



# PEGASUS ROLE PORTAL

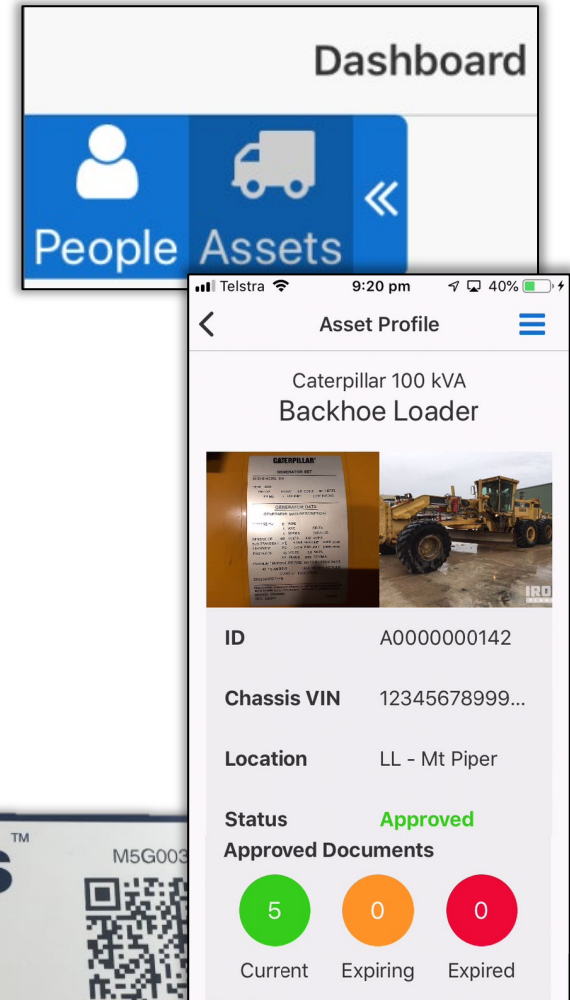
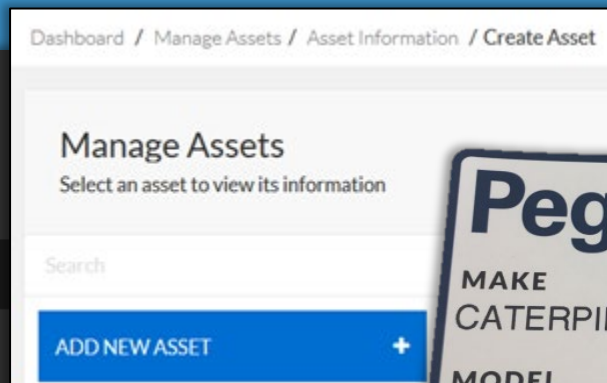
ASSETS MODULE OVERVIEW

# Assets Overview



- ❖ The Assets Module is used to manage Plant and Equipment devices, much in the same way that Employees and Contractors are.
- ❖ Enables tracking of service logs, maintenance, equipment serial numbers, asset numbers to name a few.
- ❖ Photos can be uploaded for ease of recognition for workers.
- ❖ Integrated with the Onsite Mobile App to allow visibility and auditing at sites.
- ❖ QR Coded Asset stickers are attached to Assets for ease of recognition and auditing

- Home
- Manage Roles
- Manage Employees
- Manage Assets**
- Pending Actions
- Logout







# NAVIGATING ASSETS MODULE

# Navigating



From the Manage Assets Menu Item you can:

- ❖ View the Existing Assets
- ❖ Add New Assets
- ❖ Check Status
- ❖ Update Documentation
- ❖ Change Status
- ❖ Return to Homepage

- Home
- Manage Roles
- Manage Employees
- Manage Assets**
- Pending Actions
- Logout

Dashboard / Manage Assets / Asset Information

### Manage Assets

Select an asset to view its information

Search

**ADD NEW ASSET** +

- 3M-Matic 39600 (Wrapping Table)**  
Asset #: 12345 | ID: A0000000011
- 600 Engineering Cargofloat (Pantech/Furniture)** >  
Engine #: 923742 | ID: A0000000060
- Caterpillar 120G (Grader)** >  
Asset #: 123892 | ID: A0000000126
- Caterpillar 120H (Grader)** >  
Engine #: 12345 | ID: A0000000162
- Caterpillar 14M (Grader)** >



