

ONSITE TRACK EASY

The screenshot shows the Onsite Track Easy web application interface. At the top left is the logo for "onsite track easy" with a green circular icon. To the right of the logo is the text "Corn Systems, Inc". Below the logo and company name is a navigation bar with buttons for "home", "person", "report", "help", and "system".

On the left side, there is a "session details" sidebar with the following information:

- Session tag: 9786
- U: belinda
- R: Data Manager
- C: UD AS
- Fri 19 Sep 2008 10:56

The main content area is titled "Welcome to Onsite's Corn Systems, Inc web". It includes a "timezone: Australia/NSW" and "Latest loginout: Thu 18 Sep 08 at 11:44". Below the welcome message, there is a navigation instruction: "Click **home** in the menu bar to redisplay this page any time during your session." This is followed by an image of a construction worker in a red hard hat and blue shirt sitting on a construction site. Below the image, there is another instruction: "Use the **person, my user account** command to change your password or username."

Below this, there is a section titled "Sites Listing Your Company" with a bulleted list:

- Belgo
- Bitarjar

Below the list, there is a note: "These are the sites listing a work association with your company in Onsite. Use the **sites report** for more details on these sites."

ONSITE CONTRACTOR USER MANUAL

Version 2.3
Nov 2008

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Revision date 03 Nov 08

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This User Manual

The Onsite Track Easy system has various components, such as:

- Public Web
- Site Web
- Token Site Web
- Mobile Web
- Employee Personal Web
- Onsite Contractor
- Data Admin Web
- Logpoint Client System

This manual specifically deals with the Onsite Contractor.

Version Number

The manual version number, as shown on the title page and in the page footers, directly matches the site web software version number. If it has an alpha suffix, it has been enhanced with references to features from the following software version.

You can always see what the current site web software version is by logging in and using the **about** sub menu of the **help menu**.

If you do not have the latest user manual, you can download it from the **user manuals** command on the **help menu**.

Onsite Overview

What is Onsite?

Onsite is a database that holds data on persons and competencies. It allows the operators of a commercial or industrial site to ensure that persons on the site are competent and authorised to be there. It interfaces to interactive logpoints and boomgate controllers to capture the comings and goings of persons on the site.

Onsite uses cards to identify contractors and employees, and the cards provide access at the logpoints and boomgates.

What is Onsite Contractor?

Onsite Contractor allows a contractor company to view all data held by sites using Onsite on their individual employees. The viewable data includes their employee contact details, hours, competencies and site access keys across all sites where they work. The conco web allows the contractor company to optionally choose whether they would like to manage their employee contact details themselves or let them be globally editable by any site with users who are Onsite data editors.

Onsite Contractor contains various reports which can be tailored to suit a contractor company's reporting requirements. For example there are reports which can be used to search for current and expiring competencies and summarise hours worked by individual employees across all sites.

What is a Logpoint?

The standard hardware logpoint consists of a touchscreen appliance with an industrial grade sticker printer, as shown here. Logpoints are used on sites to log persons coming and going from the site.



The logpoint contains a magnetic stripe reader, and this diagram shows a card being swiped.

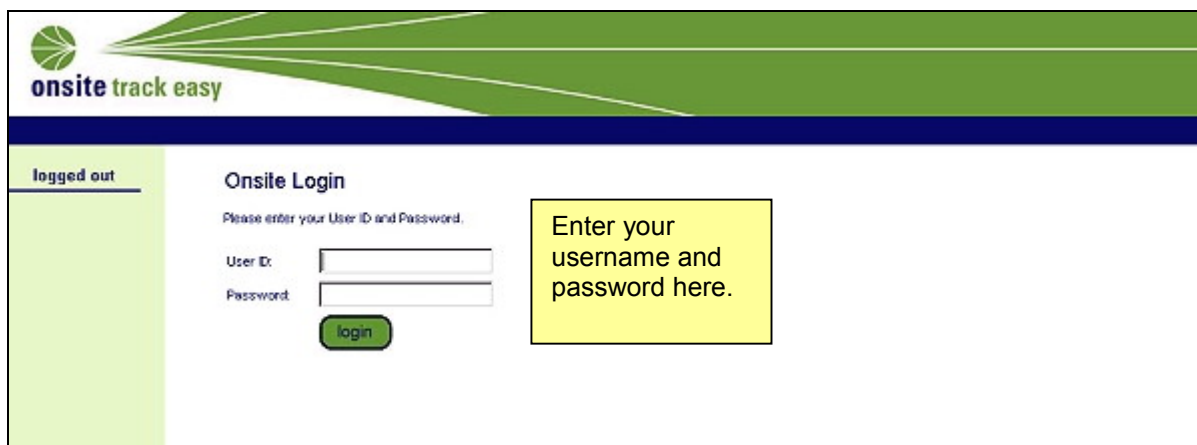
Website Navigation

Website Access

Log into the Onsite Site Web through the Onsite Track Easy website www.onsitetrackeasy.com.au



When you click the **onsite login** button you are taken to the secure website's login page.

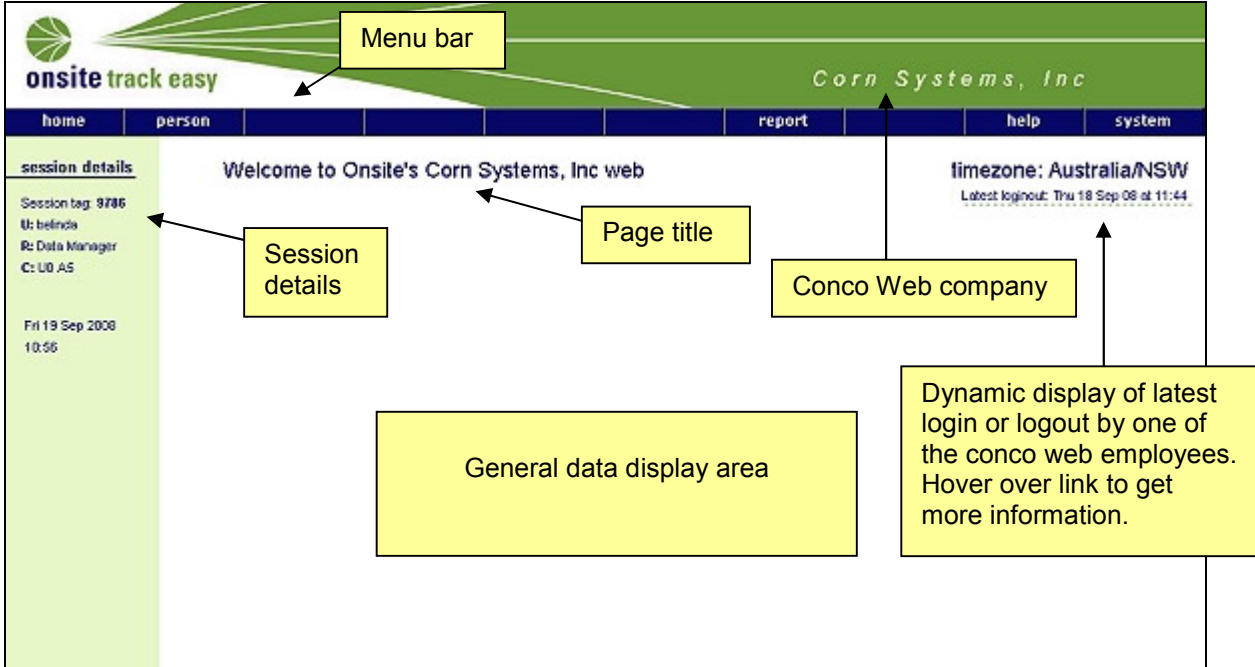


Terms of Use

The first user to login will need to agree to the terms of use of Onsite Contractor. Upon agreement the user will be taken to the Onsite Contractor home page. Logins to Onsite Contractor are not permitted until the terms of use have been agreed to. The terms of use can be accessed at any time from the **terms of use** command on the **help** menu.

Standard Page Layout

The pages in the Onsite web conform to a standard layout. Here is a typical page with the main elements highlighted.



Menus

The Onsite web uses a menu bar, as shown above. Except for **home** and **log out**, the menus drop down to show all the commands available in each section. Here are the various menus.

Home menu



Home: Go to the Onsite Contractor home page.

Person menu



Lookup By Id: Find employees by ID in the Onsite database and check their logpoint access.

Employees: Manage data for your employees.

My User Account: Change your username or password.

Users: Manage user accounts for persons who can log into Onsite Contractor.

Company menu



Employer: View and edit employer settings.

Report menu



On Site Now: Reports who is currently on any site where the contractor company works.

Site Log: Reports historical site logins and logouts at any site where the contractor company works.

Site Log Id Lookup: Lookup a site login record with a specific id.

Competencies

Cardholder: Check who has certain competencies or combinations of competencies.

Expiring: List the competencies that will expire within a date range.

Data Statistics: Summary of company data held in Onsite.

Onsite Hours: Report how many hours the contractor company employees have been on sites.

Sites: Report on site contact details, sites where your employees work, and company messages.

User Sessions: Report who has been logged into Onsite Contractor and for how long.

Setup menu



Onsite Contractor: View and edit Onsite Contractor general details, subscriptions and options.

Help menu



About: Onsite Track Easy version details.

Contact Us: Contact details for Onsite Track Easy.

Terms of Use: Terms of Use for Onsite Track Easy.

User Manuals: View or print Onsite user manuals and various support documents.

Log Out menu



Log Out: End your Onsite Contractor user session.

Session Timeout

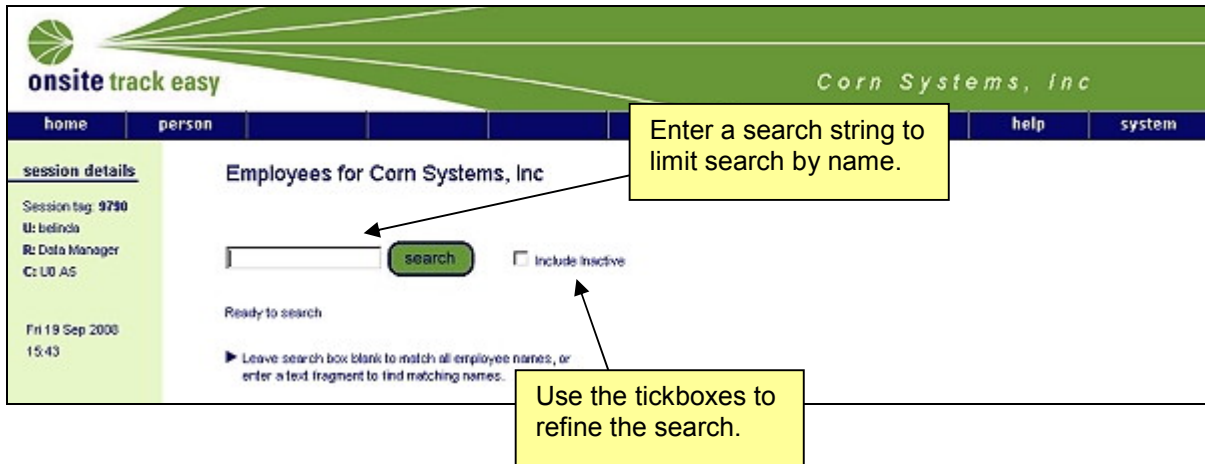
When you are logged into the Onsite web a session timeout applies so your session expires after 60 minutes of inactivity. Some pages have an auto-refresh feature so you can choose how often the page is regenerated. For example, the **On Site Now** report defaults to refreshing every 5 minutes (see page 38). When you are on an auto refreshing page, the session is prevented from timing out.

Page Types

The Onsite web uses a few different types of pages, and becoming familiar with them can help you to find your way around.

The Search Page

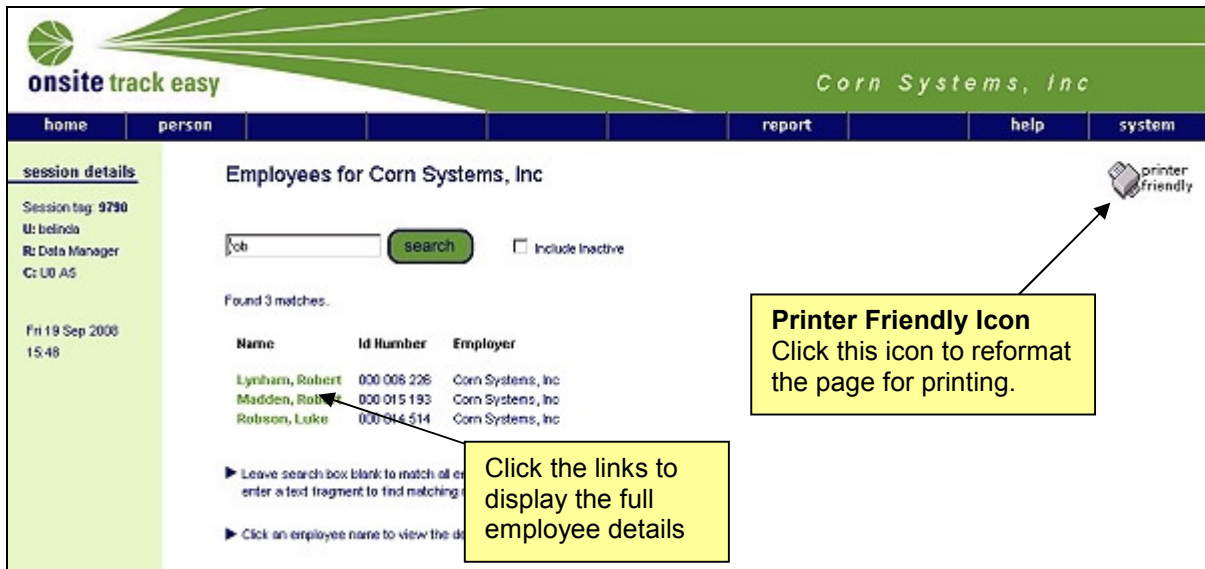
This page is used to locate data based on the entry of a text fragment in the search box. If you leave it blank the search will return all records.



The List Page

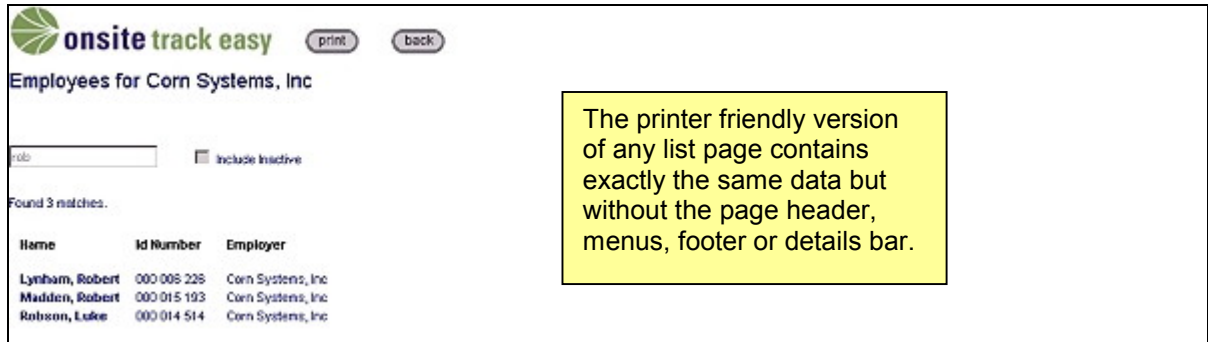
This is often the page of results following a search, although some list pages do not allow you to specify search criteria.

This page has a tabular layout with column headings. The data being listed shows some details of each record, and each row has a hypertext link so you can click on the item and view its full details.



The Printer Friendly Page

Most list pages include a **printer friendly** icon in the top right corner, as shown in the diagram above. When you click this the page is reformatted, as shown below.

