



Pegasus

Mobile App

User Guide

Pegasus Mobile App

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



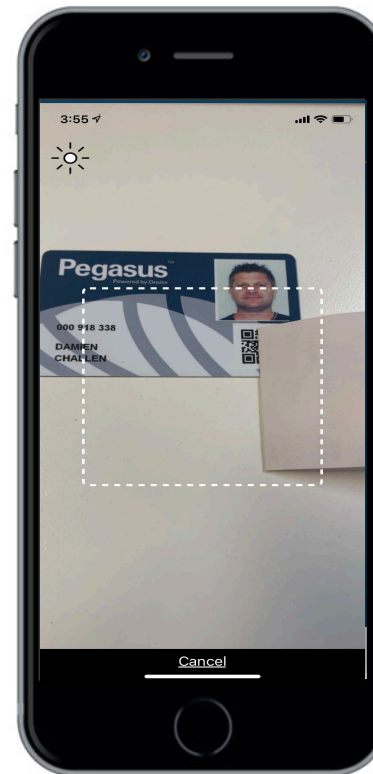
Step 1

Login using your username and password.



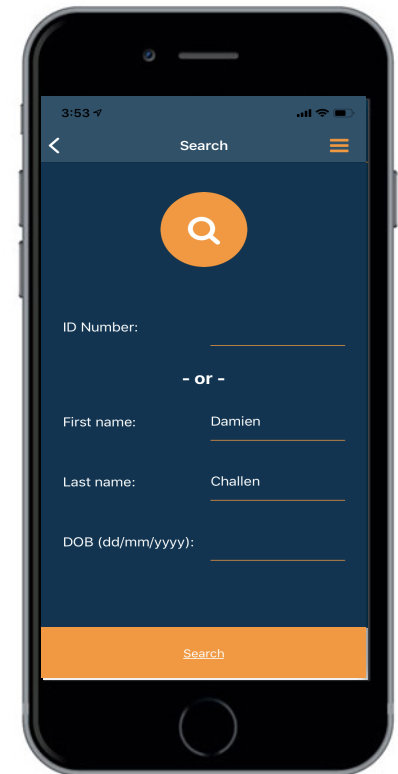
Step 2

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



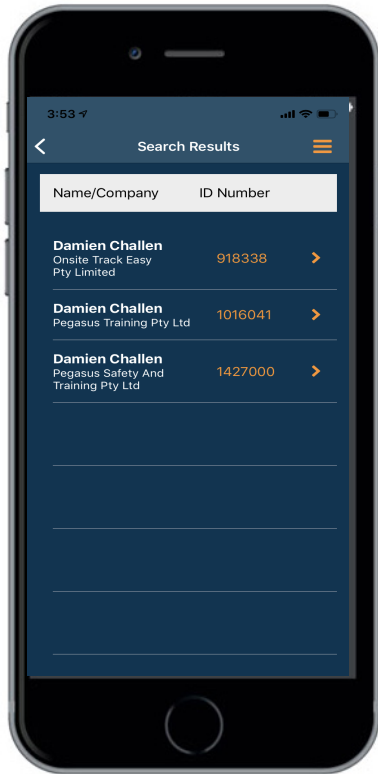
Step 3

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



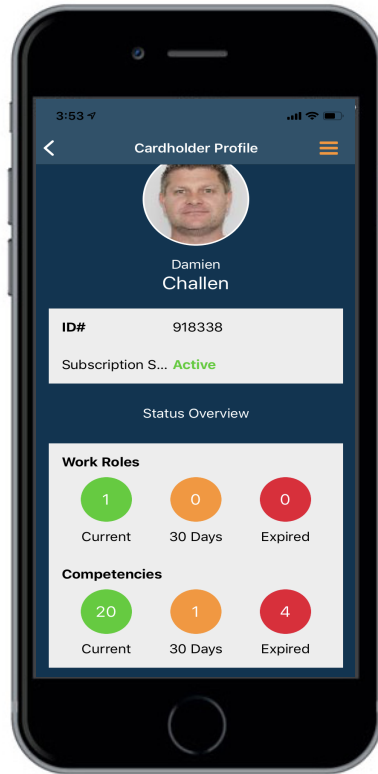
Step 4

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.