### Asset Information

Information for the selected asset

# 39600

Type	Wrapping Table
Make	3M-Matic
Asset #	12345
ID	A0000000011
Status	Pending

### Asset Details

Current Site TNR2

Update the asset's current site

TNR2

Sites & Documents >

# Navigating



## Status of Assets in the Portal

- ❖ Traffic Light Colour System
- ❖ “?” Opens the Legend








Dashboard / Manage Assets / Asset Information

### Manage Assets







Select an asset to view its information

Search ?

**ADD NEW ASSET** +

-  **Caterpillar 143H (Elevating Work Platforms)**  
ID: A0000000167 >
-  **Caterpillar 16H (Motor Graders)**  
ID: A0000000128 >
-  **Caterpillar 248 (Compactor)**  
ID: A0000000129 >
-  **Caterpillar 5110B ME (Dozers)**  
ID: A0000000126 >
-  **Caterpillar 621H (Wheel Loader)**  
ID: A0000000125 >
-  **Caterpillar 651E (Scraper)**  
ID: A0000000127 >
-  **Hitachi EX1200-6 (Excavators <20 Tonne)**  
ID: A0000000121 >

### Asset key ×

Symbol	Value
	Asset current
	Asset started
	Asset expiring
	Asset expired
	Asset returned or rejected
	Asset submitted

# Viewing Existing Assets



Click on the Existing Asset to:

- ❖ View the Existing Assets Details
- ❖ Update Status if Applicable
- ❖ View Photos of Asset
- ❖ Search for Asset Name

### Manage Assets

Select an asset to view its information

Search


**ADD NEW ASSET** +

- Caterpillar 143H (Elevating Work Platforms)**  
ID: A0000000167
- Caterpillar 16H (Motor Graders)**  
ID: A0000000128
- Caterpillar 248 (Compactor)**  
ID: A0000000129
- Caterpillar 5110B ME (Dozers)**  
ID: A0000000126
- Caterpillar 621H (Wheel Loader)**  
ID: A0000000125
- Caterpillar 651E (Scraper)**  
ID: A0000000127
- Hitachi EX1200-6 (Excavators <20 Tonne)**  
ID: A0000000121


### Asset Information

Information for the selected asset

## 621H



Compliance Plate



General Condition

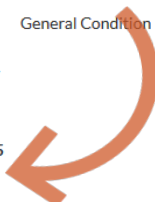
Type: **Wheel Loader**  
Make: **Caterpillar**  
Serial #: **M5G00329**  
ID: **A0000000125**  
Status: **Submitted**

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### Asset Details

Current Site: **Mount Piper Power Station**

**Sites & Documents** >



# Viewing Existing Approved Assets



Click on the Approved Asset to:

- ❖ View the Existing Assets Details
- ❖ Update Documents if Necessary
- ❖ View Photos of Asset and relevant Compliance Plates

Dashboard / Manage Assets / Asset Information

### Manage Assets

Select an asset to view its information

Search


ADD NEW ASSET +

- Caterpillar 143H (Elevating Work Platforms)**  
ID: A0000000167 >
- Caterpillar 16H (Motor Graders)**  
ID: A0000000128 >
- Caterpillar 248 (Compactor)**  
ID: A0000000129 >
- Caterpillar 5110B ME (Dozers)**  
ID: A0000000126 >
- Caterpillar 621H (Wheel Loader)**  
ID: A0000000125 >
- Caterpillar 651E (Scraper)**  
ID: A0000000127 >
- Hitachi EX1200-6 (Excavators <20 Tonne)**  
ID: A0000000121 >


### Asset Information

Information for the selected asset

## 143H



Compliance Plate



General Condition

Type	Elevating Work Platforms
Make	Caterpillar
VIN #	12345678912345678
Serial #	abcdef
ID	A0000000167
Status	Approved
Expiry Date	19/05/2019