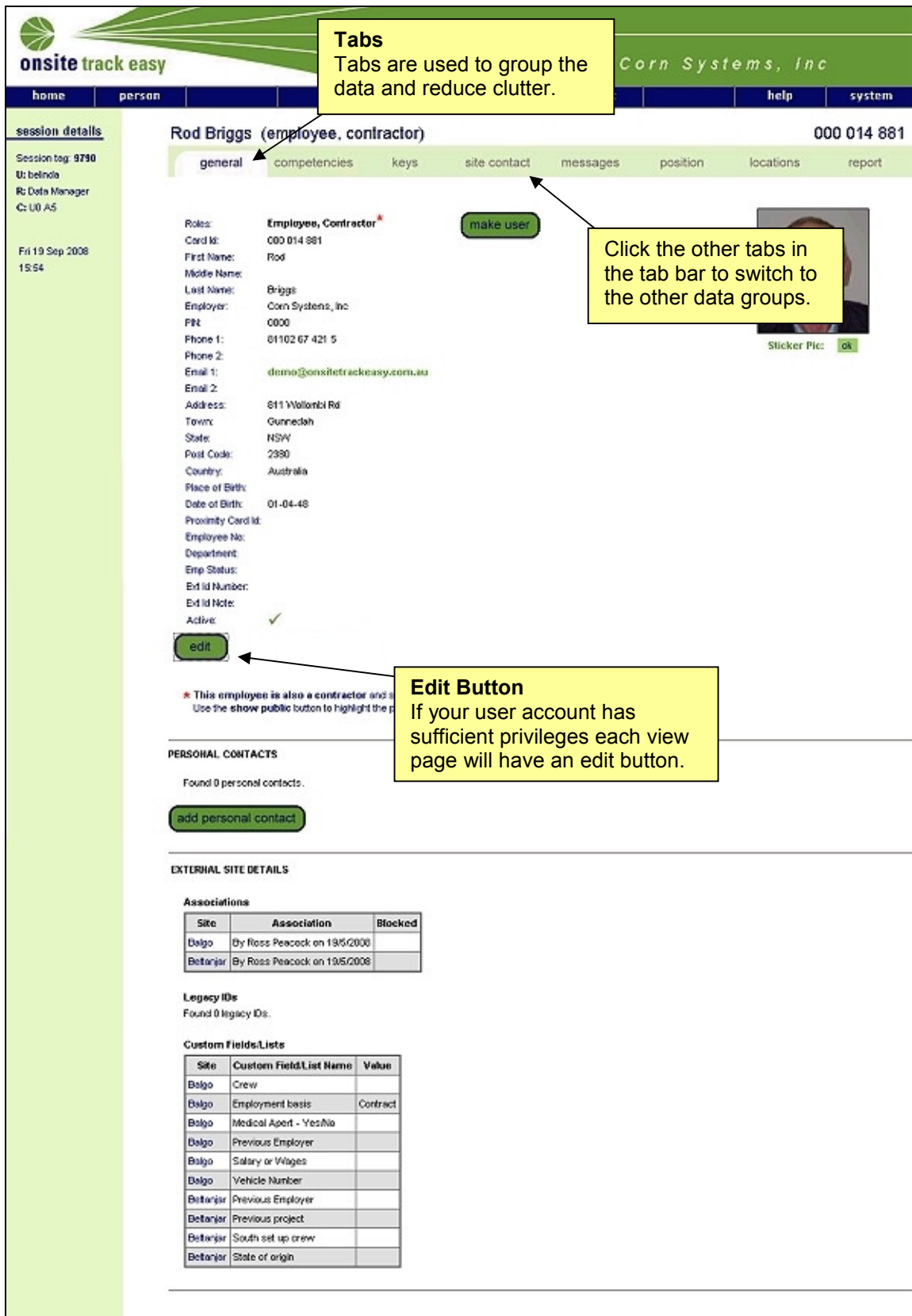


The screenshot shows the 'onsite track easy' interface for 'Employees for Corn Systems, Inc'. It includes a search bar, a 'print' button, and a 'back' button. A table lists three employees: Lynham, Robert; Madden, Robert; and Robson, Luke. A yellow callout box states: 'The printer friendly version of any list page contains exactly the same data but without the page header, menus, footer or details bar.'

Name	Id Number	Employer
Lynham, Robert	000 006 228	Corn Systems, Inc
Madden, Robert	000 015 193	Corn Systems, Inc
Robson, Luke	000 014 514	Corn Systems, Inc

The View Page

When you click a link on a list page it brings up the record's details on a view page, as shown below.



onsite track easy Corn Systems, Inc

home person help system

session details
 Session tag: 9790
 Ut: belinda
 R: Data Manager
 C: U0 A5
 Fri 19 Sep 2008
 15:54

Rod Briggs (employee, contractor) 000 014 881

general competencies keys site contact messages position locations report

make user

Click the other tabs in the tab bar to switch to the other data groups.

Sticker Pic: ok

edit

* This employee is also a contractor and should be highlighted. Use the show public button to highlight the person.

PERSONAL CONTACTS
 Found 0 personal contacts.
 add personal contact

EXTERNAL SITE DETAILS

Associations

Site	Association	Blocked
Balgo	By Ross Peacock on 19/5/2006	
Beltarjar	By Ross Peacock on 19/5/2008	

Legacy IDs
 Found 0 legacy IDs.

Custom Fields/Lists

Site	Custom Field/List Name	Value
Balgo	Crew	
Balgo	Employment basis	Contract
Balgo	Medical Apert - Yes/No	
Balgo	Previous Employer	
Balgo	Salary or Wages	
Balgo	Vehicle Number	
Beltarjar	Previous Employer	
Beltarjar	Previous project	
Beltarjar	South set up crew	
Beltarjar	State of origin	

Edits Button
 If your user account has sufficient privileges each view page will have an edit button.

The Add/Edit Page

Usually the same page is used for adding records and for editing existing records.

When adding, the fields on the page are loaded with their default values.

When editing, the fields on the page are loaded with the existing values.

The add or edit operation only affects the database when you click the **update** or **save** button. If you wish to abort, click the **cancel** button or navigate to another page.

Here is an example of an add/edit page.



The screenshot shows the 'Add/Edit' page for an employee named Rod Briggs. The page is titled 'Rod Briggs (employee, contractor)' and includes a session ID '000 014 881'. The page is divided into several sections:

- session details:** Session tag: 9790, User: belinda, Role: Data Manager, Client: UO AS, Date: Fri 19 Sep 2008 18:18.
- Navigation:** home, person, report, help, system.
- Sub-navigation:** general (selected), competencies, keys, site contact, messages, position, locations, report.
- Form Fields:**
 - First Name: Rod
 - Middle Name: (empty)
 - Last Name: Briggs
 - PIR: 0000
 - Phone 1: 01102 67 421 5
 - Phone 2: (empty)
 - Email 1: demo@onstrackeasy.com.au
 - Email 2: (empty)
 - Address: 011 Wollombi Rd
 - Town: Gunnedah
 - State: NSW
 - Post Code: 2380
 - Country: Australia
 - Place of Birth: (empty)
 - Date of Birth: 1 April 1948
 - Prox Card: Issuer ID: Card ID: (empty)
 - Employee Number: (empty)
 - Employer Name: Corn Systems, Inc
 - Department: (empty)
 - Employment Status: (empty)
 - External ID Number: (empty)
 - External ID Description: (empty)
 - This Employee Works In: Corn Systems, Inc
 - Active: (Uncheck Active to end this person's employment)
- Photo:** A small portrait photo of Rod Briggs with a 'Sticker Pic: lock' button below it.
- Buttons:** 'cancel' and 'save' buttons at the bottom.

A yellow box with an arrow points to the 'save' button, containing the text: "You must click the save button for the add or edit operation to complete."

The Home Page

When you first log in to Onsite Contractor, or when you click **home** in the menu bar, the following page is displayed.

The screenshot shows the Onsite Contractor Home Page. At the top left is the 'onsite track easy' logo. To the right, it says 'Corn Systems, Inc'. Below this is a navigation menu with 'home', 'person', 'report', 'help', and 'system'. On the left side, there is a 'session details' panel showing session tag 8834, user 'belinda', role 'Data Manager', and location 'U0 A5'. The date and time are 'Tue 23 Sep 2008 08:23'. The main content area has a 'Welcome to Onsite's Corn Systems, Inc web' message with instructions to click 'home' in the menu bar. Below this is an image of a worker and a callout box stating: 'The date and time of the latest login or logout performed by one of your employees. Hover over text to display more information.' To the right, there is a 'timezone: Australia/NSW' display with a callout box stating: 'Timezone display.' Below the timezone is a table of user information: Site: Belgo, Lpc: ADMIN, Person: Rod Briggs, Logged: Out. At the bottom, there is a 'Sites Listing Your Company' section with a list of sites: Belgo and Betanjur. A callout box points to this list, stating: 'This is a list of the sites where your employees work.'

Version Number

The current version number is viewed using the **about** link under the **help** menu.

User Manuals

The Onsite web is undergoing continual improvement and each new version is accompanied by an updated User Manual. The **user manuals** link under the **help** menu contains links to the latest manuals. Click the link to display the manual, or right-click to download it.

Person

Person Types

In Onsite the person object is central to all operations. Onsite supports the following types of person:

- Contractor
- Employee
- User
- Visitor
- Site Contact
- Personal Contact

Each person in Onsite has a unique “person id” which identifies them in the database.

Cardholders

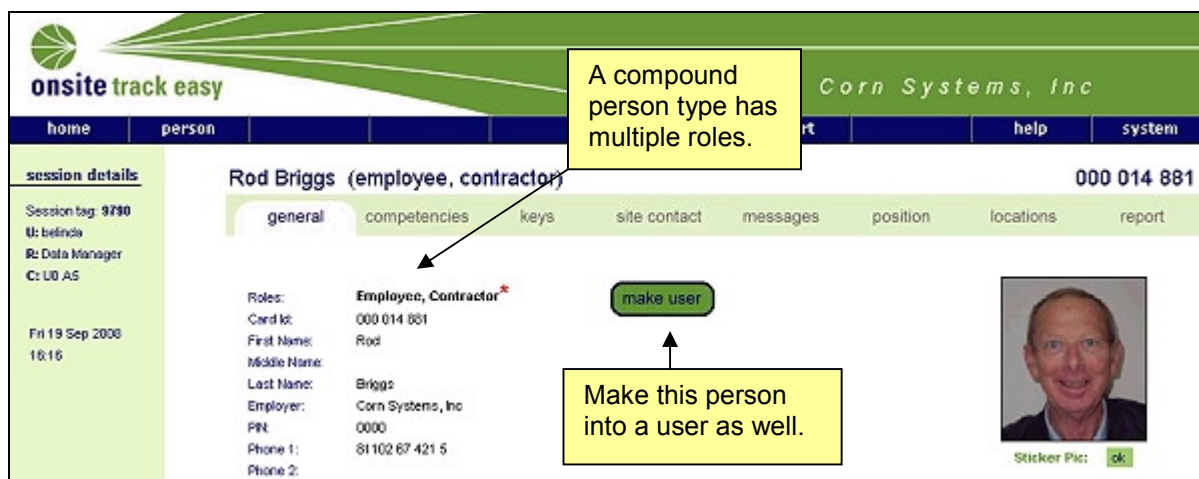
The term cardholder has special significance in Onsite. All contractors and employees are cardholders. This means that the following data can be attached to the person.

- Photo
- Proximity Card Id
- Competencies
- Site Access Keys
- Personal Contacts
- Individual Messages

Compound Person Types

In some cases a person can be more than one type at once. In Onsite Contractor each employee is both an employee and a contractor, and may optionally also be a user. This provides the following common compound person types.

- Employee AND Contractor
- Employee AND Contractor AND User



The screenshot shows the Onsite Track Easy web interface. At the top, there is a navigation menu with options like 'home', 'person', 'report', 'help', and 'system'. The main content area displays the profile for 'Rod Briggs (employee, contractor)' with a card ID of '000 014 881'. The profile includes fields for 'Roles' (Employee, Contractor*), 'Card Id', 'First Name', 'Middle Name', 'Last Name', 'Employer', 'PIN', 'Phone 1', and 'Phone 2'. A 'make user' button is visible, and a yellow callout box points to it with the text 'Make this person into a user as well.' Another yellow callout box points to the 'Roles' field with the text 'A compound person type has multiple roles.' The interface also shows a photo of Rod Briggs and a 'Sticker Pic' button.

The **make user** button makes this person into a user as well. Once an employee is a user this button will change to a **view as user** button, where you can switch between viewing this person as an employee or as a user.

Employees

All cardholders viewable in Onsite Contractor are employees and also contractors. They are employees to the contractor company but they are contractors to the Onsite sites where they work.

If an employee was an employee only, and not a contractor, all of their data in Onsite would be visible only to their employer. That's an available option for companies using Onsite's "Site Web" rather than the "Onsite Contractor". However, employees who are also contractors have a subset of their data which is effectively "global" and is available for viewing by all sites using Onsite.

Before a site can view a contractor's personal details the contractor must be associated with the site, and only specifically authorised Onsite users are permitted to do this. The association process advises the user to ensure the association is undertaken in accordance with the **site's privacy policies** and **national privacy legislation**, and that, if they are unsure, they should seek appropriate legal advice. Information on the user who performed the association to a site is recorded in the Onsite database and can be seen in Onsite Contractor.

Global Editing of Cardholder Data

Onsite Contractor can be configured so only their own users can edit their employee's general details. Alternately it can be set so any Onsite editor on any site can edit the global contractor data associated with the contractor company employees. See page 29 for more information.

Employee List

Use the **employees** command on the **person** menu to list the contractor company's employees.

The screenshot shows the Onsite Contractor web interface for 'Corn Systems, Inc'. The page title is 'Employees for Corn Systems, Inc'. There is a search bar with a 'search' button and an 'Include Inactive' checkbox. Below the search bar, it says 'Found 3 matches.' and displays a table of employee details:

Name	Id Number	Employer
Lynham, Robert	000 008 226	Corn Systems, Inc
Madden, Robert	000 015 193	Corn Systems, Inc
Robison, Luke	000 014 514	Corn Systems, Inc

A callout box with a yellow background and black border points to the names in the table, containing the text 'Click name for details'. Below the table, there are two instructions: 'Leave search box blank to match all employee names, or enter a text fragment to find matching names.' and 'Click an employee name to view the details.'

When you click on an employee name, you are taken to the employee details page, which allows you to view, and if authorised, edit their data. That data consists of the following components, which match the tabs on the employee view page.

- General
- Competencies
- Keys
- Site Contact
- Messages
- Position
- Locations
- Report

General

The employee general tab has general contacts details including the person's photo.

onsite track easy Corn Systems, Inc

home person report help system

session details
 Session tag: 9790
 U: belinda
 R: Data Manager
 C: U0 A5
 Fri 19 Sep 2008
 15:54

Rod Briggs (employee, contractor) 000 014 881

general competencies keys site contact messages position locations report

Roles: **Employee, Contractor*** **make user**

Card Id: 000 014 881

First Name: Rod

Middle Name:

Last Name: Briggs

Employer: Corn Systems, Inc

FIN: 0000

Phone 1: 01102 67 421 5

Phone 2:

Email 1: demo@onsitetrackeasy.com.au

Email 2:

Address: 811 Wollombi Rd
 Town: Gunnedah
 State: NSW
 Post Code: 2390
 Country: Australia

Place of Birth:

Date of Birth: 01-04-48

Proximity Card Id:

Employee No:

Department:

Emp Status:

Ext Id Number:

Ext Id Note:

Active: **edit**

Make this person an Onsite conco web user.

Click here to send the employee an email.

The edit button will only appear if your user account has edit permissions.

Use this button to highlight which fields are globally visible in Onsite.

* This employee is also a contractor and some details are globally visible in Onsite. Use the show public button to highlight the publicly viewable fields in red. **show public**

PERSONAL CONTACTS
 Found 0 personal contacts.
add personal contact

Section for managing personal contacts.

EXTERNAL SITE DETAILS

Associations

Site	Association	Blocked
Balgo	By Ross Peacock on 19/5/2008	
Beltanjar	By Ross Peacock on 19/5/2008	

Legacy IDs
 Found 0 legacy IDs.

Custom Fields Lists

Site	Custom Field/List Name	Value
Balgo	Crew	
Balgo	Employment basis	Contract
Balgo	Medical Apert - Yes/No	
Balgo	Previous Employer	
Balgo	Salary or Wages	
Balgo	Vehicle Number	
Beltanjar	Previous Employer	
Beltanjar	Previous project	
Beltanjar	South set up crew	
Beltanjar	State of origin	

The EXTERNAL SITE DETAILS section lists sites where this person is associated, any legacy ids they have on associated sites and any custom data they have on associated sites.

The general tab is divided into three sections:

- General Details
- Personal Contacts
- External Site Details

General Details

These are the personal details of an employee, including contact details, position etc. An **edit** button will appear to users with the edit privilege and can be used to edit any of the general details. If the person is not a user the **make user** button will appear to users who are data managers and it can be used to make this person into an Onsite Contractor user. The **email** address appears as a link and can be clicked to generate an email to the employee. The **show public** button can be used to highlight which fields will be publically viewable by other sites using Onsite where this employee is associated as a contractor.

