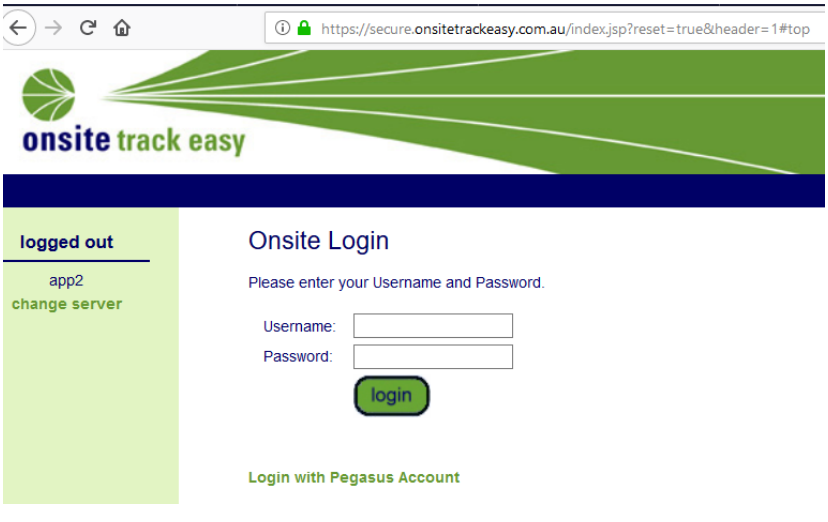
Person

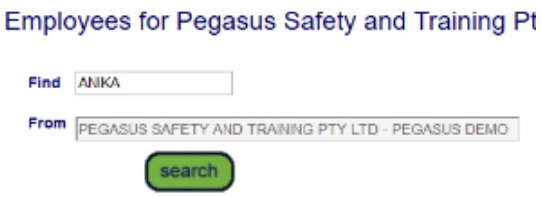
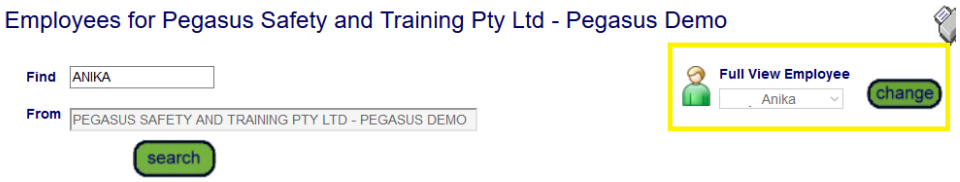
Avetta

Pegasus Workforce
Supplier Administrators

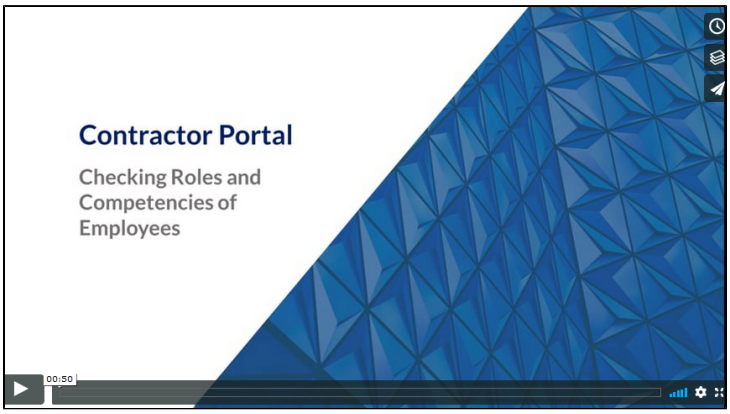
Contained here are some instructions on how to perform various functions in Onsite Track Easy, under the Person Menu.

STEP	ACTION
ONSITE SUBSCRIBED COMPANIES ONLY - This action can not be completed if you have basic access.	
1	Login to https://secure.onsitetrackeasy.com.au with your allocated credentials
2	Click on **PERSON**
3	Click on **EMPLOYEES**
4	Type in the FIND field the first name OR last name of the Employee you are searching for and click **SEARCH**; or click SEARCH without any text in the find field to look at all Employees
5	Click on the **Employees** name you wish to investigate in the search results. This will then open up their profile.
6	Scroll halfway down the page and in the **PERSONAL CONTACTS** section you will see a button that says **ADD PERSONAL CONTACT.**
7	You can now add multiple Personal Contacts, however only one can be a designated as Next of Kin.
8	As you are entering in the contact details, you can add information such as multiple email, multiple phone numbers and relationship type.