### Asset Details

Current Site: Mount Piper Power Station

Update the asset's current site

Mount Piper Power Station

Sites & Documents >

# Viewing Existing Approved Assets



Click on the Approved Asset, Sites & Documents to:

- ❖ View the Existing Assets Details
- ❖ Update Documents if Necessary
- ❖ Upload new Photos
- ❖ Update Service Records
- ❖ Update Optional Information

Dashboard / Manage Assets / Asset Information / Sites for asset / Documents required

### Sites for 143H

Select a site to view this asset's documents requirements

- ✔ Mount Piper Power Station (Current Site)

Back to Asset Information    ADD SITE

Expand All | Collapse All

### MANDATORY

2/7

- Compliance Plate
- EM Plant used to lift freely suspended loads- Verification of lift rating chart, anti hose burst protection and rated lift point.
- Excavators fitted with Quick Hitches- Supply verification of Fully Auto Hitch
- General Condition Photo
- Plant Inspection Form Completed and Signed
- Risk Assessment - Mobile Plant
- Service Records (last service)

### OPTIONAL

0/3

Sites & Documents >





# ADDING ASSETS

## Options to Choose

Every Asset Information screen will display the following:

- Model Label
- Compliance Plate Photo and expand document icon: Only displayed If has been uploaded.
- General Condition Photo and expand document icon: Only displayed If has been uploaded.
- Pencil square icon (edit icon): Only displayed for Pending and Returned Assets.
- Type
- Make
- VIN or Serial # and Asset #
- ID
- Status
- Expiry Date: This will be displayed in blank if the Asset has status:
  - Rejected
  - Pending, if the documents haven't been submitted.
- Admin comment: This field only will be displayed if the Asset has status Returned By ( only will be displayed if the Asset has status Returned)
- Asset Details:
  - Current Site
  - Update the asset's current site dropdown List
- Site & Documents Tile

# Adding New Assets



## Adding New Asset:

- ❖ Click Add New Asset
- ❖ Enter in Type, Make, Model, (VIN, Serial or Asset #) and Site Location.
- ❖ Click “Can’t find it?” to launch request form for a new type to be created.
- ❖ Select Site Asset will be used at.

## Register Asset

Register a new asset and add it to the assets list

### Type

Excavators >65 tonne

### Make

Hitachi, JBC, CAT, etc

ACO

### Model

ZX225USLC, PC88MR, etc

450

Can't find it?

### Identifiers

One of VIN or Serial # is required.

VIN #

12345546233526521

Serial #

GVTE33441213

ADD ANOTHER IDENTIFIER

### Current Site

Please select the asset's current site

Mount Piper Power Station

CREATE ASSET ✓

CANCEL ✕

## Register Asset

Register a new asset and add it to the assets list

### Make

Hitachi, JBC, CAT, etc

3M-Matic

510 Brute 6x4

600 Engineering

600 Machine Tools

A H Card

A Noble & Son

A Thomson & Co

### Current Site

Please select the asset's current site

CREATE ASSET ✓

CANCEL ✕

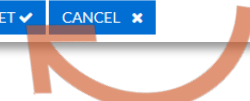
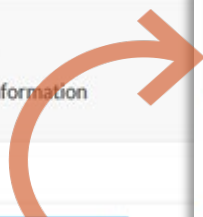
Dashboard / Manage Assets / Asset Information / C

## Manage Assets

Select an asset to view its information

Search

ADD NEW ASSET



# Adding New Assets – Shopping Cart



## Adding New Asset

- ❖ Some Portals require Assets to purchase Subscription.
- ❖ Click Create Asset after completing all details
- ❖ If Subscription required, “Added to cart” appears
- ❖ Choose payment method and press “Checkout \$”
- ❖ “Continue Processing Assets” when Payment Successful

**Added to cart**  
This asset has been added to your cart. Do you want to checkout now?

**CHECKOUT NOW**

[I don't want to checkout now](#)

CREATE ASSET ✓ CANCEL

Item No.	Item	Quantity	Price/unit	Total
CAR015	Asset Subscription	1	\$50.00 AUD	\$50.00 AUD
CAR015	New Subscription - Asset with key: A1:		\$50.00 AUD	<a href="#">Remove</a>