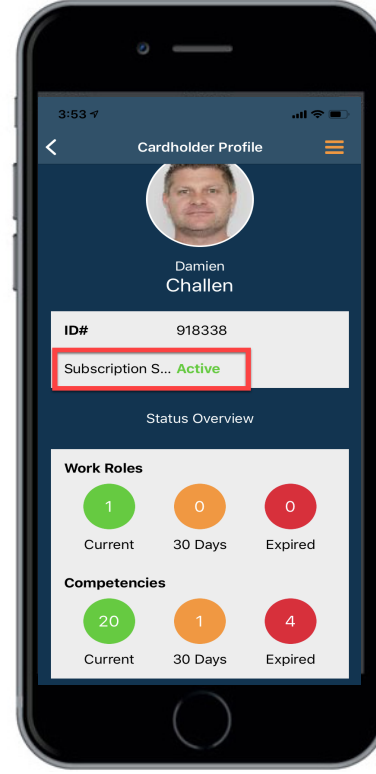
Step 5

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



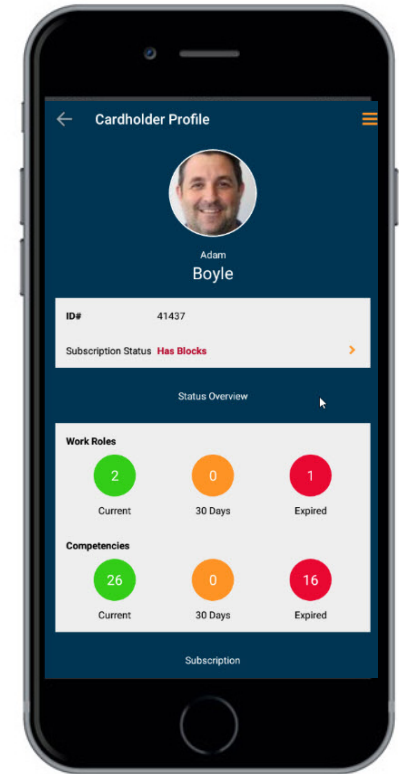
Step 6

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.



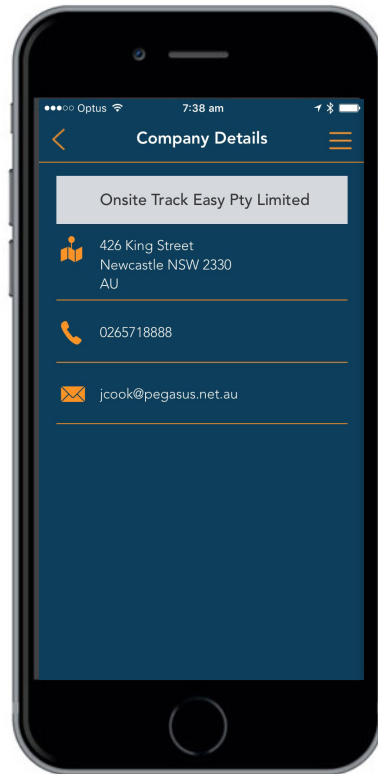
Step 8

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



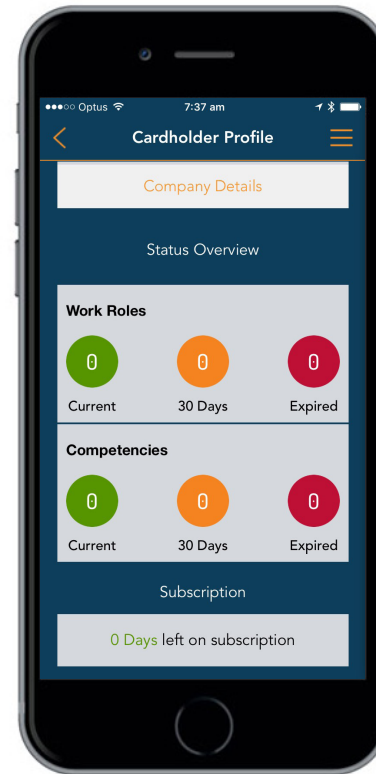
Step 9

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.



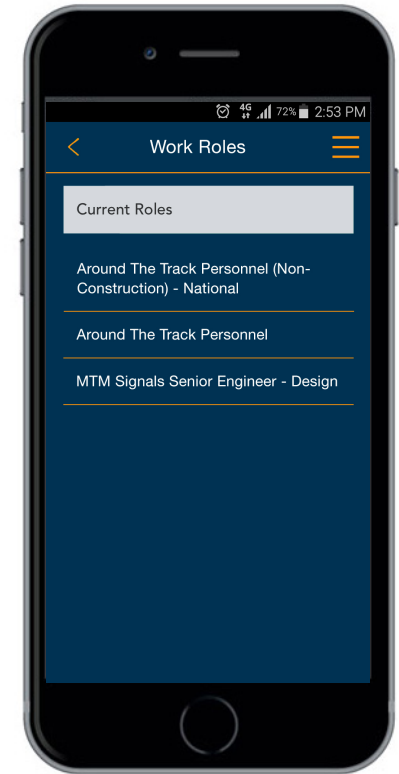
Step 10

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.



