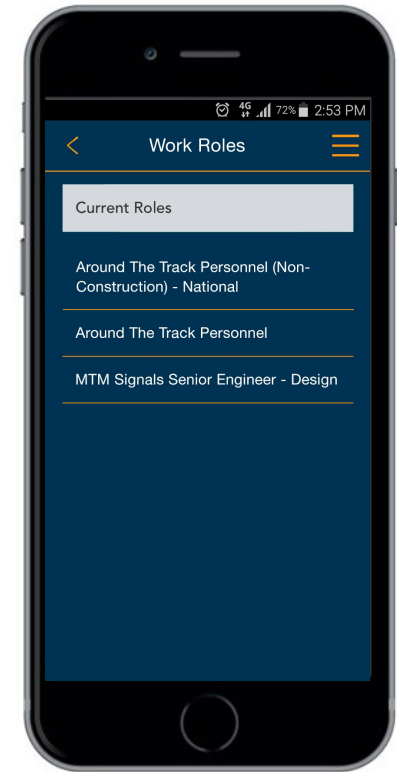
Step 10

To view the cardholder's company details and contact information, select "Company Details" on the cardholder's profile page.
To return to the cardholder's profile page, select the yellow back arrow in the top left hand corner.



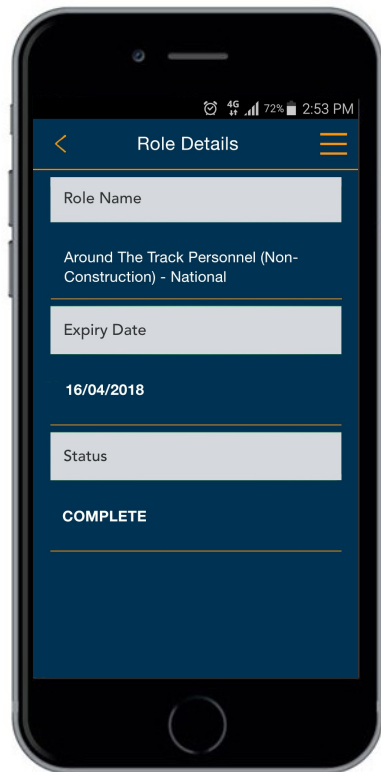
Step 11

At the bottom of the profile page, you can view the cardholder's status details, including their work roles, competencies and subscription details.
To view a cardholder's roles, select the "Work Roles" section.



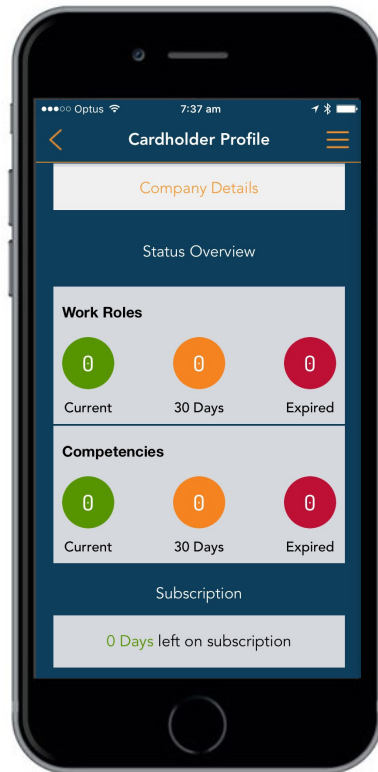
Step 12

To view a specific Role, Click on the colour button.
Green = Current
Amber = Expiring under 30days
Red = Expired



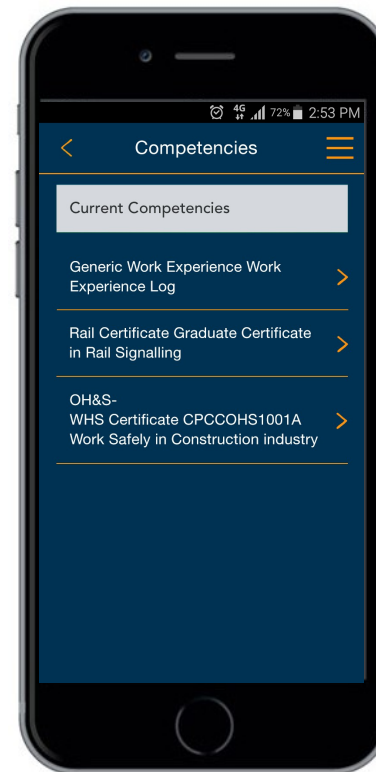
Step 13

In the Role Details, you can view the name of the role, the expiry date and the status. To return to the Work Roles page or the cardholder's profile, select the yellow back arrow in the top left hand corner.