Subtotal: \$50.00 AUD  
Tax (10%): \$5.00 AUD  
**Total: \$55.00 AUD**

Credit Card Purchase Order **Checkout \$**

Quantity	Price/unit	Total
1	\$50.00 AUD	\$50.00 AUD
1	\$50.00 AUD	

Subtotal: \$50.00 AUD  
Tax (10%): \$5.00 AUD  
**Total: \$55.00 AUD**

Continue Processing Employees **Continue Processing Assets**

# Adding New Assets



## Adding New Asset:

- ❖ Once created, click Sites & Documents to start adding required files
- ❖ Select "ADD SITE" if additional ones needed
- ❖ Required Documents items are populated, upload relevant evidence as requested
- ❖ Once finished, status changes to Submitted

### Documents required for 450

- Excavators fitted with Quick Hitches- Supply verification of Fully Auto Hitch
- General Condition Photo
- Plant Inspection Form Completed and Signed
- Risk Assessment - Mobile Plant
- Service Records (last service)

### OPTIONAL

0/3

- Articulated Dump Trucks only- Verification of Inclinator integrated with tipping function.
- Lifting Equipment Register
- State Road Registration

### Sites for 450

Select a site to view this asset's documents requirements

Mount Piper Power Station (Current Site)

Back to Asset Information

ADD SITE

### Asset Information

Information for the selected asset

450

Type Excavators >65 tonne  
Make ACO  
VIN # 12345546233526521  
Serial # GVTE33441213  
ID A0000000200  
Status Pending  
Expiry Date

### Asset Details

Current Site Mount Piper Power Station  
Update the asset's current site  
Mount Piper Power Station

Sites & Documents

Type  
Make  
VIN #  
Serial #  
ID  
Status

Excavators >65 tonne  
ACO  
12345546233526521  
GVTE33441213  
A0000000200  
Submitted



# Adding New Assets



## Adding New Asset:

- ❖ Once created Asset is submitted to Pegasus for Approval
- ❖ Status can be seen on the Assets Page
- ❖ Once Approved, Status will show change and approved photos will be visible
- ❖ Can also check Subscription and earliest expiry dates of any relevant documentation

### Manage Assets

Select an asset to view its information



ADD NEW ASSET +

- 510 Brute 6x4 L3252 (Backhoe(<30T))  
ID: A1392
- 510 Brute 6x4 L3252 (Boom Type EWP (Self-propelled))  
ID: A1385
- 510 Brute 6x4 L3252 (Backhoe(<30T))  
ID: A1393

### L3252

Type	Backhoe(<30T)
Make	510 Brute 6x4
Serial #	B6X4-123456789
VIN #	B30T-123456789012
ID	A1393
Status	Pending
Expiry Date	
Subscription	Valid
Subscription Expiry	23/04/2021

### L3252



Compliance Plate    General Condition

Type	Backhoe(<30T)
Make	510 Brute 6x4
Serial #	B6X4-123456789
VIN #	B30T-123456789012
ID	A1393
Status	Approved
Expiry Date	01/06/2020
Subscription	Valid
Subscription Expiry	23/04/2021