Personal Contacts

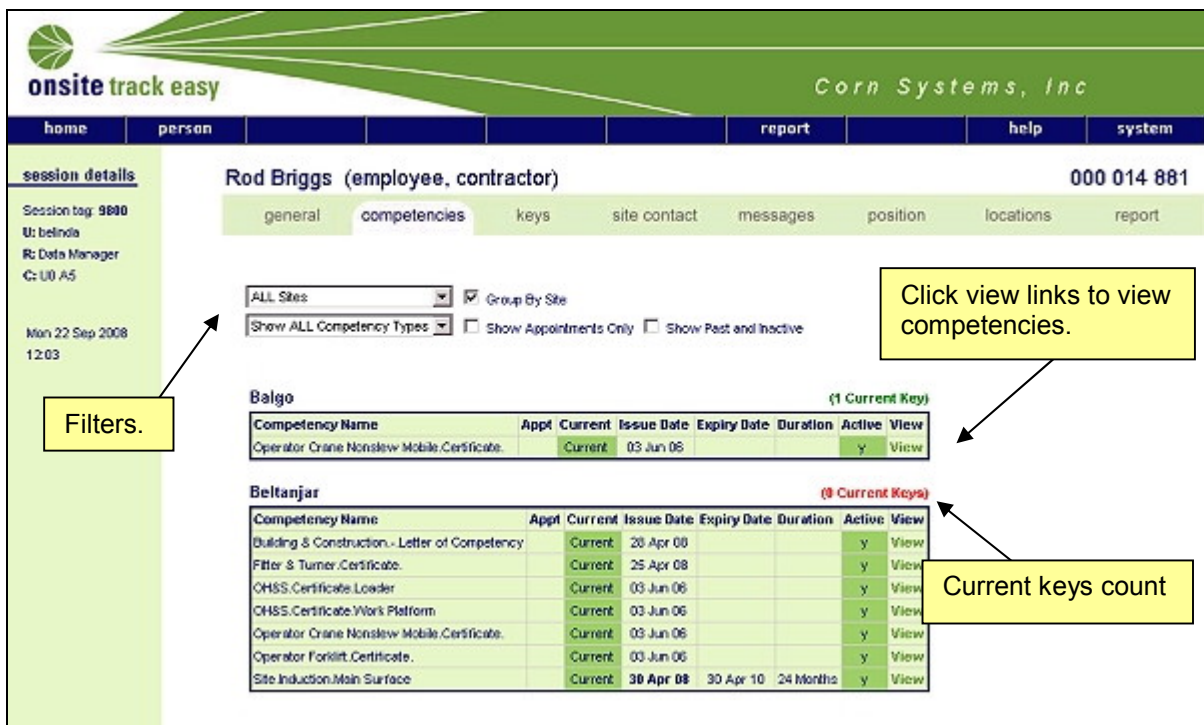
View, add and edit personal contacts. Only users who are editors can add or edit personal contacts.

External Site Details

Data in this section is never editable. It is a display of data owned by sites where your employee works as a contractor. Data under the **Associations** heading lists sites where this person is associated as a contractor, who associated them to the site and whether they are blocked from the site (BLOCKED will appear in red under the Blocked column). If this person has any legacy ids for associated sites they will be listed under **Legacy IDs**. If this person has any site based custom data values these will appear under the **Custom Fields/Lists** heading.

Competencies

This tab shows the competencies assigned to this employee at all sites where they are associated as a contractor. It includes the **current keys count** as a guide to the impact of these competencies on site access. See the **keys** tab for full details of the employee's site access keys. You can use the **view** link next to any competency to see its full details.

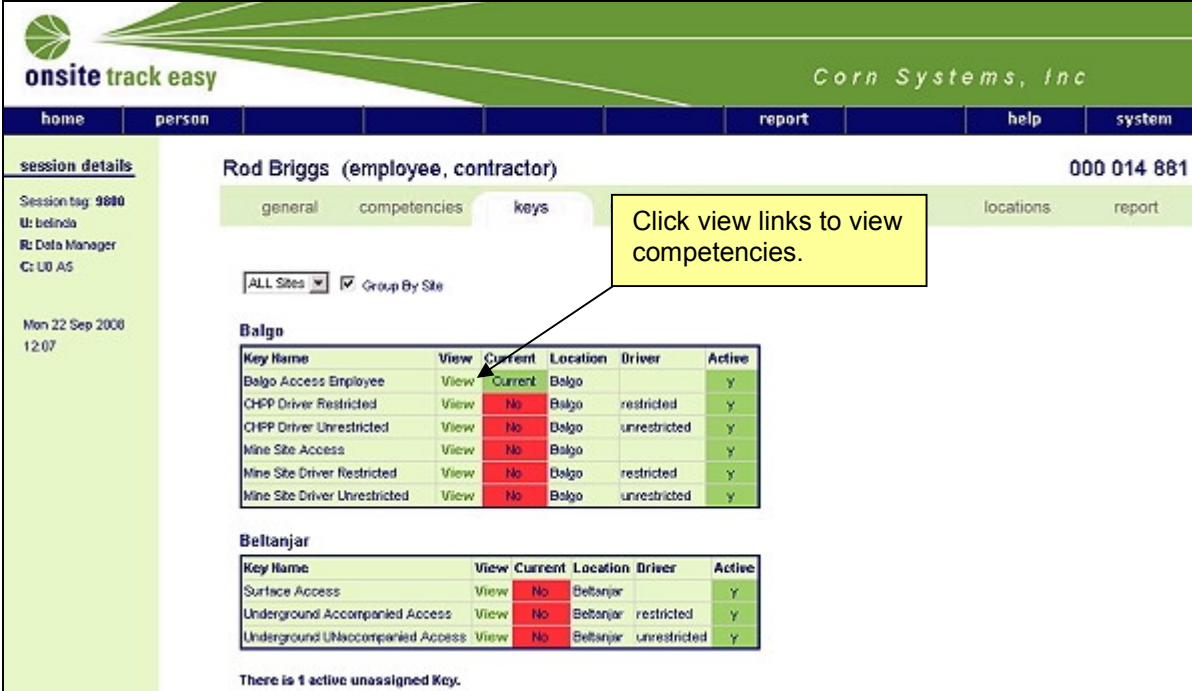


The screenshot shows the 'Competencies' tab for 'Rod Briggs (employee, contractor)'. The interface includes a navigation menu with 'home', 'person', 'report', 'help', and 'system'. The session details on the left show 'Session tag: 9800', 'User: belinda', 'Role: Data Manager', and 'Client: U0 A5'. The main content area displays a table of competencies for two sites: Balgo and Beltanjar. The Balgo site has 1 current key, and the Beltanjar site has 0 current keys. The table columns are: Competency Name, Appt, Current, Issue Date, Expiry Date, Duration, Active, and View. The Beltanjar table shows several competencies, including 'Building & Construction - Letter of Competency', 'Filter & Turner - Certificate', 'OHSS - Certificate - Loader', 'OHSS - Certificate - Work Platform', 'Operator Crane Nonsteer Mobile Certificate', 'Operator Forklift Certificate', and 'Site Induction - Main Surface'. Annotations highlight the filters on the left, the view links in the table, and the current keys count for each site.

Competency Name	Appt	Current	Issue Date	Expiry Date	Duration	Active	View
Balgo (1 Current Key)							
Operator Crane Nonsteer Mobile Certificate		Current	03 Jun 06			y	View
Beltanjar (0 Current Keys)							
Building & Construction - Letter of Competency		Current	28 Apr 08			y	View
Filter & Turner - Certificate		Current	25 Apr 08			y	View
OHSS - Certificate - Loader		Current	03 Jun 06			y	View
OHSS - Certificate - Work Platform		Current	03 Jun 06			y	View
Operator Crane Nonsteer Mobile Certificate		Current	03 Jun 06			y	View
Operator Forklift Certificate		Current	03 Jun 06			y	View
Site Induction - Main Surface		Current	30 Apr 08	30 Apr 10	24 Months	y	View

Keys

Site access keys are assigned to cardholders to permit or restrict access to site locations. The keys tab can be used to view the site access keys your employee has on all sites where they are associated as a contractor. Click on the individual **view** links to view access key details. See **access keys** on page 35 for a full explanation of the way keys work.



onsite track easy Corn Systems, Inc

home person report help system

session details **Rod Briggs (employee, contractor)** 000 014 881

general competencies **keys** locations report

Session tag: 9880
 U: belinda
 R: Data Manager
 C: UD A5

Mon 22 Sep 2008 12:07

ALL Sites Group By Site

Balgo

Key Name	View	Current	Location	Driver	Active
Balgo Access Employee	View	Current	Balgo		Y
CHPP Driver Restricted	View	No	Balgo	restricted	Y
CHPP Driver Unrestricted	View	No	Balgo	unrestricted	Y
Mine Site Access	View	No	Balgo		Y
Mine Site Driver Restricted	View	No	Balgo	restricted	Y
Mine Site Driver Unrestricted	View	No	Balgo	unrestricted	Y

Beltanjar

Key Name	View	Current	Location	Driver	Active
Surface Access	View	No	Beltanjar		Y
Underground Accompanied Access	View	No	Beltanjar	restricted	Y
Underground Unaccompanied Access	View	No	Beltanjar	unrestricted	Y

There is 1 active unassigned Key.

Site Contact

The site contact tab is not applicable in Onsite Contractor.

Messages

The messages tab shows all messages created for presenting to this person on logpoints when they log in to sites. Because the active date ranges for messages can be changed at any time it's not possible to determine if a message shown here was actually seen during any particular login.



onsite track easy Corn Systems, Inc

home person report help system

session details **Rod Briggs (employee, contractor)** 000 014 881

general competencies keys site contact **messages** position locations report

Session tag: 9882
 U: belinda
 R: Data Manager
 C: UD A5

Mon 22 Sep 2008 12:14

ALL Sites Show Expired / Future ?

- ▶ These messages will be viewable by Rod Briggs on logpoints at the sites listed if the 'Show Welcome' setting is enabled on those logpoints.
- ▶ As this setting can be changed at any time it is not possible to determine if this message was displayed for an individual login.

Balgo

Days Left	Message	Start	Finish	Originator	Action
365	Please make sure you have a flashing light fitted to your vehicle when driving on site.	22-09-08	22-09-09	Belinda Ronai	

Beltanjar

Days Left	Message	Start	Finish	Originator	Action
-----------	---------	-------	--------	------------	--------

Position

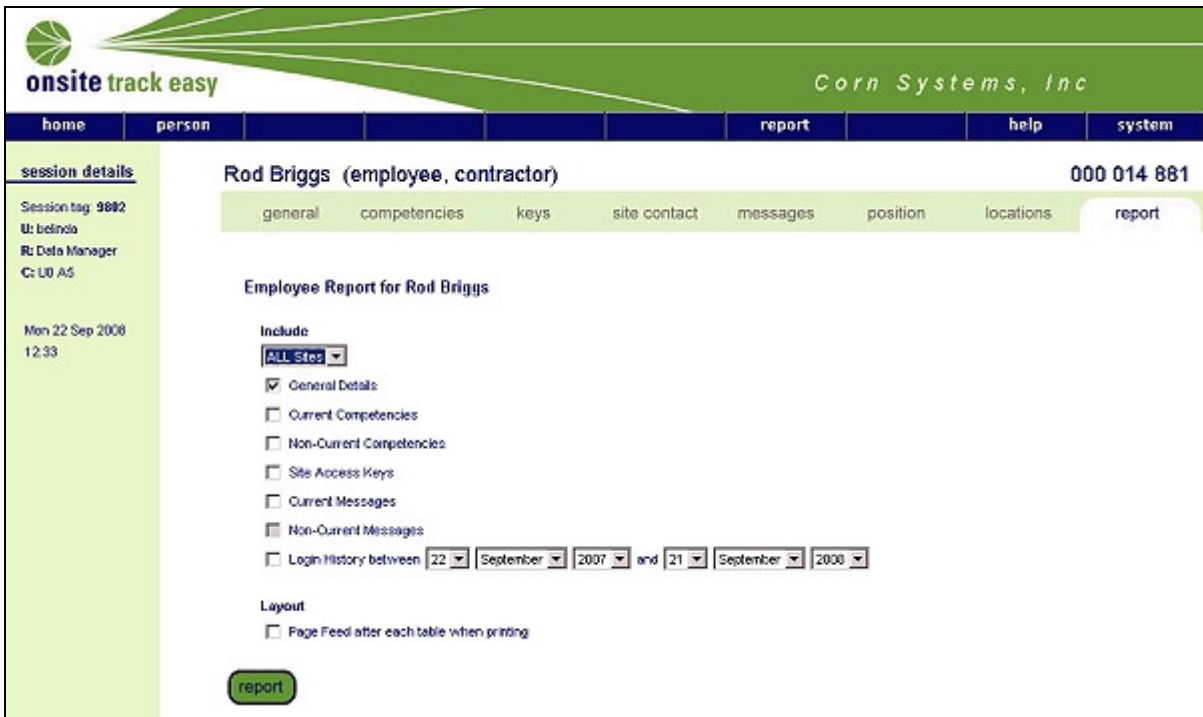
Employee positions are not implemented in Onsite Contractor.

Locations

Locations are not implemented in Onsite Contractor.

Report

The employee report tab displays a full set of employee data including data from all sites where this employee is associated as a contractor. You can choose to generate a report for all sites or an individual site.



The screenshot shows the Onsite Contractor web interface. At the top, there is a navigation bar with the 'onsite track easy' logo on the left and 'Corn Systems, Inc' on the right. Below the logo is a menu with items: home, person, report, help, and system. The main content area is titled 'Rod Briggs (employee, contractor)' with the ID '000 014 881'. A sub-menu below the title includes: general, competencies, keys, site contact, messages, position, locations, and report. The 'report' tab is selected. The 'Employee Report for Rod Briggs' section contains the following options:

- Include:**
 - (dropdown menu)
 - General Details
 - Current Competencies
 - Non-Current Competencies
 - Site Access Keys
 - Current Messages
 - Non-Current Messages
 - Login History between and
- Layout:**
 - Page Feed after each table when printing

A green 'report' button is located at the bottom left of the configuration area.

Select the options you want and click **report** to generate the report, which defaults to printer-friendly format.

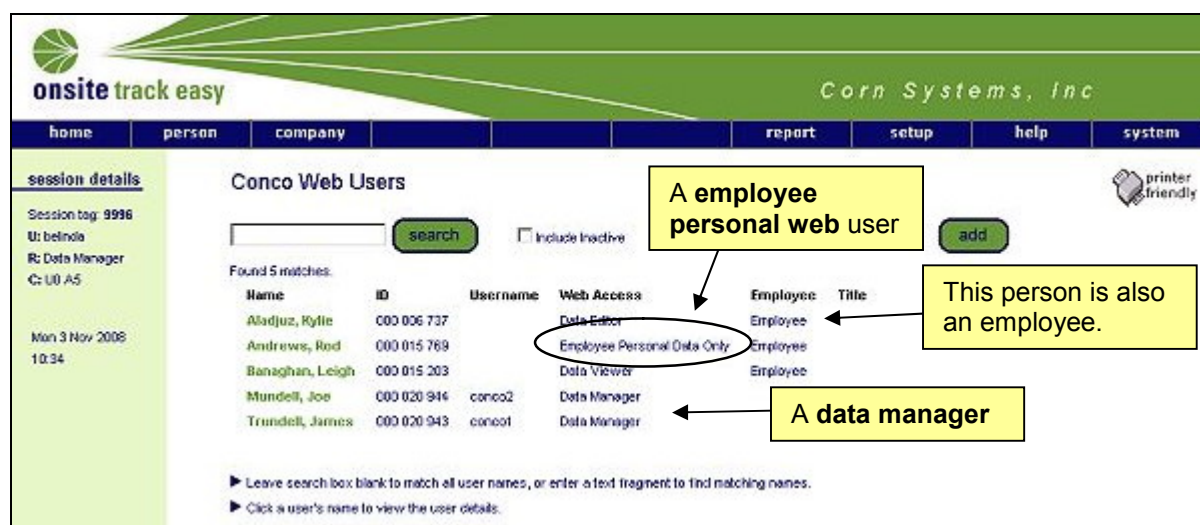
Users

Users are the persons who are permitted to log into Onsite Contractor. Each user can quickly view their own user settings with the **my user account** command on the person menu (see page 26).

Even though a user who is an editor can edit employees, only a user who is a **data manager** can add and edit users.

Users List

Use the **users** command on the **person** menu to display the users list.



The screenshot shows the 'Conco Web Users' interface. It includes a search bar, an 'add' button, and a table of users. The table has the following data:

Name	ID	Username	Web Access	Employee	Title
Aladjuz, Rylie	000 006 737		Data Editor	Employee	Employee
Andrews, Rod	000 015 769		Employee Personal Data Only	Employee	Employee
Banaghan, Leigh	000 015 203		Data Viewer	Employee	Employee
Mundell, Joe	000 020 946	conco2	Data Manager		
Trundell, James	000 020 943	conco1	Data Manager		

Annotations in the screenshot indicate that 'Employee Personal Data Only' is a Web Access level and that users with this access are also employees. A 'Data Manager' user is also highlighted.

The **Web Access** column is an important indicator of the user's general access level.