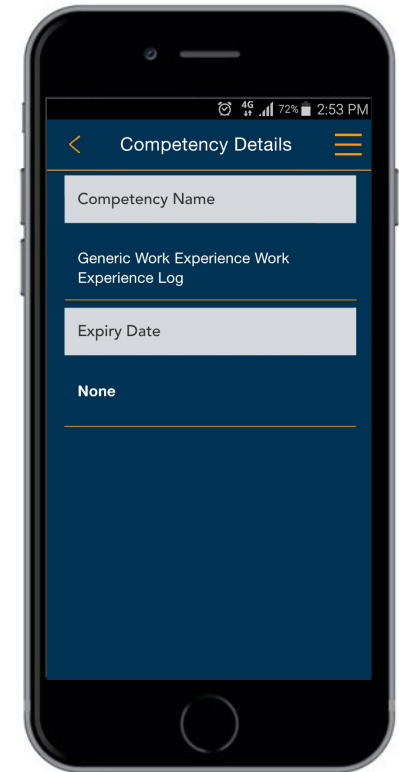
Step 14

Once on the profile page, you can view any other specifics of their profile including their work roles, competencies and subscription details.



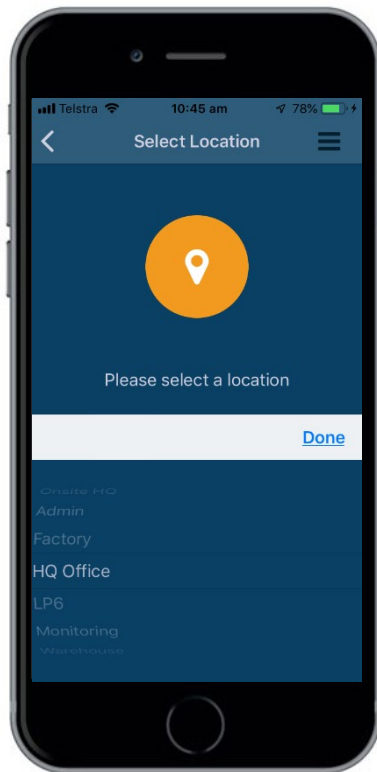
Step 15

By selecting "Competencies" in the cardholder's profile, you can view each of the cardholder's current competencies. You can then select a specific competency to view its details



Step 16

In the Competency Details, you can view the name of the competency and the expiry date. To return to the Competencies page or the cardholder's profile, select the yellow back arrow in the top left hand corner.



Step 1

Emergency Events use your logged in location to show Workers at site that are logged in.

This example uses the Site Onsite HQ and the location HQ Office to manage the Workers in an Emergency Event