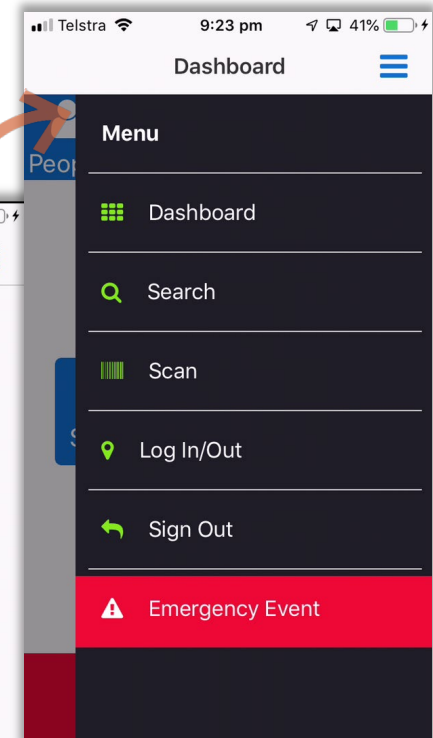
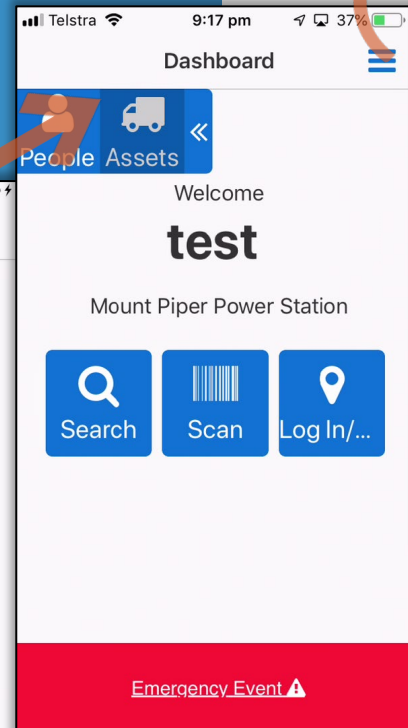
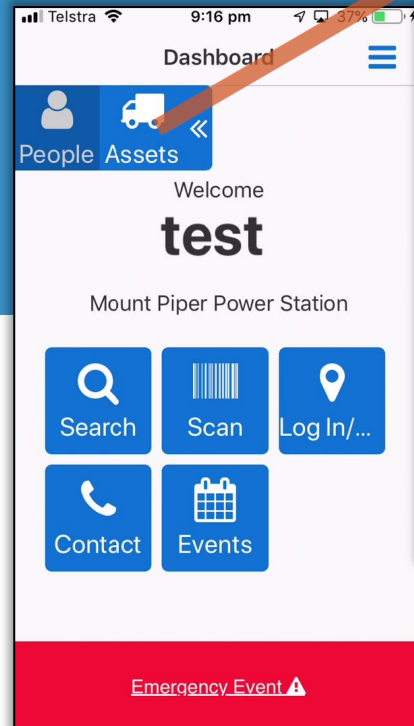
# MOBILE APP

# Navigating Mobile App Assets Module



## Navigating

- ❖ Defaults to People Page
- ❖ Tap Assets to Switch Pages
- ❖ Tap Top-Right to Open Optional Menus
- ❖ Emergency Event Always Visible

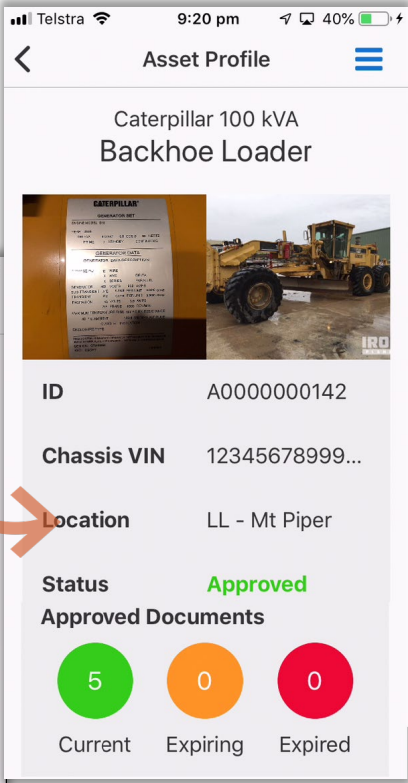
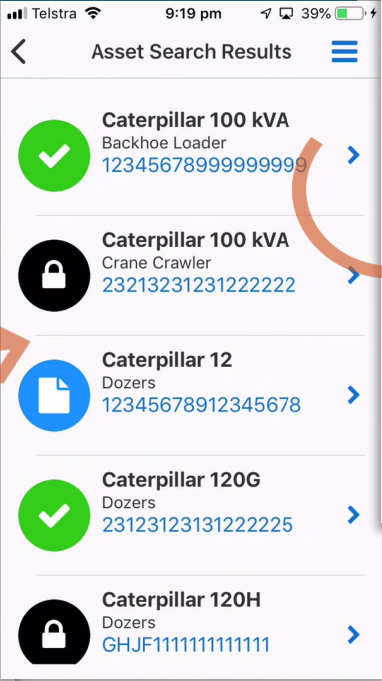
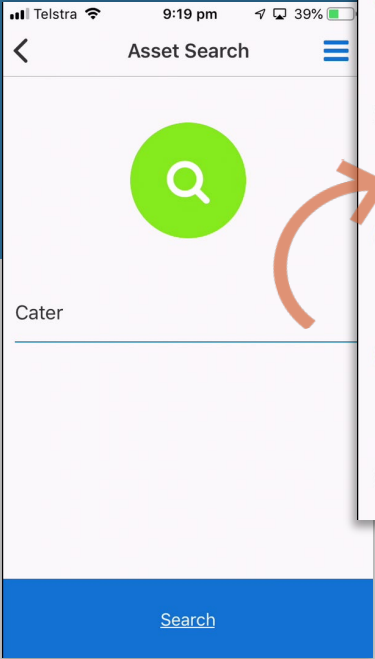