This will have one of the following values:

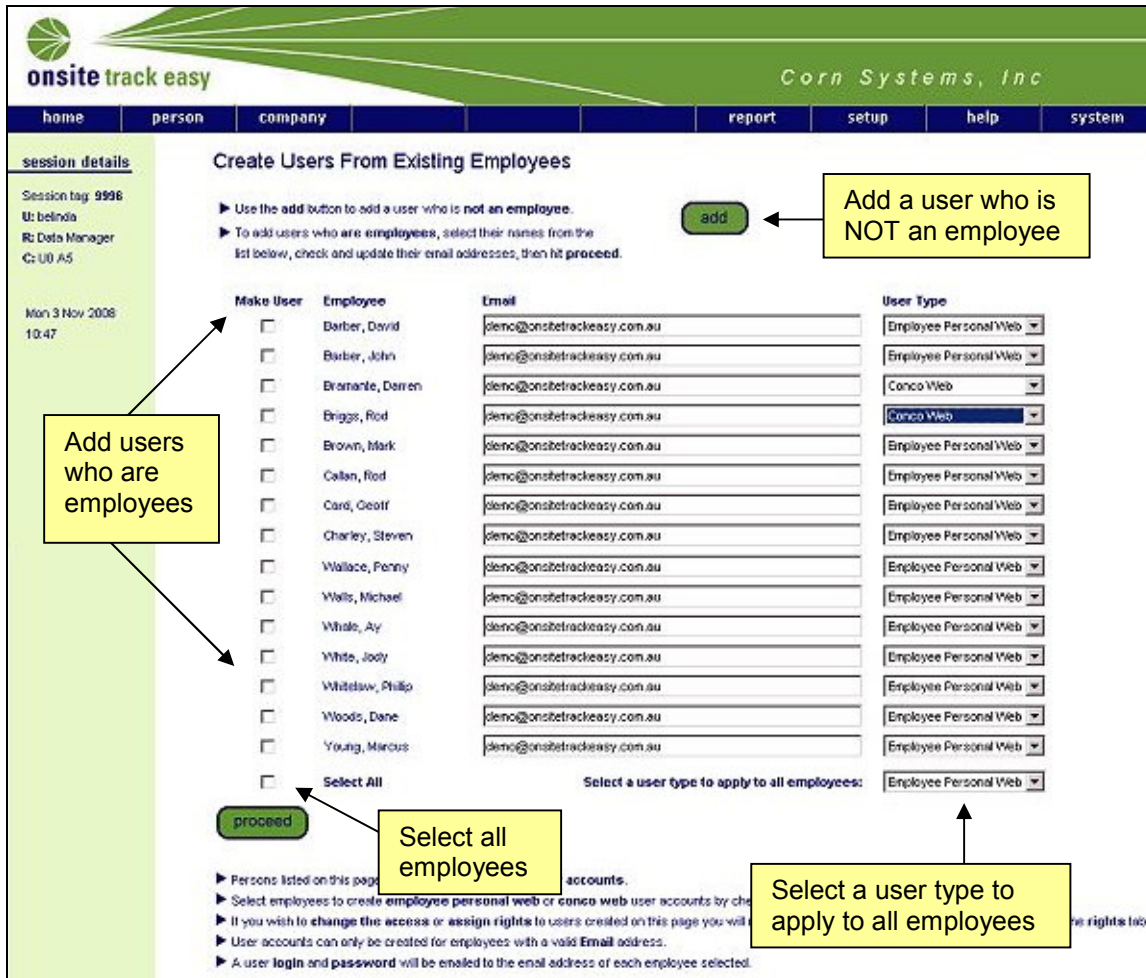
- **Data Viewer**
These users can not add or edit data, unless they are assigned **specific Onsite Contractor data rights**.
- **Data Editor**
These users can add and edit general data, but not users' records, and not data that is covered by specific Onsite Contractor data rights, unless they have those rights specifically enabled.
- **Data Manager**
These users can do everything an editor can do, plus can add and edit. They cannot, however, add or edit data that is covered by specific Onsite Contractor data rights, unless they have those rights specifically enabled.
- **Employee Personal Data Only**
These users are also employees, and these user accounts are specifically for access by employees to their own data through the **employee personal web**. When these users log in they are automatically placed in that web rather than in Onsite Contractor. They only have viewer access.

These access levels can be assigned on the **rights tab** when viewing a user account.

Adding a User

When you click the **add** button on the users list page, you are first presented with the **Create User From Existing Employee** page, as shown below.

This page lists of all the contractor company employees who are not also users. It's displayed to prevent you from entering someone who is both an employee and a user as two different persons in the Onsite database.



session details
 Session tag: 9996
 Ut: beinda
 R: Data Manager
 C: U0 A5
 Mon 3 Nov 2008
 10:47

Create Users From Existing Employees

► Use the **add** button to add a user who is **not an employee**.
 ► To add users who are **employees**, select their names from the list below, check and update their email addresses, then hit **proceed**.

Make User	Employee	Email	User Type
<input type="checkbox"/>	Barber, David	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Barber, John	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Branante, Darren	demc@onsitetrackeasy.com.au	Conco Web
<input type="checkbox"/>	Briggs, Rod	demc@onsitetrackeasy.com.au	Conco Web
<input type="checkbox"/>	Brown, Mark	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Callan, Rod	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Card, Geoff	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Charley, Steven	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Wallace, Penny	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Walls, Michael	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	White, Ayl	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	White, Jody	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Whitelaw, Philip	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Woods, Dane	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Young, Marcus	demc@onsitetrackeasy.com.au	Employee Personal Web
<input type="checkbox"/>	Select All		Employee Personal Web

Select a user type to apply to all employees: Employee Personal Web

► Persons listed on this page are not users.
 ► Select employees to create **employee personal web** or **conco web** user accounts by checking the **Make User** box.
 ► If you wish to **change the access** or **assign rights** to users created on this page you will need to view the users and change their access and/or rights on the rights tab.
 ► User accounts can only be created for employees with a valid **Email** address.
 ► A user **login** and **password** will be emailed to the email address of each employee selected.

To add a user who is not an employee, click the **add** button on this page.

To add users who are employees, tick the **Make User** box for the desired employees. For each selected employee edit their **Email** if necessary and select their **User Type**. Then hit the **proceed** button. User accounts will be created for the employees selected and user login and password information will be sent to the email addresses specified on this page.

The choices for **User Type** are **Employee Personal Web** or **Onsite Contractor Web**. Employee personal web users have access to their own personal data only. All Onsite Contractor users are created with viewer access and no Onsite Contractor rights assigned. If you wish to change the access or assign rights to these users you will need to view the users and change their access and/or rights on the rights tab.

Email Address and Password

Each user needs a valid email address for the delivery of their password.

New User Password

When you add a user they are sent an email with their user id and password.

When you make an employee into a user you will get this prompt.



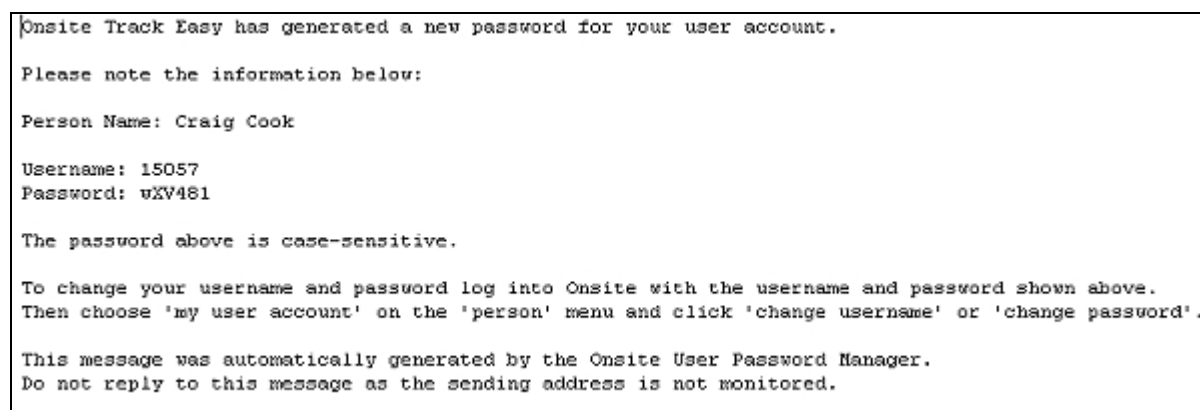
Even data managers, who can add and edit users, cannot specify user passwords. All passwords are either generated automatically by Onsite or set by each user for their own account with the **my user account** command on the **person** menu (see page 26 for details).

Because the email address is so important for the delivery of the user's password, you are required to confirm it's correct before the user account is added.



When you click **ok**, the account is created and an email is sent to the user.

Here is an example.



Reset User Password

If a user forgets their password, a data manager can generate a new one by clicking the **edit** button on their general data tab and then clicking **reset password**. This triggers another email like the one above.

View User

Click a user's name in the user list to view the user details.

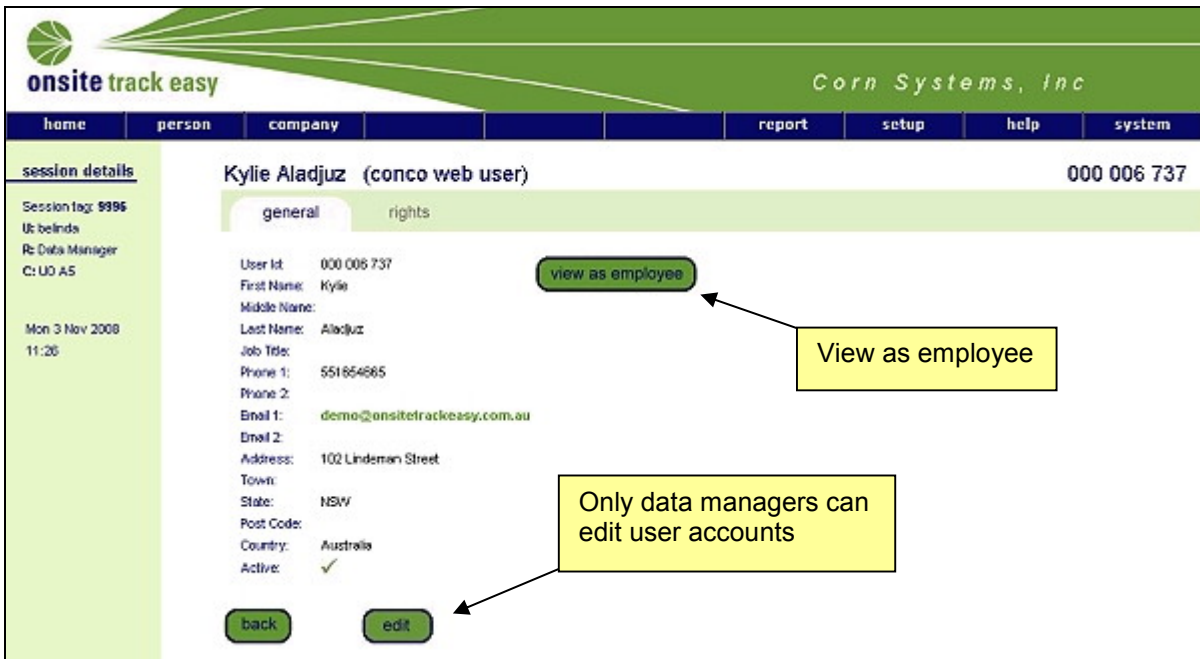
The user's view page has the following tabs:

- General
- Rights

General

The general tab shows the user contact details and whether this person is also an employee.

If so there is a **view as employee** button that allows you to switch to the user's employee record. When you view the employee page it has a **view as user** button, so you can easily switch back and forth between the person's two roles.

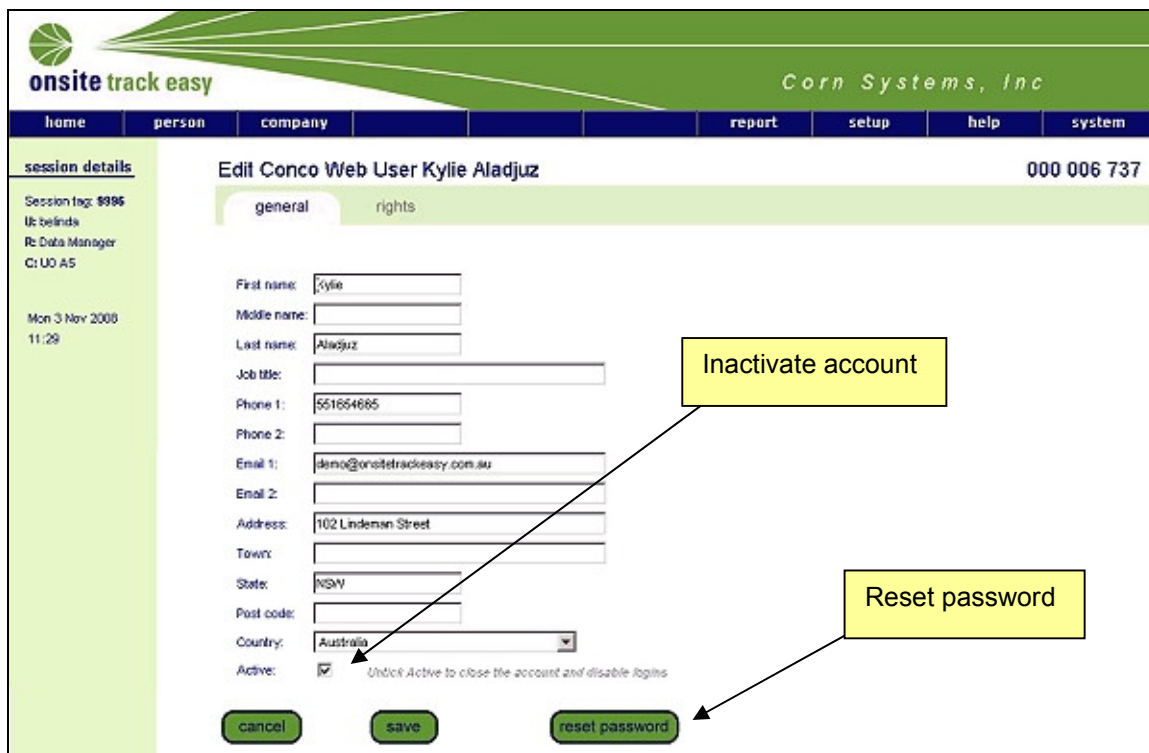


The screenshot displays the user details page for 'Kylie Aladjuz (conco web user)' with user ID '000 006 737'. The page includes a navigation menu at the top with options like 'home', 'person', 'company', 'report', 'setup', 'help', and 'system'. On the left, there is a 'session details' sidebar showing session ID '5986', user 'U: belinda', role 'R: Data Manager', and location 'C: UD A5' on 'Mon 3 Nov 2008' at '11:26'. The main content area has two tabs: 'general' (selected) and 'rights'. Under the 'general' tab, user information is listed: User Id: 000 006 737, First Name: Kylie, Middle Name: , Last Name: Aladjuz, Job Title: , Phone 1: 551854885, Phone 2: , Email 1: demo@onsitetrackeasy.com.au, Email 2: , Address: 102 Lindeman Street, Town: , State: NSW, Post Code: , Country: Australia, and Active: checked. A 'view as employee' button is located next to the user ID. At the bottom, there are 'back' and 'edit' buttons. A yellow callout box with an arrow points to the 'view as employee' button, and another yellow callout box with an arrow points to the 'edit' button, stating 'Only data managers can edit user accounts'.

When viewed by a **data manager** the page will have an **edit** button.

The edit page, as shown below, is used for general data editing, but it's also used for the following special functions:

- **Inactivating a user account** when you no longer want that person to be able to log in to Onsite Contractor.
- **Resetting a user's password** when the user has forgotten it.



onsite track easy Corn Systems, Inc

home person company report setup help system

session details 000 006 737

Session tag: 8996
 U: belinda
 R: Data Manager
 C: UO A5

Mon 3 Nov 2008
 11:29

Edit Conco Web User Kylie Aladjuz

general rights

First name:
 Middle name:
 Last name:
 Job title:
 Phone 1:
 Phone 2:
 Email 1:
 Email 2:
 Address:
 Town:
 State:
 Post code:
 Country:
 Active: Uncheck Active to close the account and disable logins

Inactivate account

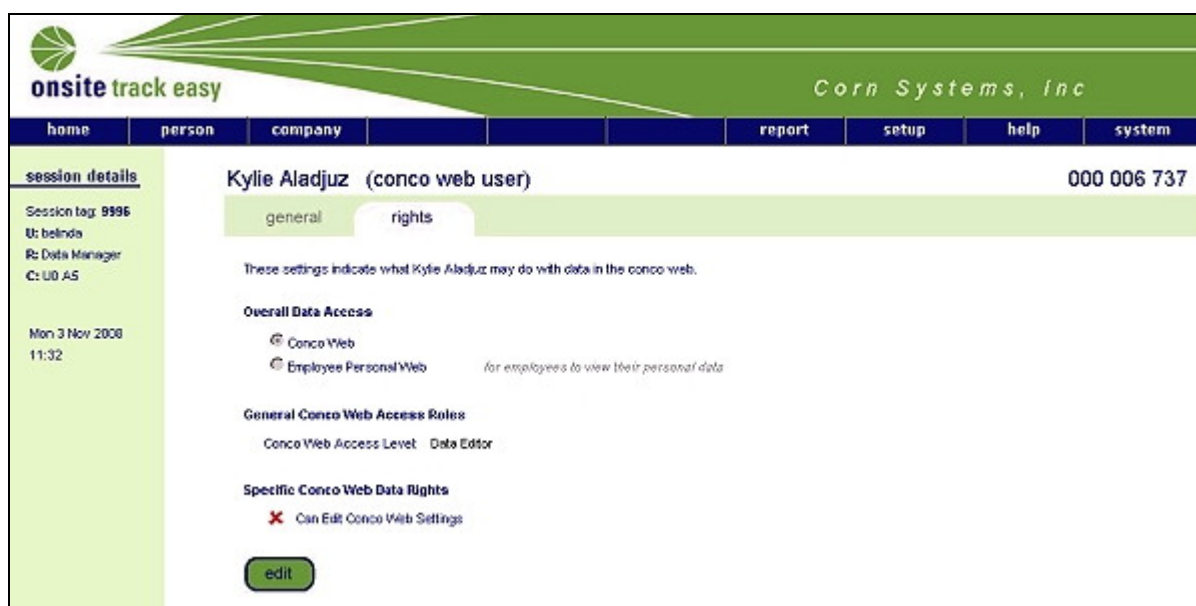
Reset password

Rights

The rights tab shows user's access level and their setting for specific Onsite Contractor data rights.

