DEFINITIONS

Onsite Track Easy – Webpage https://secure.onsitetrackeasy.com.au The Software program that is used to review Roles, Competencies, Compliance and Company information of Contractors at Sites.

Onsite Mobile App - This is the Mobile Phone Application that Auditors/Supervisors will utilize to run field audits of cardholders at sites. The App will display the Roles, Competencies and Company Compliance that the Cardholder has, and use a Traffic Light Colour System to show the validity of those.

Business Intelligence Reporting – Reporting Tool inside the Onsite Track Easy Software that is used to run and schedule reports, on a variety of variables such as Roles and Competencies.

STEP 1 – CHECKING ACCESS

Access – Provided by your Site Administrators. Base Permissions for a Supervisor are:

- ✅ Data Editor
- ✅ Can view Data from All Employers
- ✅ Can Use Onsite Track Easy
- ✅ Optional - Can Log Persons In and Out - Depends upon site access requirements
- ✅ Can Use Mobile App
- ✅ Can Use Mobile App to Search by Name, Company, DOB

Site Administrators can configure any optional permissions.

STEP 2 – USING THE MOBILE APP

**Onsite Mobile App –** Onsite Mobile App is downloaded from the Google Play Store or the Apple Store.
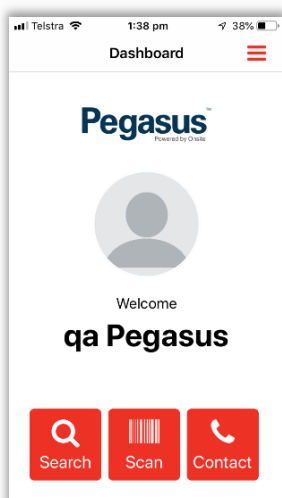
1 Log into the App With your Onsite Track Easy Username and Password

2 Setup a Pin Number to login quickly next time if the App is closed.

3 Click Scan to open Phone Camera as a Scanner, hover over the Cardholders Barcode. Scans Automatically

4 Results will display showing Cardholders Compliance and Competencies.
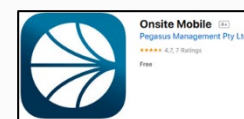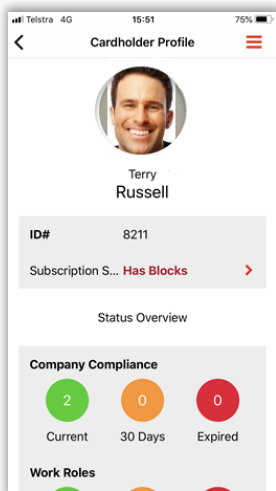
✅ You can choose to SCAN a card or manually SEARCH by ID, First Name, Last Name, Company or Date of Birth of a cardholder.

✅ Scans Newer QR Code Cards or older Barcode Cards

✅ The CONTACT option will open the contact details of the Pegasus Support Team that manages your Company and Contractors

⚠️ If a cardholder does not scan, they are not associated to site. Check with your Site Administrator to see if they are associated and compliant.

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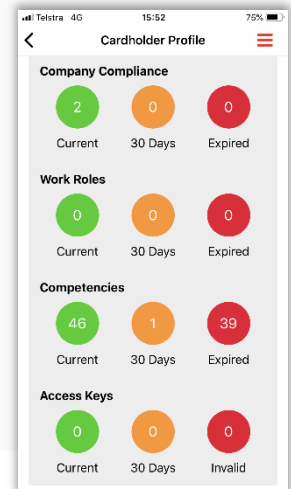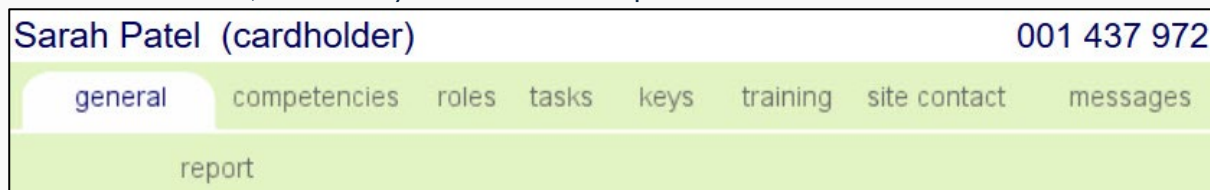
Viewing Results

Green results are valid compliant items. Whether its a Competency or Role, this indicate the number of valid items.

Amber results are due to expire within 30 days. The cardholder should be made aware of this already via email notifications.

Red results are items that have expired or in the case of roles, are no longer valid. **For more advanced information see the user guides here** https://kb.pegasus.net.au/display/CA/Onsite+Mobile+App
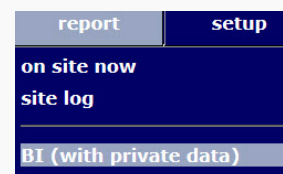
STEP 2 – USING ONSITE TRACK EASY

From inside Onsite Track Easy, Supervisors will be able to use the PERSON MENU to look up CONTRACTORS. Search by First Name or Last Name. Then click on Cardholder. You can now see their Photo, Block Status, some Personal Information, Competencies and their expiry Dates, View Applied Roles and their Status, Access Keys and run basic Reports on the Cardholder.

Sarah Patel (cardholder)   001 437 972
general   competencies   roles   tasks   keys   training   site contact   messages
report

Extensive User guides available here: https://kb.pegasus.net.au/display/CA/Administration+User+Guides

Business Intelligence Reporting – Reporting is built into Onsite Track Easy. We have some legacy reports, which are all the reports outside of the "BI (with private data)" section that can be run by supervisors. But not all of these can be scheduled. However, BI (with private data) Reports can all be scheduled and multiple email address included, so either building a report, or adding yourself to existing reports is easy. Video guides detailing how to run and schedule reports in the Link Below. We also have a cheat sheet of the most common reports and the output the report provides.

report   setup
on site now
site log
BI (with private data)

Both are located here: https://kb.pegasus.net.au/display/CA/Business+Intelligence+Reporting