# Navigating Mobile App Assets Module



## Finding Assets

- ❖ Search Option on Front Page
- ❖ Search Results are shown with this status
- ❖ Tap on Asset to View More Details
- ❖ Asset Status and photos can now be checked against Asset







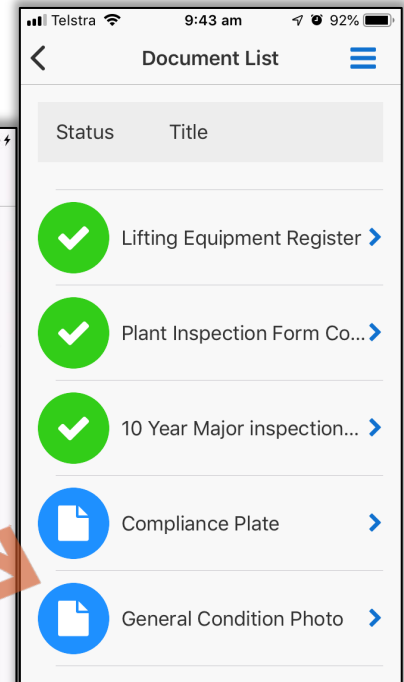
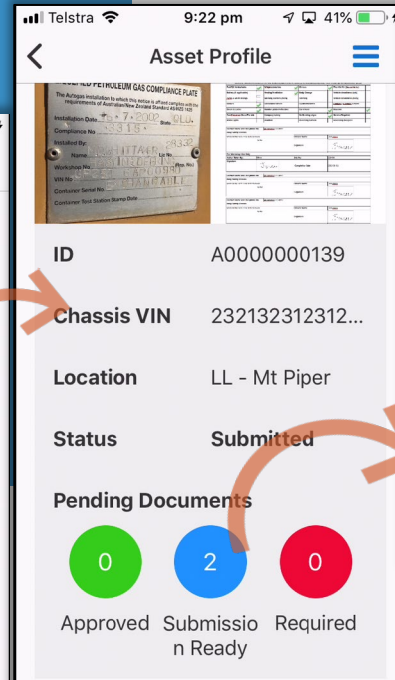
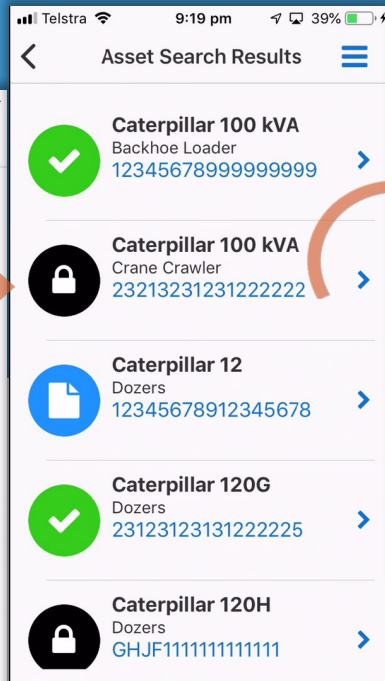
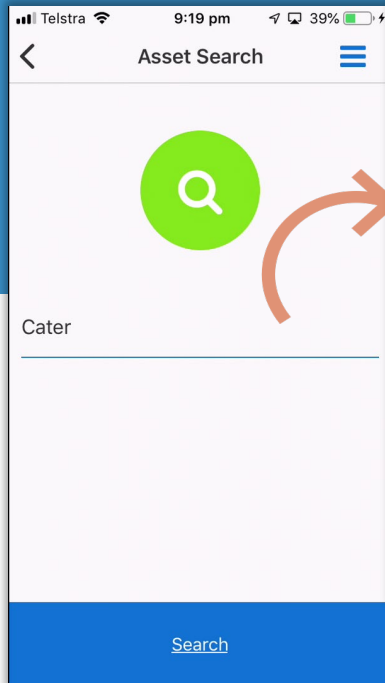