These allow you to designate certain users as your experts in different tasks.

At this stage there is only one specific data right: **Can Edit Onsite Contractor Settings**. This right allows a user to change company contact details (see page 29), edit subscription contact details (see page 49) and edit Onsite Contractor options (see page 50).



onsite track easy Corn Systems, Inc

home person company report setup help system

session details 000 006 737

Session tag: 8996
 U: belinda
 R: Data Manager
 C: UO A5

Mon 3 Nov 2008
 11:32

Kylie Aladjuz (conco web user)

general rights

These settings indicate what Kylie Aladjuz may do with data in the conco web.

Overall Data Access

Conco Web
 Employee Personal Web for employees to view their personal data

General Conco Web Access Roles

Conco Web Access Level Data Editor

Specific Conco Web Data Rights

Can Edit Conco Web Settings

My User Account

This command on the person menu takes you straight to view your own user account settings. Your **general** tab is the same as for any user with the addition of two buttons, as shown below.

The screenshot shows the 'My User Account' page for user Samantha Robins. The page is titled 'Samantha Robins (conco web user)' with user ID '000 020 943'. The 'general' tab is selected, displaying user details such as Username (sam), First Name (Samantha), Middle Name (Robins), Last Name (Robins), Job Title, Phone numbers, Email addresses (demo@onsitetrackeasy.com.au), Address, Town, State, Post Code, Country (Australia), and Active status (checked). At the bottom of the page, there are four buttons: 'back', 'edit', 'change username', and 'change password'. A yellow callout box with arrows pointing to the 'change username' and 'change password' buttons contains the text: 'These buttons only appear when viewing your own account.'

Change Password

When you click the **change password** button, this page appears.

The screenshot shows the 'Change Your Password' page. It includes the following text: 'Please change your password if you think someone else knows it.' and 'Your Onsite password must comply with the following rules:'. The rules are:

- Length from 6 to 15 characters
- Must include at least one letter
- Must include at least one number or dot
- May not include backslash (\) or apostrophe (')

It also states: 'Your password is **case sensitive** and can be strengthened by using mixed case.' Below this, there are three input fields: 'Old Password', 'New Password', and 'New Password (again)'. At the bottom, there are two buttons: 'cancel' and 'change'.

Passwords are case sensitive and must be between 6 and 15 characters long. They must include at least one letter and one number or dot. Your password is stored in non-reversible encrypted format, so it is not possible for anyone to provide it to you if you forget it. An Onsite data manager can, however, generate a new password on request, and it will be emailed to you. Then you can log in with that and change it to whatever you want.

Change Username

When your Onsite user account is created you are assigned a numeric **user id**, and that can always be used to log in. You can also, if you wish, create a more easily remembered username for yourself.

When you click the **change username** button this page appears.



The screenshot shows the 'Change Username' page within the Onsite Track Easy web application. The page has a green header with the 'onsite track easy' logo and 'Corn Systems, Inc' on the right. A navigation bar below the header contains links for 'home', 'person', 'report', 'help', and 'log out'. On the left side, there is a 'session details' sidebar showing session tag 9889, user 'sam', role 'Data Manager', and location 'U1 A4'. The main content area is titled 'Change Username' and contains the following text:

When you log into the Onsite web you may use your assigned numeric ID or a more friendly name of your own choice, providing it complies with the following rules:

- Length from 1 to 30 characters
- Must not be totally numeric
- Must not already belong to another user

Unlike passwords, usernames are **not case sensitive**.

Please enter your preferred choice and it will be tested for compliance.

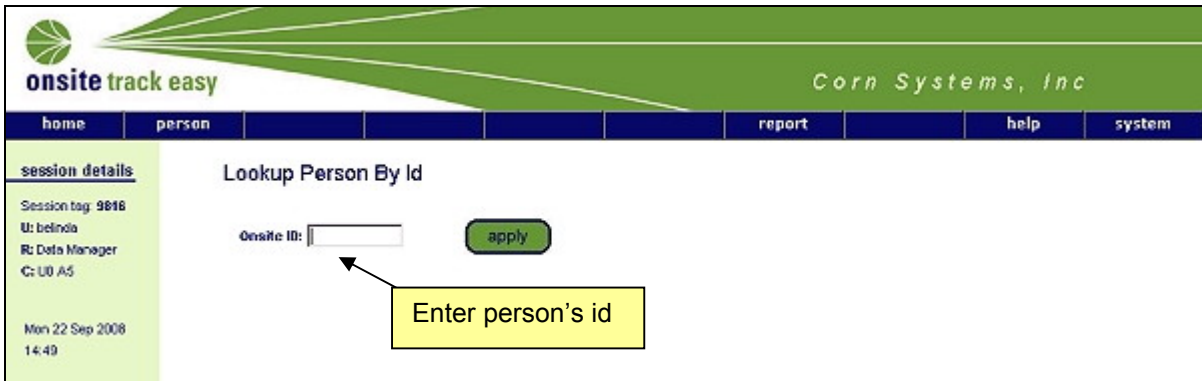
Username:

At the bottom of the form are two buttons: 'cancel' and 'change'.

If you already have a username it will be displayed, otherwise the field will be blank. When you click **change** your entry will be checked and rejected if someone else is already using the same name.

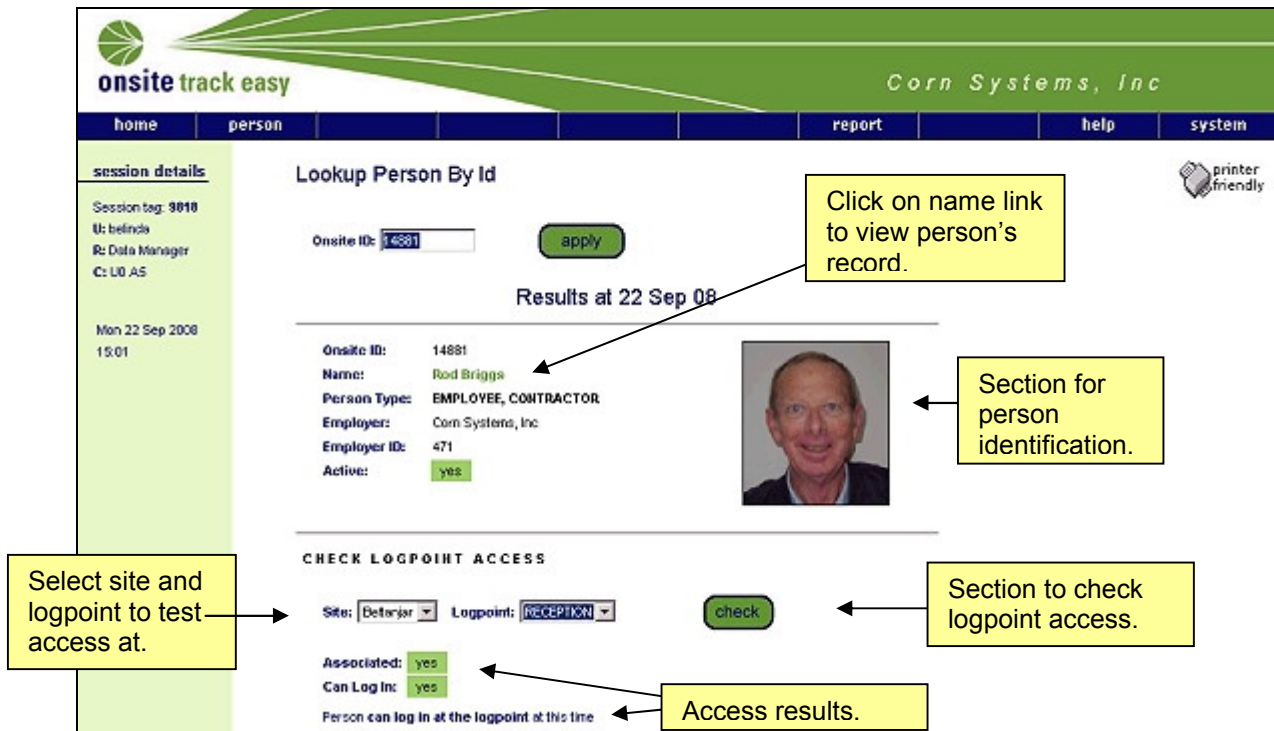
Lookup Person By Id

The **lookup person by id** command on the **person** menu allows you to look up any employee of the contractor company in the Onsite database by entering their id number.



TIP: If you have a 1210 series **magnetic stripe reader** connected to the computer's PS/2 keyboard port, you can use this page to **check Onsite cards**. Bring up the page and swipe the card to display the cardholder's details on the screen.

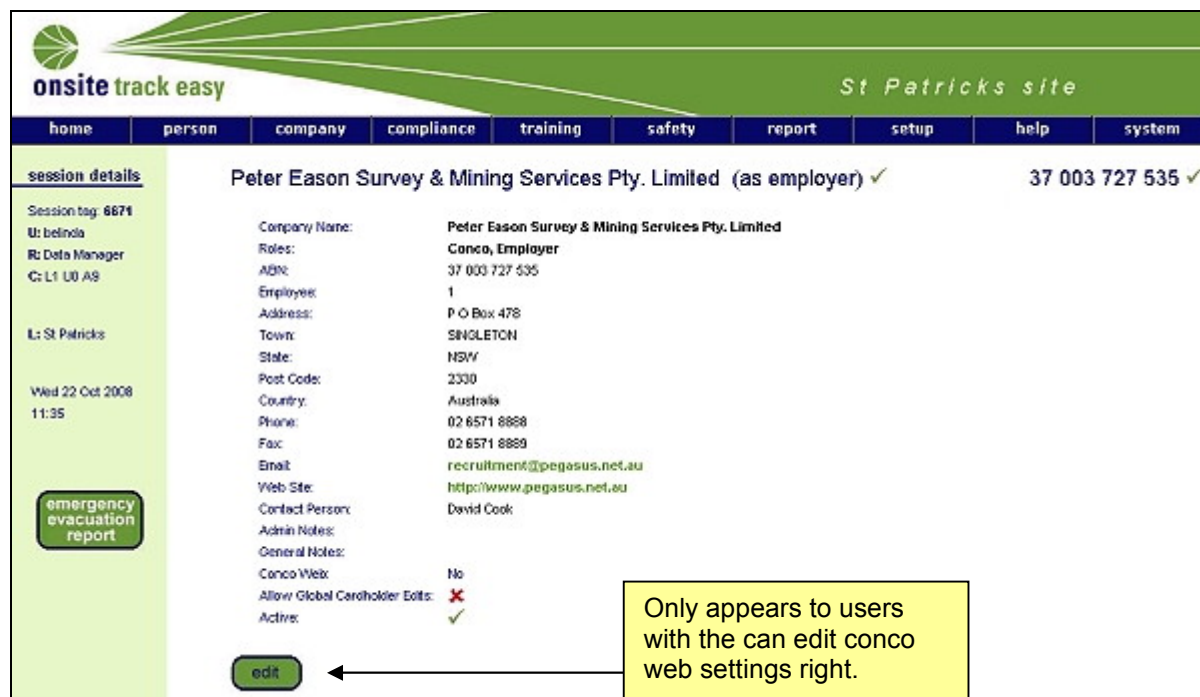
This page can be used simply to identify a person by their Onsite id, or to see whether the person is able to log in at a logpoint (see following image).



This is particularly useful in allowing you to see if your employees can log in at specific logpoints on the sites where they work. The logpoint access check applies the same logic that is used by the logpoint when a person attempts to log in at the site.

Employer

Onsite Contractor has one employer which is also a contractor company. Use the **employer** command on the **company** menu to display the employer details.



The screenshot shows the Onsite Contractor web interface for the St Patricks site. The main content area displays the details for the employer "Peter Eason Survey & Mining Services Pty. Limited (as employer) ✓" with the ABN "37 003 727 535 ✓".

Company Name:	Peter Eason Survey & Mining Services Pty. Limited
Roles:	Conco, Employer
ABN:	37 003 727 535
Employee:	1
Address:	P O Box 478
Town:	SINGLETON
State:	NSW
Post Code:	2330
Country:	Australia
Phone:	02 6571 8888
Fax:	02 6571 8889
Email:	recruitment@pegasus.net.au
Web Site:	http://www.pegasus.net.au
Contact Person:	David Cook
Admin Notes:	
General Notes:	
Conco Web:	No
Allow Global Cardholder Edits:	✗
Active:	✓

An "edit" button is located at the bottom left of the details section. A yellow callout box with an arrow pointing to this button contains the text: "Only appears to users with the can edit conco web settings right."

Only users who have the **can edit Onsite Contractor settings** user right (see page 25) can edit employer settings.

Allow Global Cardholder Edits

This setting is used to restrict editing of contractor company employees' general details to their own Onsite Contractor users who are data editors or to allow editing by users who are data editors on any site in Onsite.

Site users in Onsite, whilst viewing your employees as contractors, will only be able to edit your employee's general details if they are data editors and if allow global cardholder edits is set to true. If allow global cardholder edits is false then only Onsite Contractor users that are data editors will be able to edit your employee's general details.


Messages

Onsite allows site users to send messages to cardholders (your employees) at the logpoint when they login to sites. There are 3 types:

- Cardholder (contractor or employee)
- Contractor Company
- Logpoints in a Location

Cardholder

Cardholder messages are sent to individual cardholders (i.e. the message is only sent to that one person). Cardholder messages can be viewed on the messages tab when viewing an employee record. Because the dates over which messages are set to display can be changed at any time it is not possible to determine if a message shown here was shown for a particular login.



The screenshot shows the Onsite Track Easy interface for user Rod Briggs. The main content area displays a message for the Dalgo location. The message text is: "Please make sure you have a flashing light fitted to your vehicle when driving on site." The message was sent by Belinda Ronai on 22-09-08 and is set to finish on 22-09-09. The 'Days Left' column shows 365 days remaining. A yellow box with an arrow points to the 'Days left' column header.

Days Left	Message	Start	Finish	Originator	Action
365	Please make sure you have a flashing light fitted to your vehicle when driving on site.	22-09-08	22-09-09	Belinda Ronai	

All messages are only deliverable within the specified date range, and the list of messages shows how many days the message has left for delivery.

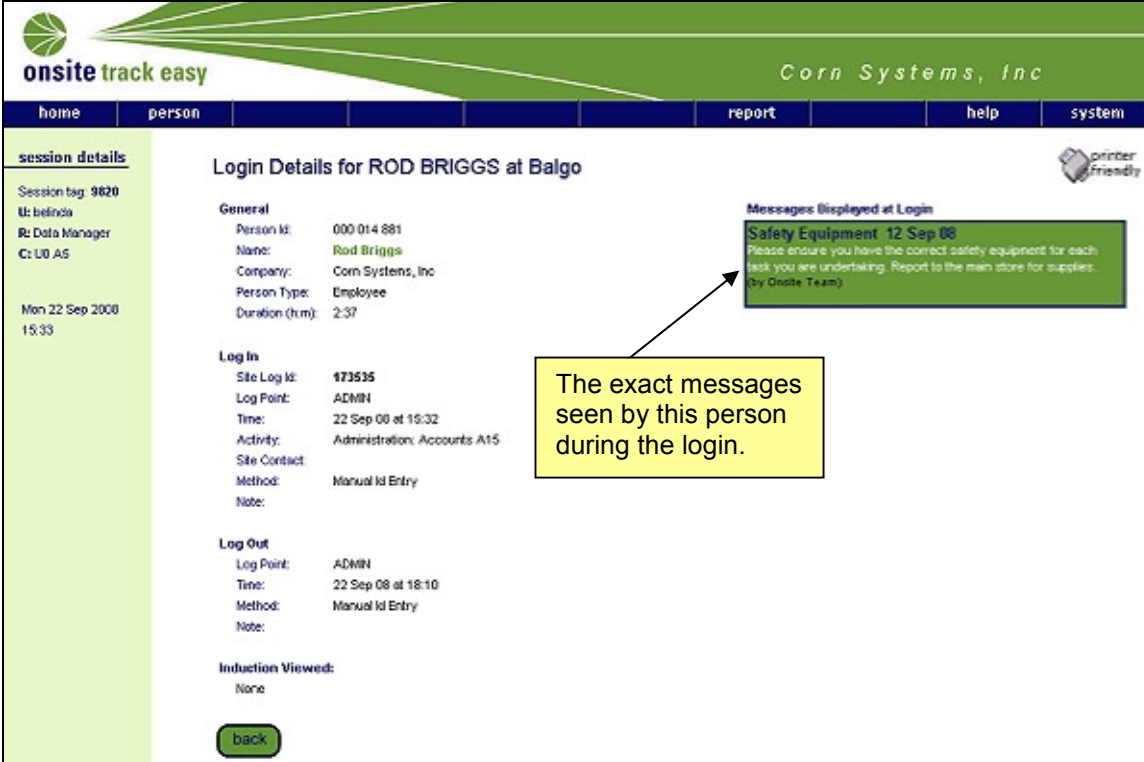
Contractor Company

Messages can be created by site users for a contractor company and are sent to all contractors from that company when they log in during the message's date range. Company messages for your company can be displayed using the sites report (see page 46).