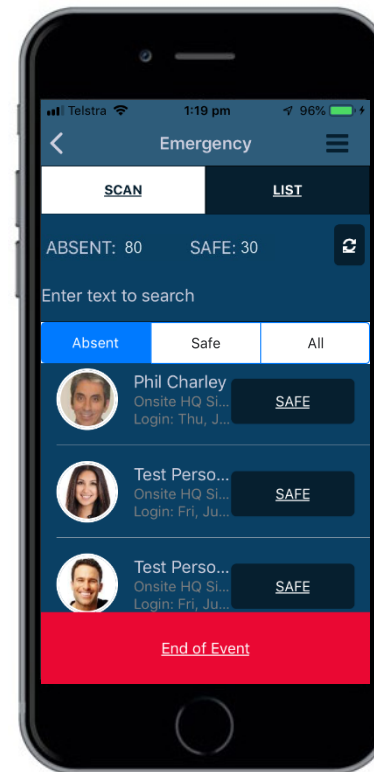


Step 2

Emergency Events are run from the icon on bottom of home screen

Pressing this launches the Emergency Event Tool

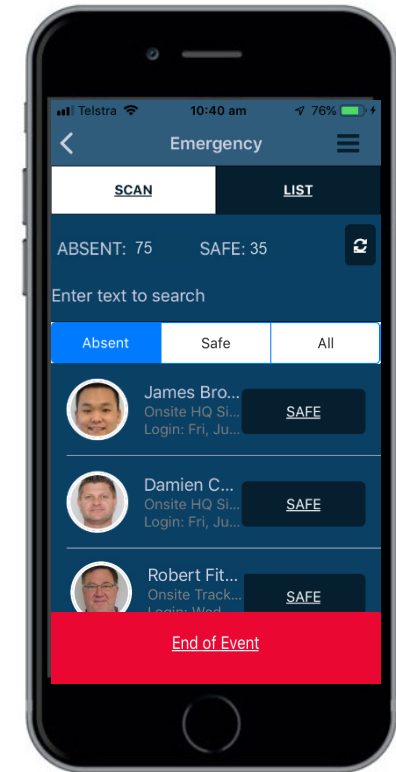
(Displayed Icons may vary depending upon your Mobile App Login Permissions)



Step 3

Workers in your location show as Absent until you mark them as Safe. Workers list is sorted by Last Name alphabetically. Find workers to mark as Safe by:

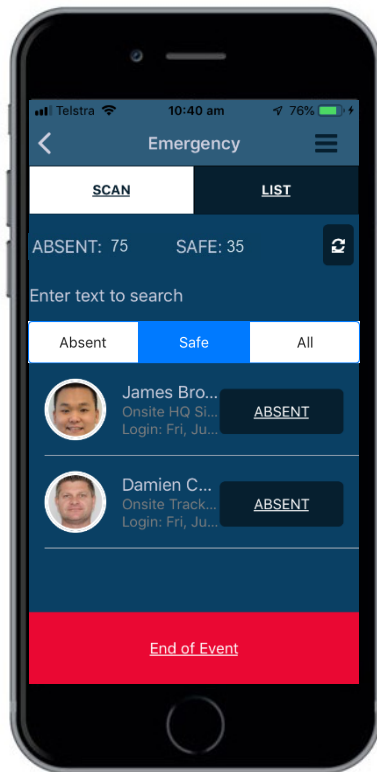
- Typing in Name
- Typing in ID Number
- Scrolling through list of names
- Scanning cards if Worker presents one



Step 4

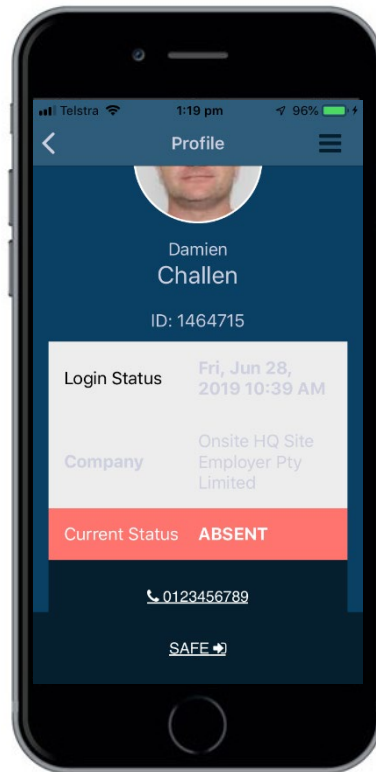
As Workers are marked as Safe, Absent and Safe totals change accordingly.

If Multiple Supervisors are running Emergency Event at same time, Press the Sync Icon to refresh numbers in app at any time.



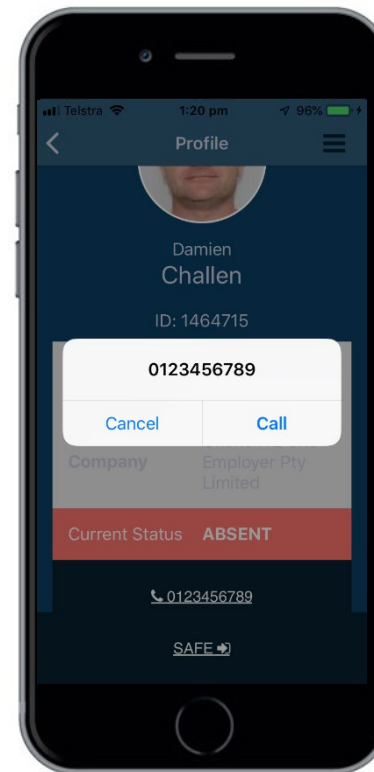
Step 5

You can switch between the three lists, Absent, Safe, All, to find workers marked incorrectly and edit accordingly.



