Realm User Permissions

Definitions – Onsite Track Easy Employee Management System

This gives the user ability to download files from Onsite Track Easy.

CAN UPLOAD FILES
This gives the user the ability to upload files within Onsite Track Easy including but not limited to competencies, certifications and profile general tab.

CAN ACCESS PRIVATE DATA
Some document containing personal information is regarded as private. Only those users with 'can access private date' permission can view documents marked as private.

CAN EDIT INCOMPLETE ACTIONS
This gives the user to process and edit incomplete actions which is general used for card printing.

CAN PROCESS ESCALATED ACTIONS
This gives the user permission to process "actions" that have been escalated by another user (Typically company compliance issues escalated from Pegasus Safety back to the company).

CAN CREATE CORRECTIVE ACTIONS
The gives the user permission to create an action for the customer to complete through the portal.

CAN PROCESS CORRECTIVE ACTIONS
The gives the user permission in Onsite to sign off or reject Corrective Action supplied from the portal user.

CAN ACTION CORRECTIVE ACTIONS
This gives the user permission to fulfil the Corrective Action request (upload file, answer question, etc).

CAN VIEW CORRECTIVE ACTIONS
This gives the user the ability to view corrective actions.

CAN PROCESS PENDING DATA
This gives the user the ability to process and approve pending data which can include but is not limited to company, cardholder and booking approvals.

CAN ENDORSE PENDING ASSESSMENTS
This gives the user permission to "endorse" a pending Rail Industry assessment processed by a Rail Industry Worker Assessor that has been set up to require endorsement.

CAN PROCESS PENDING SMS REVIEWS
This gives the user the ability to approve or return Safety Management Reviews.

CAN MANAGE TRAINING
This gives the user permission to set up Training Venues and Training Types in the Realm that can be utilised in the sites.

CAN MANAGE MERGE TEMPLATES
This gives the user the ability to add new merge templates and edit existing merge templates in Onsite Track Easy which are used for card printing.

CAN PERFORM ID CHECKS
This gives the user permission to process and pass Rail Industry Worker ID check applications directly in the website, without the need for the external Australia Post ID check system.

CAN MAKE ONLINE BOOKINGS
This gives the user permission to book contractors into available training courses through the booking portal.

CAN PROCESS ONLINE USER REQUESTS
This gives the user permission to process requests from the portal (typically new user accounts).

REALM ACCESS LEVEL – VIEWER / EDITOR
This gives the user permission to edit data at the Realm.

CAN VIEW FOREIGN DATA FROM: [NO EMPLOYERS – OWN EMPLOYER – ALL EMPLOYERS]
This gives the user (when they are also an employee) permission to view data from other external sites where the employees act as contractors.

CAN REPRESENT CONCOS IN OWN PORTALS
This gives the user the ability to log into the all the portals as a contractor company representative.

CAN MANAGE USER ACCOUNTS
This gives the user permission to set up others as Realm users, amend user permissions and remove user rights.

CAN ACCESS FINANCIAL REPORTS
This gives the user permission to access sales data on the report menu.

CAN BLOCK CARDHOLDERS
This gives the user permission to place a block on cardholders to temporarily prevent access to site.

CAN CREATE CERTS

This gives the user permission to create new company certifications in the certifications library.

CAN ASSIGN CERTS

This gives the user permission assign certifications to a company.

CAN AUTHORISE ASSIGNED CERTS

This gives the user permission to authorise the assignment of a company certification.

CAN CREATE COMPETENCIES

This gives the user permission to create new competencies. Competencies are assigned to an individual.

CAN ASSIGN COMPETENCIES

This gives the user permission to assign or allocate competencies to and an individual.

CAN TRANSFER CARDHOLDER

This allows the user to transfer a cardholder from one company to another.

CAN PRINT CARDS

This allows the user to print cards with compatible printing equipment.

CAN EDIT ONLINE TRAINING

This gives the user permission to create and manage online Training Events.

CAN EDIT REALM SETTINGS

This gives the user permission to change Realm settings such as automatic email notifications timing and recipients, competency assignment parameters, etc.

CAN EDIT ADMIN NOTES

This gives the user permission to edit Admin Notes entered by other users afters critical edits are made.

CAN DOWNLOAD FILES