Logpoints in a Location

Site users can send messages to logpoints within a location, rather than to people. Logpoint messages are seen by all persons who log in there.

Onsite maintains a full record of exactly what logpoint messages each person was shown during every login. You can see the messages on their **login details** page, as shown here.



onsite track easy *Corn Systems, Inc*

home person report help system

session details

Session tag: 9820
 U: belinda
 R: Data Manager
 C: U0 A5

Mon 22 Sep 2008
 15:33

Login Details for ROD BRIGGS at Balgo

General

Person ID: 000 014 881
 Name: Rod Briggs
 Company: Corn Systems, Inc
 Person Type: Employee
 Duration (h:m): 2:37

Log In

Site Log ID: 173535
 Log Point: ADMIN
 Time: 22 Sep 08 at 15:32
 Activity: Administration: Accounts A15
 Site Contact:
 Method: Manual Id Entry
 Note:

Log Out

Log Point: ADMIN
 Time: 22 Sep 08 at 18:10
 Method: Manual Id Entry
 Note:

Induction Viewed:
 None

[back](#)

Messages (displayed at Login)

Safety Equipment 12 Sep 08
 Please ensure you have the correct safety equipment for each task you are undertaking. Report to the main store for supplies.
 (By Onsite Team)

printer friendly

The exact messages seen by this person during the login.

This page can be accessed from the **on site now**, **site log** or **site log id lookup** reports (pages 38, 39 and 41).

Competency

Competencies are an important component in the Onsite database. The term refers to a person's qualification, training, skill, ability, certification, academic record or can be used for any aspect of a person's suitability for working on a site.

Each site in Onsite compiles its own **competency library**, and all competencies shown for employees in the Onsite Contractor come from individual site libraries.

Structure

The Onsite competency has a specific structure. Every competency consists of three parts, namely:

- **Global**
This is the first part of each competency and it represents the broad category of qualification or skill that the competency relates to.
- **Level**
This is the second part of each competency and it generally indicates the level of achievement that this competency represents.
- **Suffix**
The suffix is the third part of the competency name, and is optional. It allows a site to further qualify the meaning of the global and level as they are being used in this competency for the site.

These three parts are always printed with dots between them so you can recognise the individual components. For example, **Electrical.Trade.Supervisor** is a competency where "Electrical" is the global, "Trade" is the level and "Supervisor" is the suffix.

Uses

Competencies are used for the following in Onsite.

- Recording personal training and qualifications.
- Controlling site access through competency-based access keys.

Competencies can be **appointed**, which means a site has specifically approved the recognition of a person's competency for their role on the site.

Assignment of Competencies to Cardholders

Cardholders (contractors and employees) can be assigned competencies in Onsite. This is done by one of the following means.

- Directly on a **one-by-one** basis.
- Through a **training event**. Each training event is configured to deliver one or more competencies and every attendee with a **Pass** result receives those competencies.

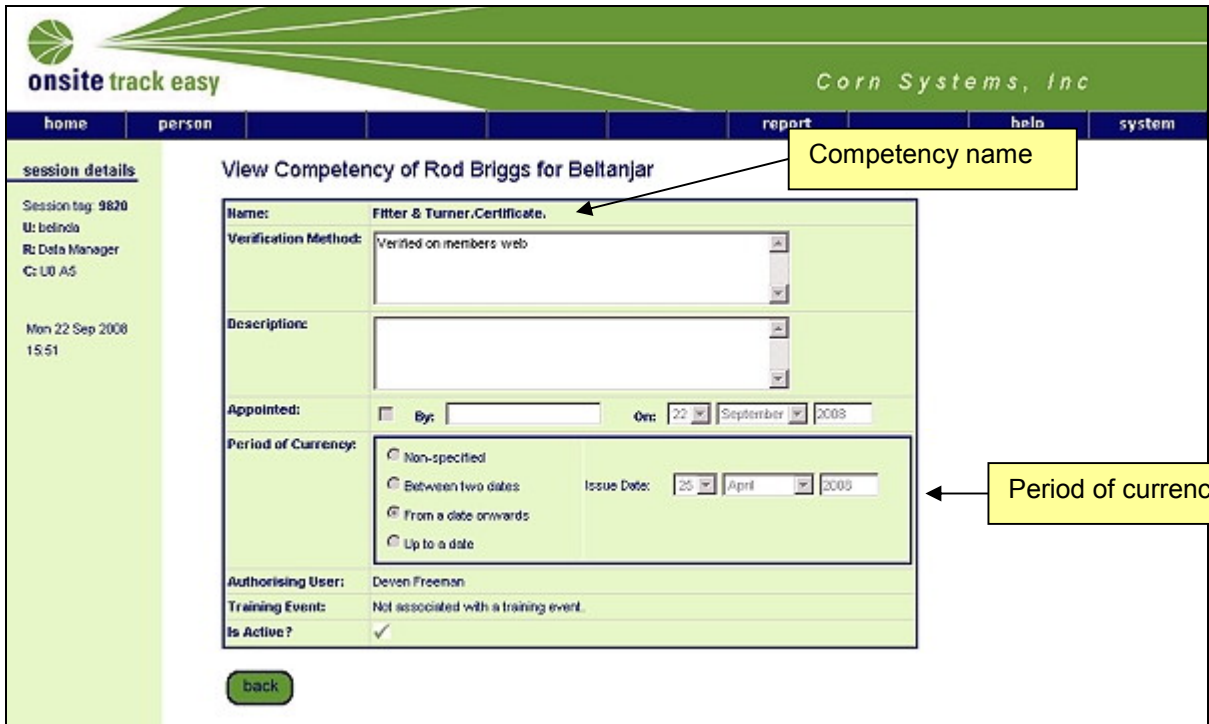
Assignment of competencies is done by site or realm users in Onsite. As an Onsite Contractor user you have no control over what competencies are assigned by sites to your employees - you can only view the data.

Viewing Competencies

Competencies can be viewed from a number of places including:

- Competencies tab when viewing an employee record (see page 18).
- Cardholder Competency report (see page 41).
- Expiring Competency Report (see page 43).

A competency record assigned to a Cardholder will look similar to the following image:



The screenshot shows the 'View Competency of Rod Briggs for Beltanjar' form. The form is titled 'View Competency of Rod Briggs for Beltanjar' and includes the following fields:

- Name:** Fitter & Turner, Certificate.
- Verification Method:** Verified on members web
- Description:** (empty)
- Appointed:** By: (empty) On: 22 September 2008
- Period of Currency:**
 - Non-specified
 - Between two dates
 - From a date onwards
 - Up to a date
- Issue Date:** 25 April 2008
- Authorising User:** Deven Freeman
- Training Event:** Not associated with a training event.
- Is Active?:**

Two yellow callout boxes highlight 'Competency name' and 'Period of currency'.

Duration and Expiry

Some competencies are not intended to expire, for example, a University degree. Others need to expire, such as a driver's licence or a site induction. The Period of Currency in the above image outlines what time period the competency is valid for.

Appointments

The term "appointment" means an extra step taken by the site to authorise a person's competency for use on the site. It is optional for a site to use appointments when assigning competencies.

Optional Appointments

Any regular competency can be appointed, in which case it is said to be an **optional appointment**. In these cases the competency took effect as far as satisfying keys and positions when it was assigned to the person. The act of subsequently appointing it converted it to an appointment but did not affect its assignment.

Compulsory Appointments

Site users can specify that certain competencies **must always be appointed** or they will not take effect, even though they have been assigned to a person. With these competencies, known as

compulsory appointments, the assignment is held in a “pending” state until the appointment occurs, and only then does it satisfy keys and positions.

This effectively makes the process of assigning a competency to a cardholder a two step process, and allows them to have one person do the original assignment and another take responsibility for the appointment.

View Competency of Rod Briggs for Beltanjar

This is a Compulsory Appointment Competency Status: **pending**

Name: Mining.Qualified.Work Unaccompanied

Verification Method:

Description:

Appointed: By: On: 22 September 2008

Period of Currency:

- Non-specified
- Between two dates
- From a date onwards
- Up to a date

Authorising User: Belinda Ronal

Training Event: Not associated with a training event.

Is Active?

back

When you look at the cardholder’s competencies tab a pending appointment looks like this. So long as it is awaiting appointment this competency is **not active**, and will not satisfy any keys.

Rod Briggs (employee, contractor) 000 014 881

general competencies keys site contact messages position locations report

ALL Sites Group By Site

Show ALL Competency Types Show Appointments Only Show Past and Inactive

Dalgo (1 Current Key)

Competency Name	Appt	Current	Issue Date	Expiry Date	Duration	Active	View
Operator Crane Nonstew Mobile Certificate.		Current	03 Jun 06			y	View

Beltanjar (0 Current Keys)

Competency Name	Appt	Current	Issue Date	Expiry Date	Duration	Active	View
Building & Construction - Letter of Competency		Current	28 Apr 08			y	View
Filter & Turner Certificate.		Current	25 Apr 08			y	View
Mining.Qualified.Work Unaccompanied	n	Current				app	View
OHSS Certificate Loader		Current	03 Jun 06			y	View
OHSS Certificate Work Platform		Current	03 Jun 06			y	View
Operator Crane Nonstew Mobile Certificate.		Current	03 Jun 06			y	View
Operator Forklift Certificate.		Current	03 Jun 06			y	View
Site Induction Main Surface		Current	30 Apr 08	30 Apr 10	24 Months	y	View

Inactive awaiting appointment

Access Keys

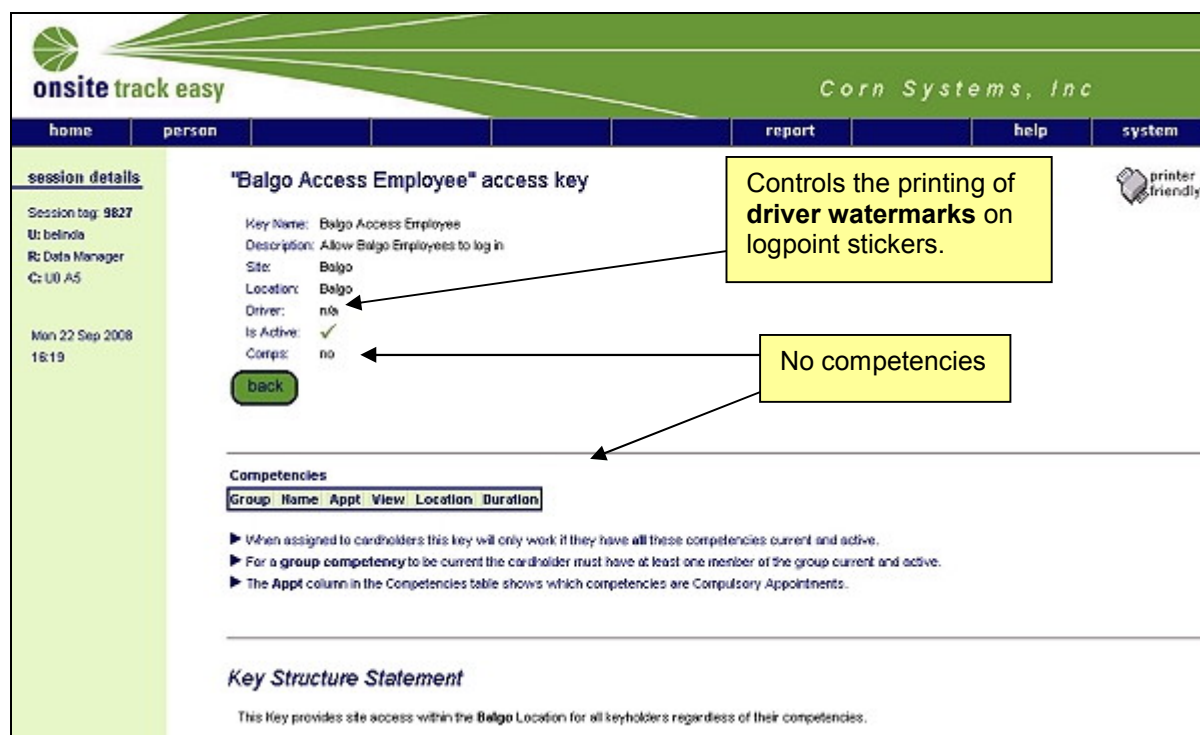
An **access key** is similar to a normal door key in that it controls access to a location. An Onsite access key, however, can depend on competencies, so even when someone has the key it will only work if they also have all the required competencies assigned and current at the time.

Site access keys can be viewed from a number of places such as the Keys tab when viewing an employee's record (see page 19).

View Key

Displaying a key will bring up a screen similar to the following image.

Here is a key that does not depend on competencies.



The screenshot displays the 'Balgo Access Employee' access key details. The key name is 'Balgo Access Employee', description is 'Allow Balgo Employees to log in', and location is 'Balgo'. The 'Is Active' checkbox is checked, and 'Corps' is set to 'no'. A 'back' button is visible. The 'Competencies' section is empty, with a table header:

Group Name	Appt	View	Location	Duration
------------	------	------	----------	----------

. Below the table, instructions state that when assigned to cardholders, the key will only work if they have all competencies current and active, and that for a group competency, at least one member must be current and active. A 'Key Structure Statement' at the bottom states: 'This Key provides site access within the Balgo Location for all keyholders regardless of their competencies.'

Annotations on the screenshot:

- A yellow box points to the 'Location: Balgo' field with the text: "Controls the printing of driver watermarks on logpoint stickers."
- A yellow box points to the 'Corps: no' field with the text: "No competencies"

And here is one that depends on both group and single competencies.

The screenshot displays the 'onsite track easy' interface for 'Corn Systems, Inc'. The main content area is titled '"Underground Accompanied Access" access key'. It includes a 'session details' sidebar on the left and a main configuration section. The configuration section shows key details such as Key Name, Description, Site, Location, Driver, and Compt status. A 'Competencies' table is shown below, listing various induction groups with their respective locations and durations. A 'Key Structure Statement' is provided at the bottom, detailing the logical conditions for key access based on the listed competencies. Two yellow callout boxes with arrows point to the 'Compt: yes' field and the 'Key Structure Statement' section.

session details

Session tag: 9827
 Ut: belinda
 R: Data Manager
 C: U0 A5

Mon 22 Sep 2008
 15:24

"Underground Accompanied Access" access key

Key Name: Underground Accompanied Access
 Description: Person has completed all relevant Surface and Underground inductions to allow access to underground areas via surface areas
 Site: Betanjar
 Location: Betanjar
 Driver: restricted
 Is Active:
 Compt: yes

Competencies

Group	Name	Appt	View	Location	Duration
	Site.Induction.Main Surface		view	Betanjar	24 Months
	Site.Induction.South Surface		view	Betanjar	24 Months
	Site.Induction.Main Underground		view	Betanjar	24 Months
	Site.Induction.South Underground		view	Betanjar	24 Months

Key Structure Statement

This Key provides site access within the **Betanjar** Location for all keyholders who have the following Competencies current:

Site.Induction.Main Surface
 and Site.Induction.South Surface
 and Site.Induction.Main Underground
 and Site.Induction.South Under ground

When there is more than one competency in a key the key is only satisfied when the cardholder has **every competency**.

To provide more flexibility keys can include group competencies, where the cardholder only needs to have one of the competencies that make up the group in order to satisfy the group.

Because this flexibility can lead to complex combinations of logical conditions, the key includes a **structure statement** which states the full logic of the competency dependencies.

Reports

There are numerous reports listed on the **reports** menu, but there are many other reports within the Onsite system.