Step 6

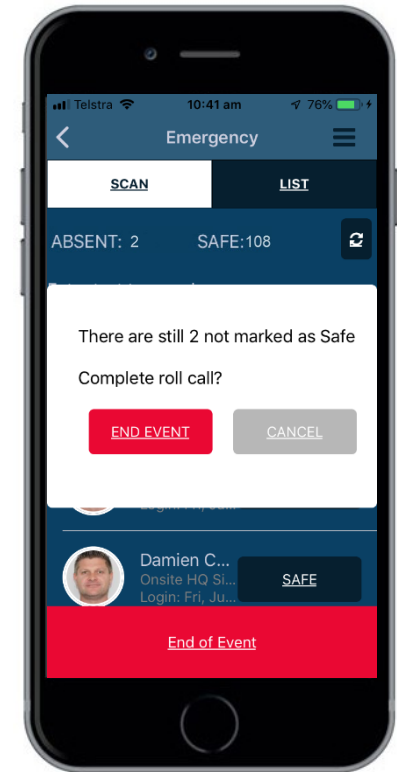
If required, you can click on an absent workers' profile and it will bring up Login Status date and time, Employer Name, Status and Contact Number.



Step 7

By clicking on Contact Number you can call from the Mobile App itself (if a number exists)

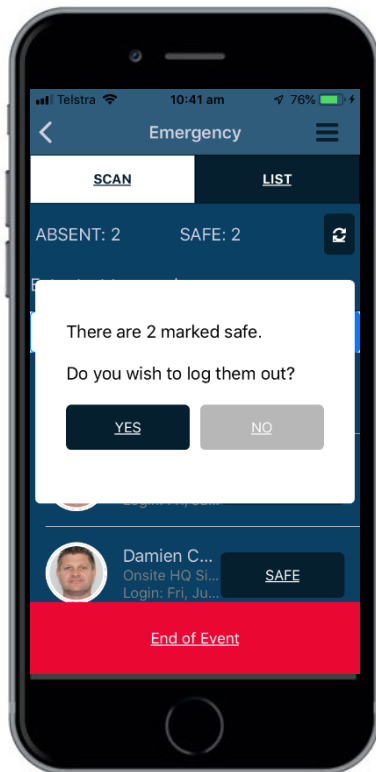
You can then return to the app and Mark as Safe if applicable after contacting Worker.



Step 8

Once all required Workers accounted for, you can press End of Event to complete Roll Call.

It will inform you of status of any Absent Workers before allowing you to End the Event.



Note About Emergency Event

This required the feature to be enabled at site by your Pegasus Account Manager.

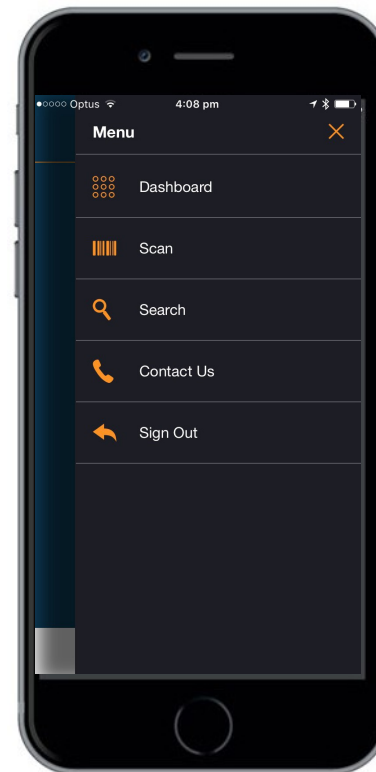
When logging in you should select the location you work at (see Emergency Event Slide 1). If not changed, you will see ALL Workers logged in at ALL locations at a site. Using the location feature will narrow down you list of workers. (NOTE: This location feature is not enabled at all sites. Talk to Pegasus if unsure)

To use this feature, you MUST have the latest Onsite Mobile Version Release 2.156.3 on 18th June 2019

Step 9

Before Ending the Event, you have the option to Log Out the SAFE Workers from Onsite Track Easy. If doing so, they will no longer be listed as being Logged On Site.

Opting for NO, will keep them logged in, but the Event will end. (Useful if this was a Mock Test Emergency Event at site)



Step 10

To contact Pegasus, select the menu button in the top right hand corner. Select "Contact Us" from the menu.

To exit the menu, select the yellow cross in the top right hand corner.



Step 11

To return to the dashboard or the search function, select the menu button in the top right hand corner.



For questions or assistance please call 1300 131 194
or email support@onsitetrackeasy.com.au