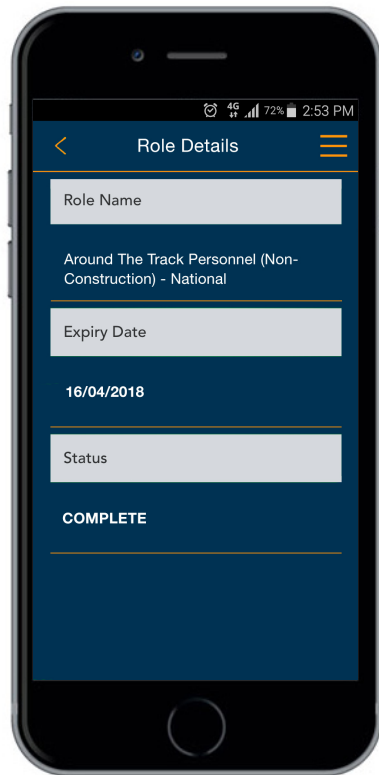
Step 11

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.



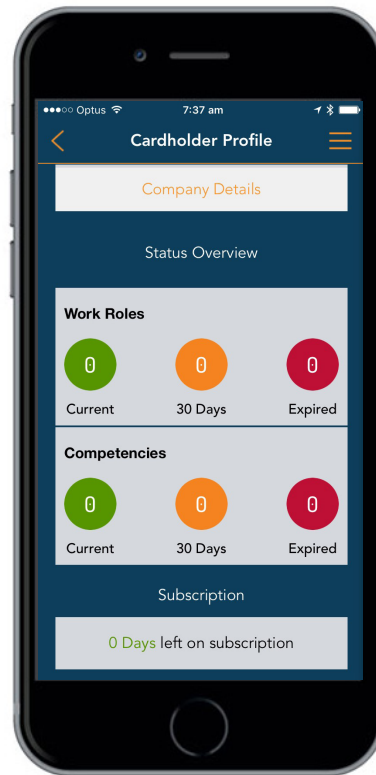
Step 12

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



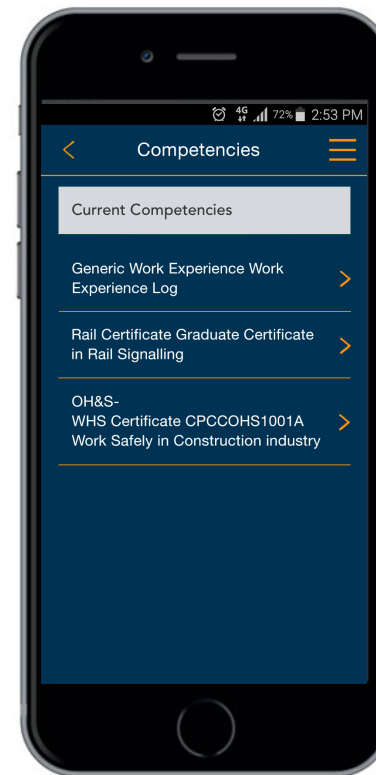
Step 13

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.



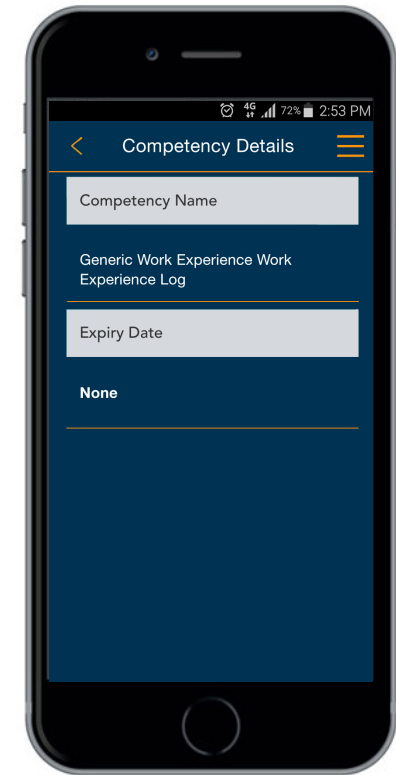
Step 14

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



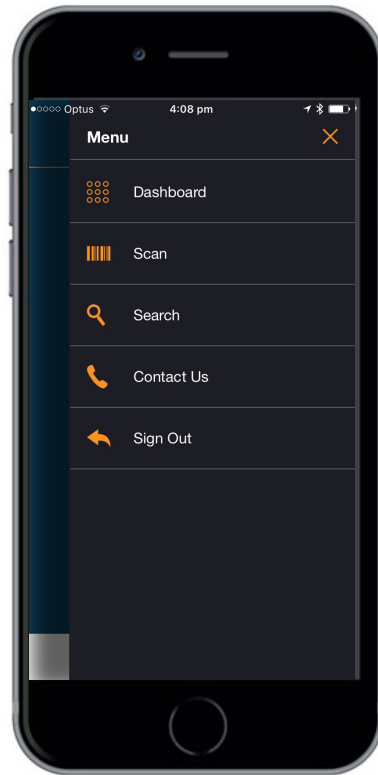
Step 15

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 17

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 18

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

Select the function you wish to continue to.

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