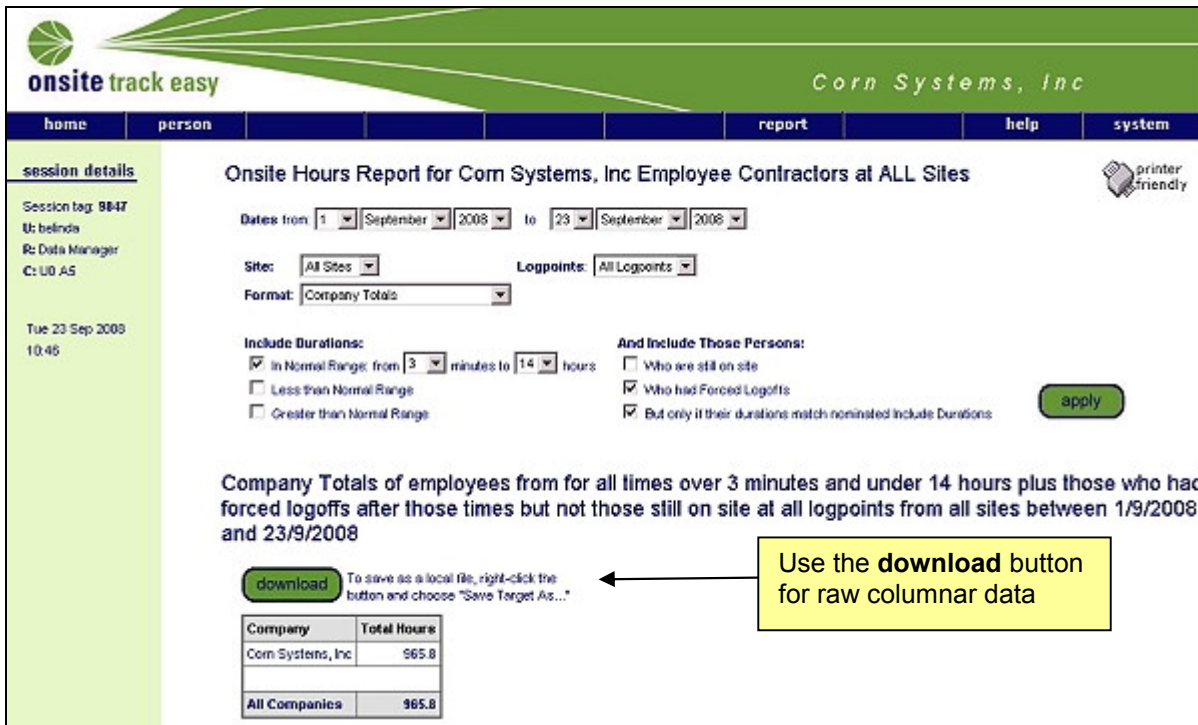
Most **list pages** have a search box with selection options to filter the list, and a **printer friendly** icon for generating a printable report format of the results.

Many **view pages** also have the printer friendly icon, and some **tabbed pages** have a report tab, for example, employees.

Data Download Mode

Some reports have two modes, one being the on-screen output, and the other being a raw dump of columnar data designed for you to download and use in a spreadsheet or database. This raw data is available through a **download button**, which appears on the page of the relevant reports when you have generated the report, as shown below.

If you have used options or filters for the report, they only apply to the on-screen report output, not to the data download output.



The screenshot shows the 'Onsite Hours Report for Corn Systems, Inc Employee Contractors at ALL Sites'. The report is for the period from September 1, 2008, to September 23, 2008. The site is set to 'All Sites' and the format is 'Company Totals'. The 'Include Durations' section is checked for 'In Normal Range' (3 minutes to 14 hours). The 'And Include Those Persons' section is checked for 'Who had Forced Logoffs' and 'But only if their durations match nominated Include Durations'. A summary table shows the total hours for 'Corn Systems, Inc' and 'All Companies' as 965.8.

Company	Total Hours
Corn Systems, Inc	965.8
All Companies	965.8

When you right-click the download button and choose “Save Target As”, or whatever the relevant command is for your browser, it saves the **tab delimited text file** on your computer.

To use that downloaded file in Excel, for example, you can change the filename extension to “xls” at the time of saving. Then it will open in Excel whenever you double click the file. If you leave the filename extension as “txt” you can still open it in Excel by right-clicking it and choosing “Open With” and then “Microsoft Office Excel”. The file will be opened in Excel with a title and column headings already in place.

On Site Now Report

This is one of the main Onsite reports. It shows who is on site right now across all sites where your employees work.

Here is a typical report.

Date In	Hours	Site	Logpoint	Name	ID	Person Type	Company	Site Contact	Activity
22-09-08 17:03	0.0	Betanjar	RECEPTION	Roach, Steven	000 008 147	Employee	Corn Systems, Inc	(none)	(none)
22-09-08 17:03	0.0	Betanjar	RECEPTION	Crossley, Skye	000 008 473	Employee	Corn Systems, Inc	(none)	(none)
22-09-08 17:01	0.0	Balgo	ADMIN	Strydom, Cameron	000 017 012	Employee	Corn Systems, Inc	(none)	Bozer
22-09-08 17:00	0.0	Balgo	ADMIN	Charley, Steven	000 014 531	Employee	Corn Systems, Inc	(none)	Blasting

Use the **printer friendly** icon for a report suited to printing.

Auto Refresh

When you have a **refresh interval** setting operating, this page keeps refreshing and will stop your session from timing out (see page 9). If you want to keep this page open and also do other things in Onsite Contractor within your session, use your browser's command to generate a new page. In Internet Explorer this can be done with the shortcut key CTRL+N. You will be able to see from the **session tag** in the session details bar, that the two pages share the same session, so both pages are only taking up one Site CAL (see page 53)

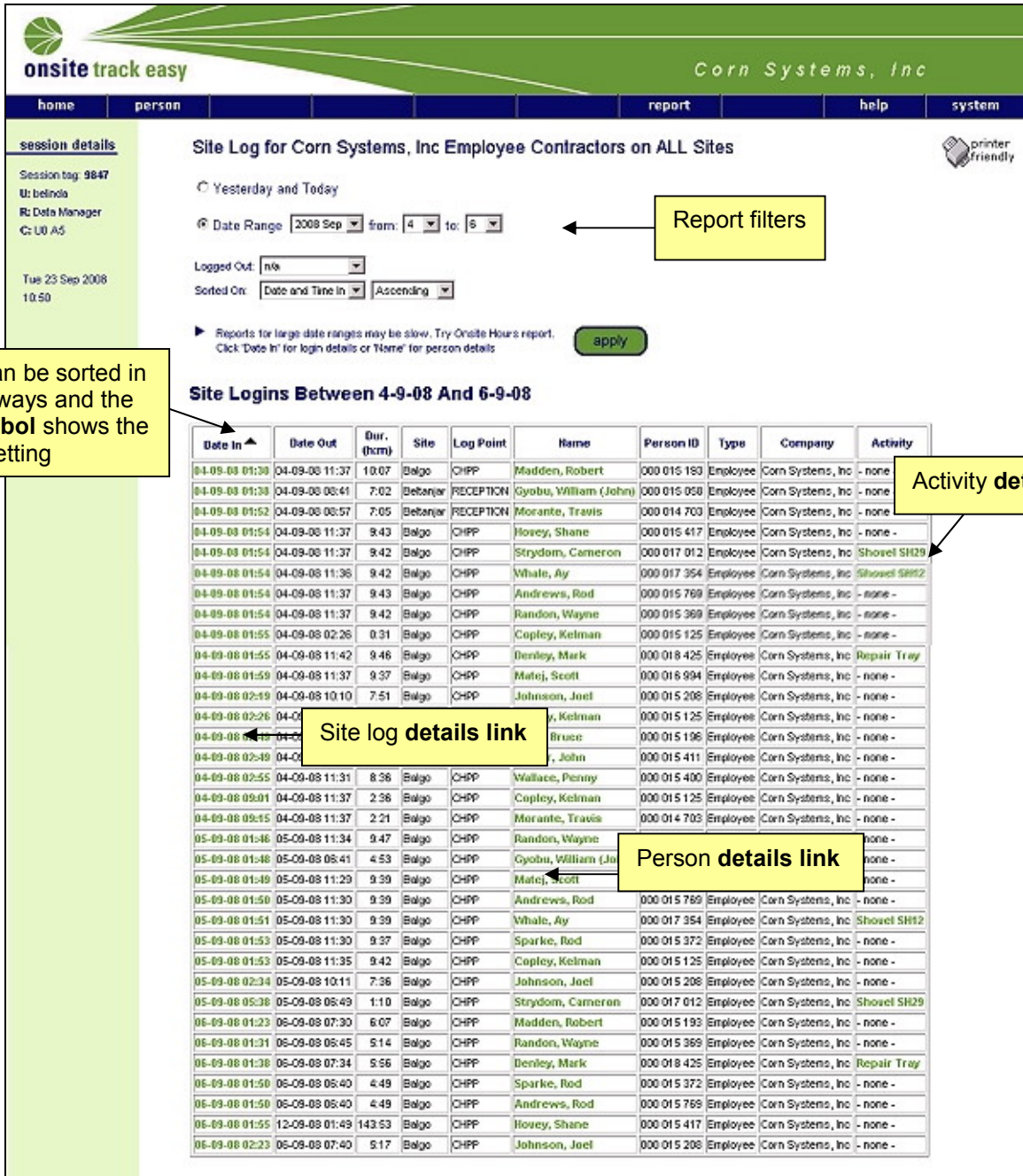
Details Links

There are some fields in this report which are links, and clicking them takes you to another page of details.

These all work the same as in the **site log report**, and each is described on page 39.

Site Log Report

Here is an example of a site log report.



onsite track easy Corn Systems, Inc

home person report help system

session details
 Session tag: 9847
 U: beinda
 R: Data Manager
 C: U0 A5
 Tue 23 Sep 2008 10:50

Site Log for Corn Systems, Inc Employee Contractors on ALL Sites

Yesterday and Today
 Date Range: 2008 Sep from: 4 to: 6
 Logged Out: n/a
 Sorted On: Date and Time In Ascending

Reports for large date ranges may be slow. Try Onsite Hours report. Click 'Date In' for login details or 'Name' for person details.

Site Logins Between 4-9-08 And 6-9-08

Date In	Date Out	Dur. (hr:m)	Site	Log Point	Name	Person ID	Type	Company	Activity
04-09-08 01:38	04-09-08 11:37	10:07	Balgo	CHPP	Madden, Robert	000 015 193	Employee	Corn Systems, Inc	- none -
04-09-08 01:38	04-09-08 08:41	7:02	Belbanjar	RECEPTION	Gyobu, William (John)	000 015 058	Employee	Corn Systems, Inc	- none -
04-09-08 01:52	04-09-08 08:57	7:05	Belbanjar	RECEPTION	Morante, Travis	000 014 703	Employee	Corn Systems, Inc	- none -
04-09-08 01:54	04-09-08 11:37	9:43	Balgo	CHPP	Hovey, Shane	000 015 417	Employee	Corn Systems, Inc	- none -
04-09-08 01:54	04-09-08 11:37	9:42	Balgo	CHPP	Strydom, Cameron	000 017 012	Employee	Corn Systems, Inc	Shovel SH29
04-09-08 01:54	04-09-08 11:36	9:42	Balgo	CHPP	Whale, Ay	000 017 354	Employee	Corn Systems, Inc	Shovel SH92
04-09-08 01:54	04-09-08 11:37	9:43	Balgo	CHPP	Andrews, Rod	000 015 789	Employee	Corn Systems, Inc	- none -
04-09-08 01:54	04-09-08 11:37	9:42	Balgo	CHPP	Randon, Wayne	000 015 369	Employee	Corn Systems, Inc	- none -
04-09-08 01:55	04-09-08 02:26	0:31	Balgo	CHPP	Copley, Kelman	000 015 125	Employee	Corn Systems, Inc	- none -
04-09-08 01:55	04-09-08 11:42	9:46	Balgo	CHPP	Denley, Mark	000 018 425	Employee	Corn Systems, Inc	Repair Tray
04-09-08 01:59	04-09-08 11:37	9:37	Balgo	CHPP	Matej, Scott	000 016 994	Employee	Corn Systems, Inc	- none -
04-09-08 02:19	04-09-08 10:10	7:51	Balgo	CHPP	Johnson, Joel	000 015 208	Employee	Corn Systems, Inc	- none -
04-09-08 02:26	04-09-08 02:26	0:00	Balgo	CHPP	Copley, Kelman	000 015 125	Employee	Corn Systems, Inc	- none -
04-09-08 02:26	04-09-08 02:26	0:00	Balgo	CHPP	Bruce	000 015 196	Employee	Corn Systems, Inc	- none -
04-09-08 02:19	04-09-08 02:19	0:00	Balgo	CHPP	John	000 015 411	Employee	Corn Systems, Inc	- none -
04-09-08 02:55	04-09-08 11:31	8:36	Balgo	CHPP	Wallace, Penny	000 015 400	Employee	Corn Systems, Inc	- none -
04-09-08 09:01	04-09-08 11:37	2:36	Balgo	CHPP	Copley, Kelman	000 015 125	Employee	Corn Systems, Inc	- none -
04-09-08 09:15	04-09-08 11:37	2:21	Balgo	CHPP	Morante, Travis	000 014 703	Employee	Corn Systems, Inc	- none -
05-09-08 01:46	05-09-08 11:34	9:47	Balgo	CHPP	Randon, Wayne	000 015 369	Employee	Corn Systems, Inc	- none -
05-09-08 01:48	05-09-08 05:41	4:53	Balgo	CHPP	Gyobu, William (John)	000 015 058	Employee	Corn Systems, Inc	- none -
05-09-08 01:49	05-09-08 11:29	9:39	Balgo	CHPP	Matej, Scott	000 016 994	Employee	Corn Systems, Inc	- none -
05-09-08 01:50	05-09-08 11:30	9:39	Balgo	CHPP	Andrews, Rod	000 015 789	Employee	Corn Systems, Inc	- none -
05-09-08 01:51	05-09-08 11:30	9:39	Balgo	CHPP	Whale, Ay	000 017 354	Employee	Corn Systems, Inc	Shovel SH12
05-09-08 01:53	05-09-08 11:30	9:37	Balgo	CHPP	Sparke, Rod	000 015 372	Employee	Corn Systems, Inc	- none -
05-09-08 01:53	05-09-08 11:35	9:42	Balgo	CHPP	Copley, Kelman	000 015 125	Employee	Corn Systems, Inc	- none -
05-09-08 02:34	05-09-08 10:11	7:36	Balgo	CHPP	Johnson, Joel	000 015 208	Employee	Corn Systems, Inc	- none -
05-09-08 05:38	05-09-08 05:49	1:10	Balgo	CHPP	Strydom, Cameron	000 017 012	Employee	Corn Systems, Inc	Shovel SH29
06-09-08 01:23	06-09-08 07:30	6:07	Balgo	CHPP	Madden, Robert	000 015 193	Employee	Corn Systems, Inc	- none -
06-09-08 01:31	06-09-08 05:45	5:14	Balgo	CHPP	Randon, Wayne	000 015 369	Employee	Corn Systems, Inc	- none -
06-09-08 01:38	06-09-08 07:34	5:56	Balgo	CHPP	Denley, Mark	000 018 425	Employee	Corn Systems, Inc	Repair Tray
06-09-08 01:50	06-09-08 05:40	4:49	Balgo	CHPP	Sparke, Rod	000 015 372	Employee	Corn Systems, Inc	- none -
06-09-08 01:50	06-09-08 05:40	4:49	Balgo	CHPP	Andrews, Rod	000 015 789	Employee	Corn Systems, Inc	- none -
06-09-08 01:55	12-09-08 01:49	143:53	Balgo	CHPP	Hovey, Shane	000 015 417	Employee	Corn Systems, Inc	- none -
06-09-08 02:23	06-09-08 07:40	5:17	Balgo	CHPP	Johnson, Joel	000 015 208	Employee	Corn Systems, Inc	- none -

Whereas the **on site now report** shows who is still on site, this report shows similar information for everyone who has logged into a site in a date range, **whether or not they are still on site**.

Local Mode Transactions

Any local mode logins or logouts are shown with a silver background in the **Date In** or **Date Out** cells, and a legend appears at the bottom of the report.

Breaches

Any breaches are shown with a red background, and a legend appears at the bottom of the report.

Links

The Site Log Report shows various fields as links. Click them to display the relevant details.

The **date in** link displays the Login Details page, as explained below. The **person** and **activities** links jump you to the same view pages which you can access through the relevant menu commands.

Login Details

This page is displayed by clicking the **date in** field in the Site Log Report (page 39) or in the On Site Now Report (page 38).




The screenshot shows the 'Login Details for ROD BRIGGS at Balgo' page. The interface includes a navigation bar with 'home', 'person', 'report', 'help', and 'system' tabs. A left sidebar contains 'session details' with fields for session tag (9620), user (Data Manager), and date/time (Mon 22 Sep 2008 15:33). The main content area is divided into sections: 'General' (Person ID: 000 014 881, Name: Rod Briggs, Company: Corn Systems, Inc, Person Type: Employee, Duration: 2:37), 'Log In' (Site Log ID: 173535, Log Point: ADMIN, Time: 22 Sep 08 at 15:32, Activity: Administration: Accounts A15, Method: Manual Id Entry), 'Log Out' (Log Point: ADMIN, Time: 22 Sep 08 at 18:10, Method: Manual Id Entry), and 'Induction Viewed: None'. A 'back' button is at the bottom left. A 'Messages Displayed at Login' box on the right shows a 'Safety Equipment 12 Sep 08' message: 'Please ensure you have the correct safety equipment for each task you are undertaking. Report to the main store for supplies. (By Onsite Team)'. A 'printer friendly' icon is in the top right.

This shows all the current details about this person's login and logout, including what messages they saw at the logpoint (see page 19 for more about logpoint messages).

Site Log Id Lookup

The Site Log report can be accessed from the **site log id lookup** command on the **report** menu to retrieve the login details report for a particular login event with a given site log id.



Enter a **site log id** into the text box provided and click the **search** button to access the login details report for the login event.

The login details report provided here is identical to the report accessed from clicking **Date In** links for individual login events on the **site log**.

If an invalid site log id that is not the id of a current site log record in the database is entered into the report, the login details report will not be displayed and you will be notified with the following message: 'Cannot find a matching site log record in the database.'