# Submitted Status Screens



Padlock Icon = Submitted

- ❖ Asset Yet to be Approved by Pegasus
- ❖ Tap Padlock Icon to see Status
- ❖ Tap Blue Submission Ready to see Items Submitted

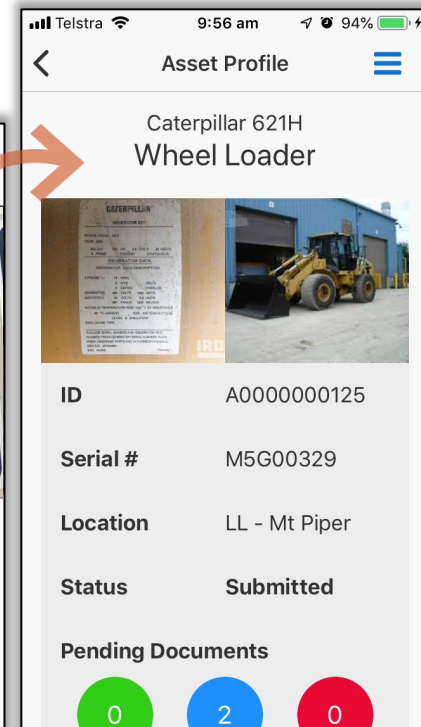
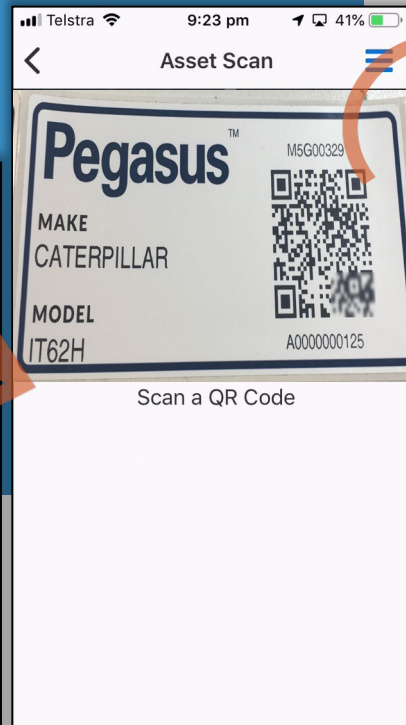
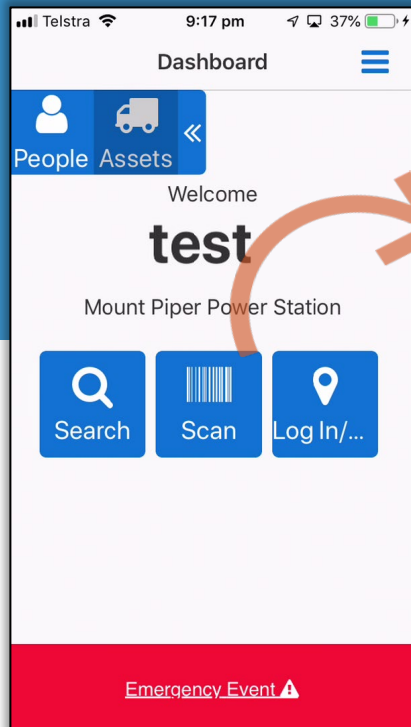


