



## DEFINITIONS



**Onsite Mobile App** - This Application enables Auditors & Supervisors to carry out field audits of workers at sites. It displays the Roles, Competencies, Company Compliance of the worker. It uses a Traffic Light Colour System to show validity. The user can also account for personnel during an Emergency Event.



## STEP 1 - CHECKING ACCESS

**Access** - Provided by your Site Administrators. Base Permissions for a Mobile App Worker are:  
Enabled - Data Viewer

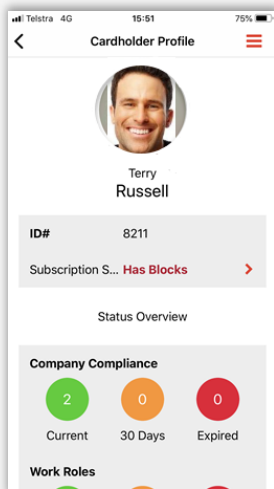
**Optional** - Can Use Onsite - Access to Onsite Track Easy

**Optional** - Can Log Persons In and Out - Depends upon site access requirements.

**Optional** - Can Use Mobile App to Search by Name, Company, DOB

**Site Administrators can configure any optional permissions.**

## STEP 2 - USING THE MOBILE APP



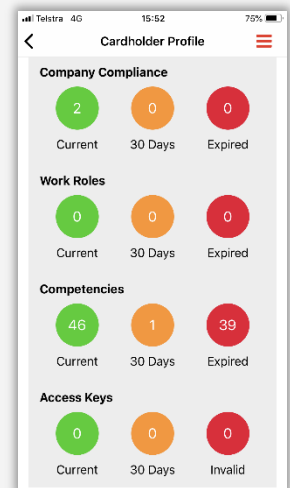
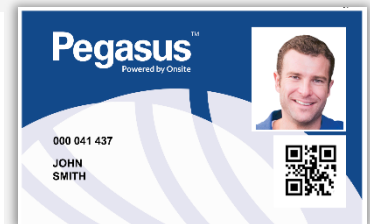
**1** Log into the App With your Onsite Track Easy Username and Password

**2** Setup a Pin Number to login quickly next time if the App is closed. Saved time logging back in.

**3** Click Scan to open Phone Camera as a Scanner, focus Barcode. Scans Automatically. Or Search by ID, Name or Company

**4** Results will display showing ID, Photo, Compliance, Roles, Competencies

**!** If a cardholder does not scan or do not appear in the search, they are not associated to site. Check with your Site Administrator.



**Blocked cardholders** will also show on the Mobile App. These are Cardholders that have been blocked from site by Site Administrators and should not be allowed at site.

### Viewing Results

- 2** **Green** results are valid compliant items. Whether it's a Competency or Role, this indicate the number of valid items.
- 1** **Amber** results are due to expire within 30 days. Can be Roles/Competencies/Company Compliance or Access Keys
- 39** **Red** results are items that have expired or in the case of Roles, are no longer valid.



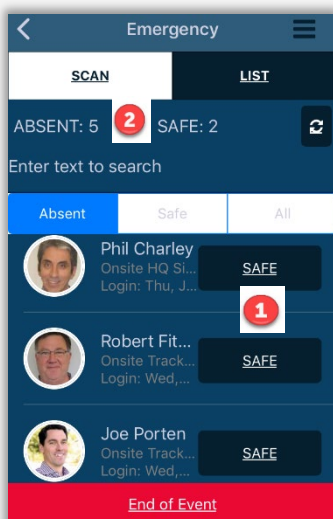
## STEP 3 – EMERGENCY EVENT

**Emergency Event** – Appears on the home page of the App if enabled. When first logging into the Mobile App you select the work location. This will then link the workers you see when you run the Emergency Event process.

Emergency Event

Pressing **Emergency Event** will launch the below screens. This will list the workers logged in at site and nominate them as ABSENT. As workers cards are scanned, or manually selected, it decreases the number of workers unaccounted for, eventually arriving at the missing workers at site when done correctly. Multiple people can run the Emergency Event concurrently, at different Muster points during an event for example, and the relevant ABSENT or SAFE numbers will change accordingly as workers are marked off.

## STEP 4 – RUNNING THE EMERGENCY EVENT FEATURE

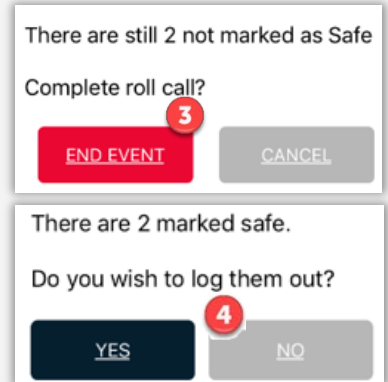


(1) You can scan, or press list and search or scroll to find workers and mark as SAFE

(2) Once marked the totals change to show workers that are still ABSENT. Multiple users can run the App on the same event at the same time to reduce time to complete. Pressing the Refresh will sync all users and update the ABSENT or SAFE count. If you need to contact an ABSENT worker, click on their profile to see their listed contact number.

(3) To complete an event press End of Event. This will complete the roll call and show the number of people still not marked as safe.

(4) END of EVENT will show of the number of people listed as SAFE. The option to **LOG THEM OFF** Onsite Track Easy (**Only if necessary press YES**) or click **NO** if you do not want to log them off, or if you were having a Simulated Emergency event or testing the feature.



## ADDITIONAL NOTES

- The Mobile App does not display personal information when scanning cards/looking up Cardholders.
- Company Contact information is displayed at bottom of page when viewing Cardholder.
- Pressing Contact on the front page will bring up the Support Contact details (phone, email and webpage) for your relevant Support Team at Pegasus.

For more advanced information see the user guides here  
<https://kb.pegasus.net.au/display/CA/Onsite+Mobile+App>