STEP	ACTION	SUPPORTING IMAGES
1	Login to https://secure.onsitetrackeasy.com.au with your allocated credentials (You can use the same login details for Onsite Track Easy that you would normally use to login to the portal)	
2	Click on **PERSON**	
3	Click on **EMPLOYEES**	

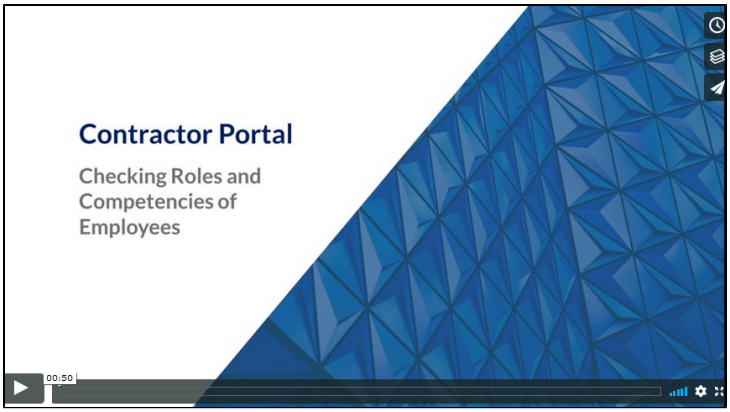
4	Type in the FIND field the first name OR last name of the Employee you are searching for	
5	**<u>If you have a 'Full View Employee' Option showing over the right hand side of your screen:</u>** A. Click **CHANGE** B. Drop down the menu and select the applicant that you are searching for C. Click **SAVE** D. Now move to step 6 of this process **<u>If you DO NOT have a 'Full View Employee' Option showing over the right hand side of your screen</u>** E. Now move to step 6 of this process	
6	Click **SEARCH**	

7	Click on the **Employees** name you wish to investigate in the search results - This will then open up their profile.	Found 1 match. **Name** | **Id** | **Employer** Anika | 000 | Pegasus Safety and Training Pty Ltd - Pegasus Demo
8	Click **EDIT**	Kronos Badge ID: Ext Id Number: Ext Id Note: edit
9	Update the details field that requires amendment for this applicant and then click **SAVE**	save



Video Guide to Viewing a Contractors Roles and Competencies

STEP	ACTION
1	Login to https://secure.onsitetrackeasy.com.au with your allocated credentials
2	Click on **PERSON**
3	Click on **EMPLOYEES**. **Onsite Basic Only:** *This will only display the employee's details for the one you have selected as the FULL VIEW EMPLOYEE. If you wish to change the FULL VIEW EMPLOYEE, click on the PERSON menu and then click EMPLOYEES. On the right of the screen click the CHANGE button and select the person you wish to view in the drop down list and then press SAVE.*
4	Enter in partial text (or first name) of the Employee you wish to view and click **SEARCH**; or just click SEARCH to get a full list of your company's Employees
5	Click on the **Employee** you wish to view
6	Click on **COMPETENCIES**
7	You can now view the employees current competencies, as well as past or inactive competencies. Additionally. you can list competencies by a site or realm, if an employee has many against their profile for easier visibility.



Video Guide to Viewing a Contractors Roles and Competencies

STEP	ACTION
1	Login to https://secure.onsitetrackeasy.com.au with your allocated credentials
2	Click on **PERSON**
3	Click on **EMPLOYEES** ***Onsite Basic Only:*** *This will only display the employee's details for the one you have selected as the FULL VIEW EMPLOYEE. If you wish to change the FULL VIEW EMPLOYEE, click on the PERSON menu and then click EMPLOYEES. On the right of the screen click the CHANGE button and select the person you wish to view in the drop down list and then press SAVE.*
4	Type in some fragment of the person's name you are looking for and then press **SEARCH**; or you can also click SEARCH with no entries to view ALL of your company's Employees.
5	Click on the **Employee** you wish to view
6	Click on the **ROLE** tab
7	You can now view the employees role/s, as well as past or inactive role/s.

STEP	ACTION
1	Login to https://secure.onsitetrackeasy.com.au with your allocated credentials
2	Click on **PERSON**
3	Click **EMPLOYEES** ***Onsite Basic Only:*** *This will only display the employee's details for the one you have selected as the FULL VIEW EMPLOYEE. If you wish to change the FULL VIEW EMPLOYEE, click on the PERSON menu and then click EMPLOYEES. On the right of the screen click the CHANGE button and select the person you wish to view in the drop down list and then press SAVE.*
4	Type in some fragment of the person's name you are looking for and then press **SEARCH**; you can also click SEARCH with no entries to view ALL of your company's Employees
5	Click on the **Employee** you wish to view
6	Click on the **KEYS** tab
7	You can view keys that have been assigned to this Employee This page will list the **ACCESS KEYS** that a site uses and the status of those keys this Employee has.
8	You can click on the **VIEW** link on any of those keys, to see what competencies that site requires for the Access Key key to be current. The Key Structure Statement outlines what is required of an Access Key. ***NOTE****: You will not be able to see the details of the competency itself, as that is only viewable at the site or realm level.*

User Guide - Ending Worker Employment in Concoweb.pdf

User Guide - Ending Worker Employment in V3 Worker Portal.pdf
User Guide - Changing Cardholder Training Email Address v2.pdf