# Scanning Screens



## Scan QR/Barcode

- ❖ Scan Available on Home Screen or on Top-Right Menu
- ❖ Linked to Asset
- ❖ Opens up Asset Status Page

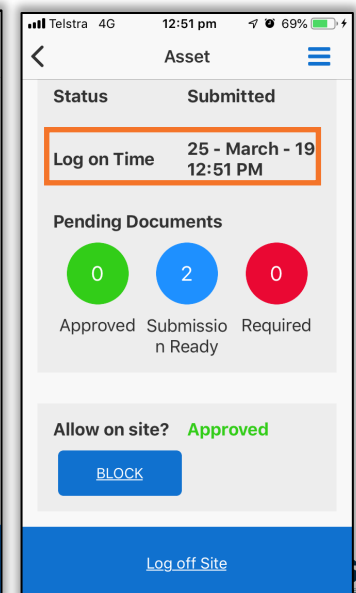
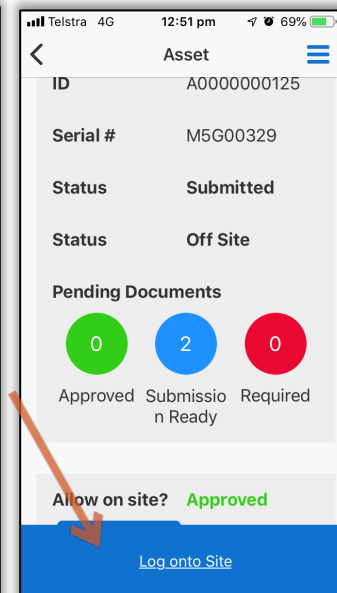
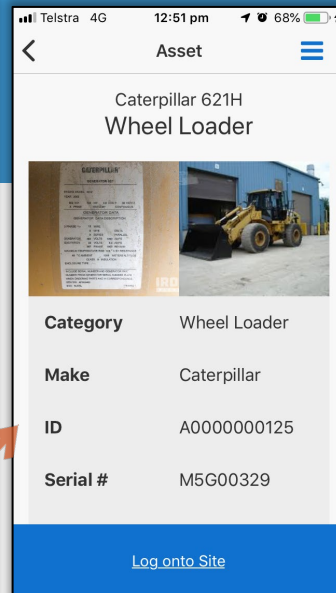
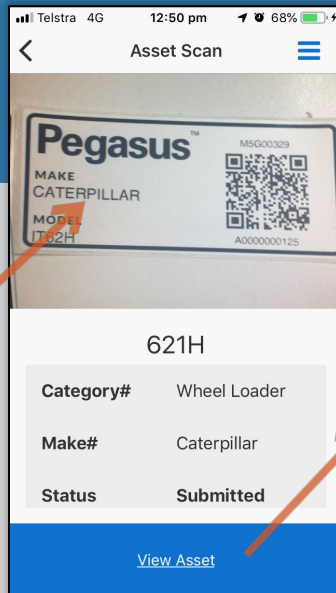
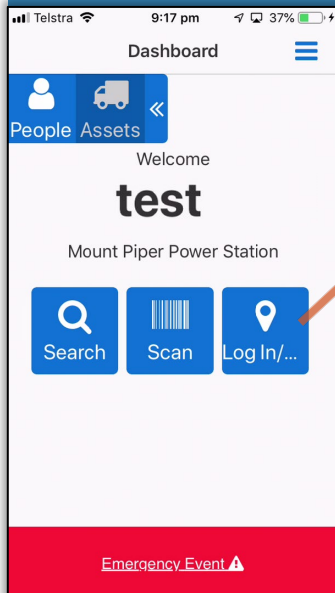


# Mobile App Log in / Log Out Screens



## Scan QR/Barcode

- ❖ Log in/Out Available on Home Screen or on Top-Right Menu
- ❖ Scan QR code of Asset to show details
- ❖ Opens up Asset Status Page
- ❖ Scroll to bottom and Log Onto Site
- ❖ Time Stamp Shows Log in Time at Site





FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

**1300 131 194**

OR EMAIL [support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)