If you do not have permission to view a particular site log record, the login details report will not be displayed and you will be notified with the following message: 'You do not have permission to view the site log record specified. It is outside your current working scope.' You only have permission to view site log records for logins by your own company's employees.

Cardholder Competencies Report

This is a comprehensive report that you can use to locate persons who have a certain combination of competencies across multiple sites including those who are missing certain competencies, or those who have similar, but not identical competencies.

Here is the report setup page.

To produce this report you must make the following choices:

- Competency selection logic
- Output format

The page has **help tips** to explain how to use it. You can build up complex combinations of logical conditions, and some of the more advanced report selections require a good understanding of selection logic.


This is a good report to experiment with as it has many possible uses and output formats.

Expiring Competencies Report

Use this report to help with planning the renewal of your employee's competencies such as inductions and licences.

Anyone with a competency that is due to expire in the next few months will be notified at the logpoint each time they log in, but this report allows you to plan the renewal process in advance.

Here is the report setup page.



The screenshot shows the 'Expiring Competencies Report' setup page for 'Corn Systems, Inc'. The page has a green header with the 'onsite track easy' logo and 'Corn Systems, Inc' text. Below the header is a navigation bar with links for 'home', 'person', 'report', 'help', and 'system'. The main content area is titled 'Expiring Competencies Report for Corn Systems, Inc Employee Contractors on ALL Sites' and includes a 'printer friendly' icon. On the left, there is a 'session details' sidebar showing session tag 9832, user 'U: belinda', role 'R: Data Manager', and location 'C: UD A5'. The main form area contains the following options:

- Report:** EMPLOYEES From
- Include:**
 - All Competencies
 - Inductions
 - Appointments
 - Show Address
- Group By:**
 - None
 - Competency
 - Site
 - New page on group
- For:**
 - Month of
 - Between and

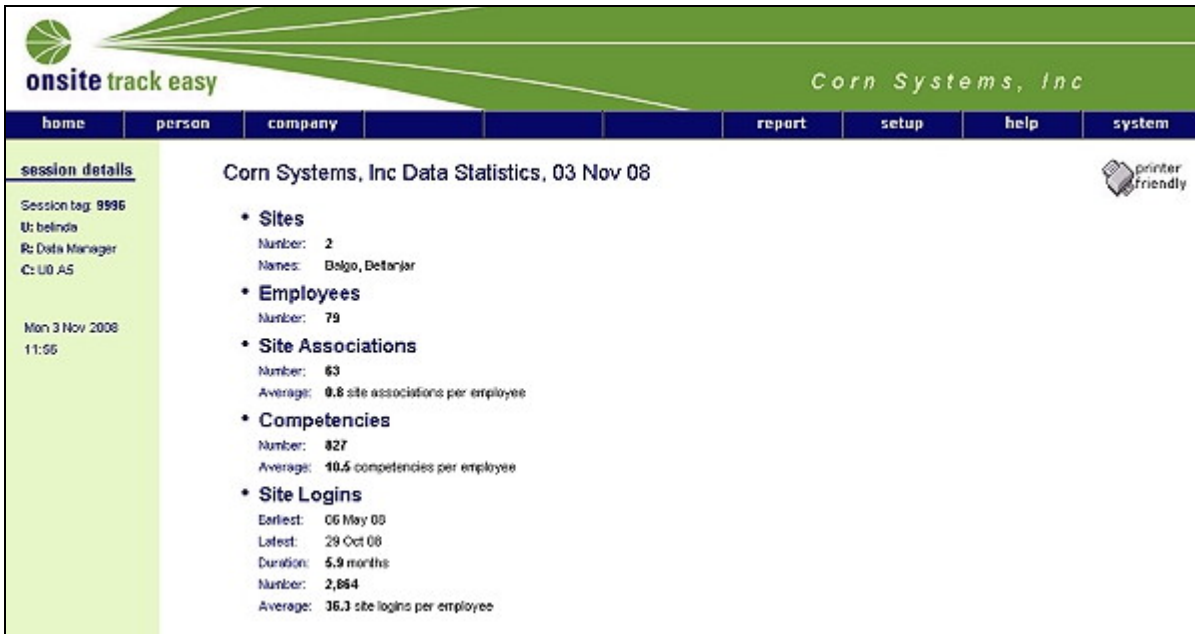
A green 'report' button is located to the right of the date selection. Below the form, there are two informational messages:

- ▶ This report lists cardholders whose competencies expire within the given period.
- ▶ The "All Competencies" setting automatically includes Inductions and Appointments.

Choose your options and click **report**.

Data Statistics

The data statistics report displays statistics relating to the sites where your employees work, including averages across all employees on the number of site associations, competencies and site logins.



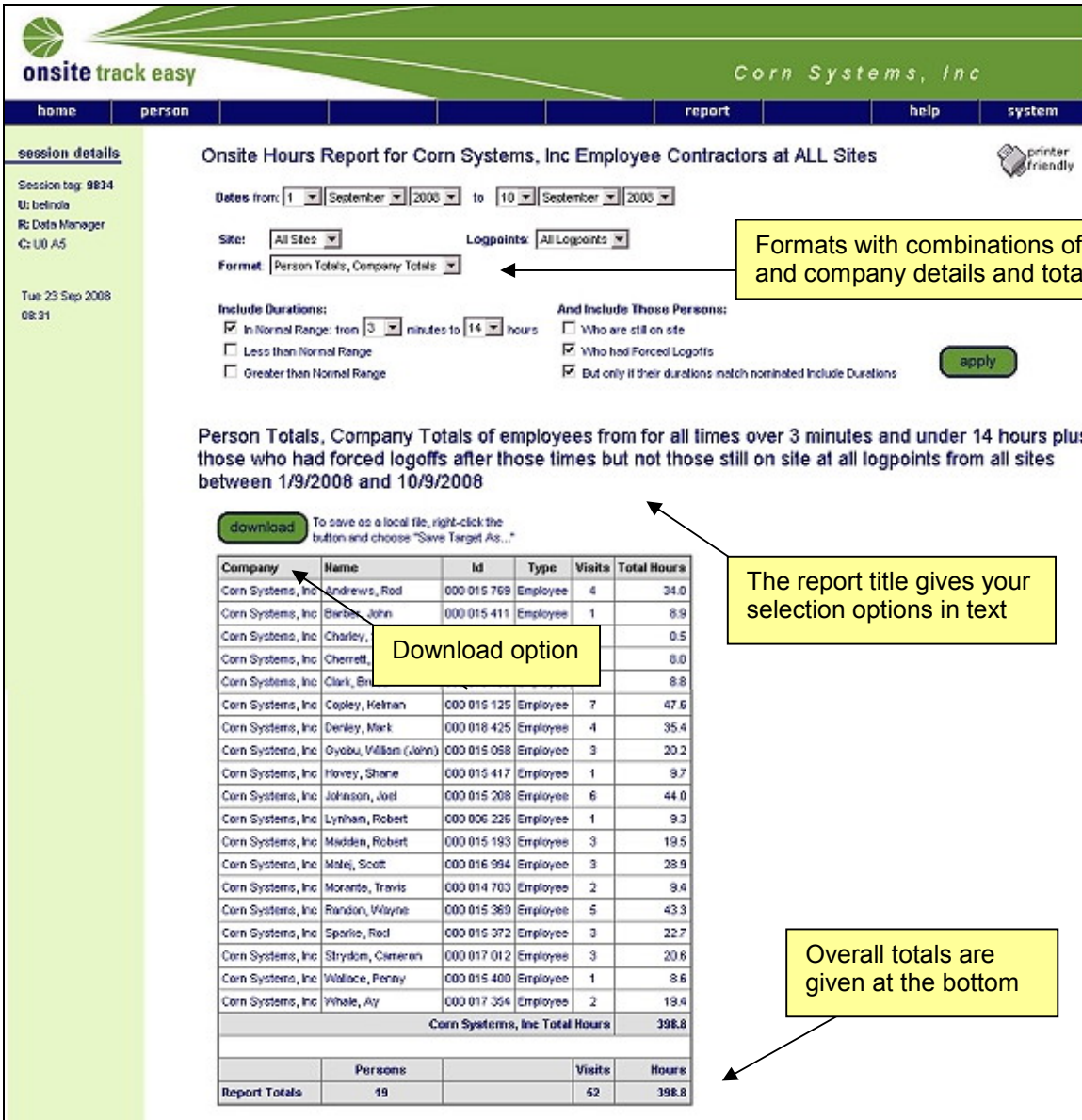
The screenshot shows the Onsite Track Easy interface for a report titled "Corn Systems, Inc Data Statistics, 03 Nov 06". The interface includes a navigation menu with options like "home", "person", "company", "report", "setup", "help", and "system". A "session details" sidebar on the left provides information about the user (belinda) and the session (03 Nov 2006, 11:56). The main content area displays the following statistics:

- Sites**: Number: 2, Names: Balgo, Betonjar
- Employees**: Number: 79
- Site Associations**: Number: 63, Average: 0.8 site associations per employee
- Competencies**: Number: 827, Average: 10.5 competencies per employee
- Site Logins**: Earliest: 06 May 06, Latest: 29 Oct 06, Duration: 5.9 months, Number: 2,664, Average: 36.3 site logins per employee

A "printer friendly" icon is visible in the top right corner of the report area.

Onsite Hours Report

This is a popular report based on the hours worked across all sites by your employees logging in at the Onsite logpoints. There are many options and the different **format** settings result in quite different reports.



onsite track easy Corn Systems, Inc

home person report help system

session details
 Session tag: 9834
 U: belinda
 R: Data Manager
 C: U0 A5
 Tue 23 Sep 2008 08:31

Onsite Hours Report for Corn Systems, Inc Employee Contractors at ALL Sites printer friendly

Dates from: 1 September 2008 to 10 September 2008

Site: All Sites Logpoints: All Logpoints

Format: Person Totals, Company Totals

Include Durations:
 In Normal Range: from 3 minutes to 14 hours
 Less than Normal Range
 Greater than Normal Range

And Include Those Persons:
 Who are still on site
 Who had Forced Logoffs
 But only if their durations match nominated Include Durations

Person Totals, Company Totals of employees from for all times over 3 minutes and under 14 hours plus those who had forced logoffs after those times but not those still on site at all logpoints from all sites between 1/9/2008 and 10/9/2008

To save as a local file, right-click the button and choose "Save Target As..."

Company	Name	Id	Type	Visits	Total Hours
Corn Systems, Inc	Andrews, Rod	000 015 768	Employee	4	34.0
Corn Systems, Inc	Barber, John	000 015 411	Employee	1	8.9
Corn Systems, Inc	Charley,				0.5
Corn Systems, Inc	Cherrett,				8.0
Corn Systems, Inc	Clark, Br				8.8
Corn Systems, Inc	Copley, Kelman	000 015 125	Employee	7	47.6
Corn Systems, Inc	Derley, Mark	000 018 425	Employee	4	35.4
Corn Systems, Inc	Gyabu, William (John)	000 015 058	Employee	3	20.2
Corn Systems, Inc	Harvey, Shane	000 015 417	Employee	1	9.7
Corn Systems, Inc	Johnson, Joel	000 015 208	Employee	6	44.0
Corn Systems, Inc	Lynham, Robert	000 006 226	Employee	1	9.3
Corn Systems, Inc	Madden, Robert	000 015 193	Employee	3	19.5
Corn Systems, Inc	Malek, Scott	000 016 994	Employee	3	28.9
Corn Systems, Inc	Moreano, Travis	000 014 703	Employee	2	9.4
Corn Systems, Inc	Randon, Wlynie	000 015 369	Employee	5	43.3
Corn Systems, Inc	Sparke, Rod	000 015 372	Employee	3	22.7
Corn Systems, Inc	Strydom, Cameron	000 017 012	Employee	3	20.6
Corn Systems, Inc	Wallace, Penny	000 015 400	Employee	1	8.6
Corn Systems, Inc	Whele, Ay	000 017 354	Employee	2	19.4
Corn Systems, Inc Total Hours					398.8
		Persons		Visits	Hours
Report Totals		19		52	398.8

The default settings exclude all very short logins and very long logins, but you can easily change these settings. You can also choose to select an individual site rather than all sites, or an individual logpoint.

Sites Report

The sites report extract three types of data:

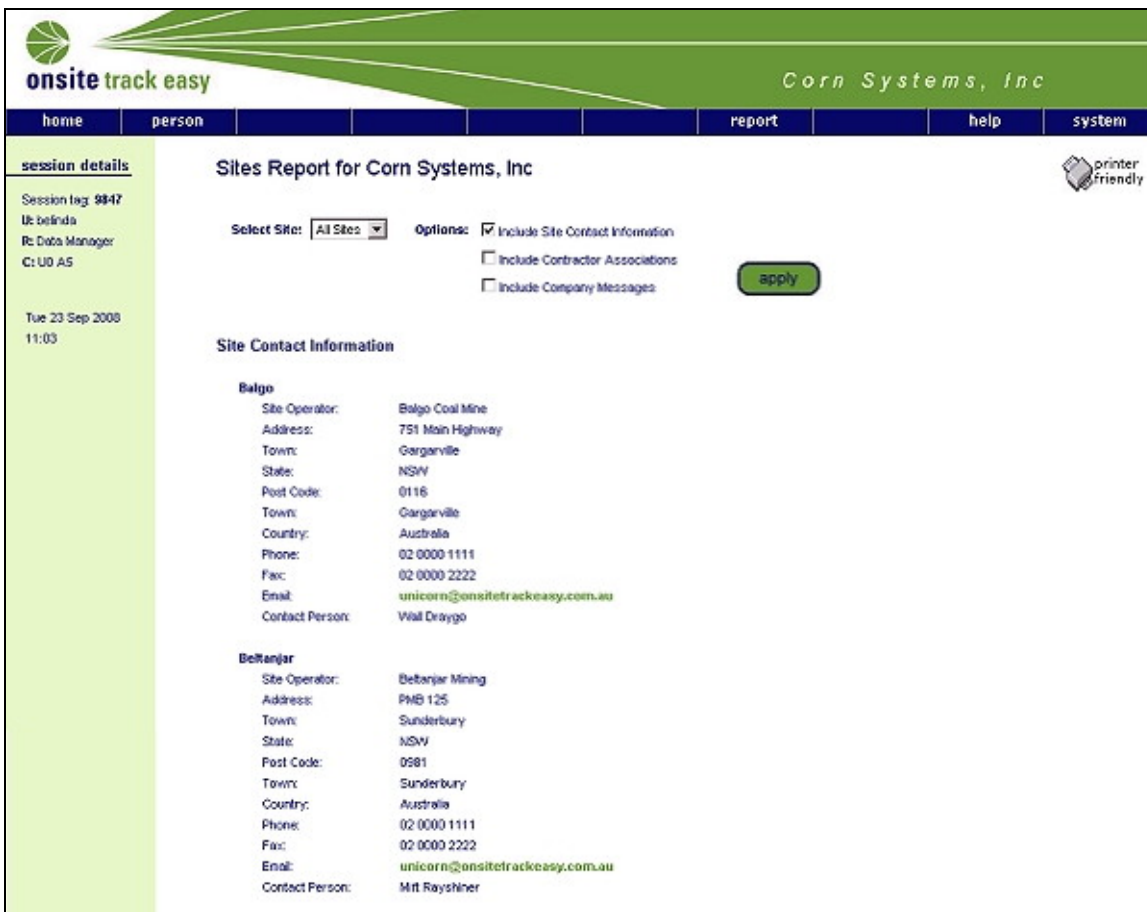
- Site contacts
- Contractor Associations
- Company Messages



The screenshot shows the 'Sites Report for Corn Systems, Inc' configuration page. On the left is a 'session details' sidebar with session tag 9847, user 'li: belinda', role 'Data Manager', and client 'U0 A5'. The main area has a 'Select Site:' dropdown set to 'All Sites' and three checked options: 'Include Site Contact Information', 'Include Contractor Associations', and 'Include Company Messages'. An 'apply' button is visible.

Site Contact Information

The site contact information is essentially contact details for the sites that the contractor company is associated with.



The screenshot shows the 'Site Contact Information' report for Corn Systems, Inc. It displays contact details for two sites: Balgo and Belbanjar. The 'Balgo' site details include: Site Operator: Balgo Coal Mine, Address: 751 Main Highway, Town: Gargenville, State: NSW, Post Code: 0116, Country: Australia, Phone: 02 0000 1111, Fax: 02 0000 2222, Email: unicorn@onsitetrackeasy.com.au, and Contact Person: Will Draygo. The 'Belbanjar' site details include: Site Operator: Belbanjar Mining, Address: PMB 125, Town: Sunderlandbury, State: NSW, Post Code: 0981, Country: Australia, Phone: 02 0000 1111, Fax: 02 0000 2222, Email: unicorn@onsitetrackeasy.com.au, and Contact Person: Milt Rayshner.

Contractor Associations

The contractor associations section displays a table which shows what sites each of your contractors are associated with. Each association is shown as a tick which can be hovered over with the mouse to show the date the employee was associated and by whom.



onsite track easy Corn Systems, Inc

home person report help system

session details
 Session tag: 9847
 U: belinda
 R: Data Manager
 C: U0_A5
 Tue 23 Sep 2008
 11:05

Sites Report for Corn Systems, Inc printer friendly

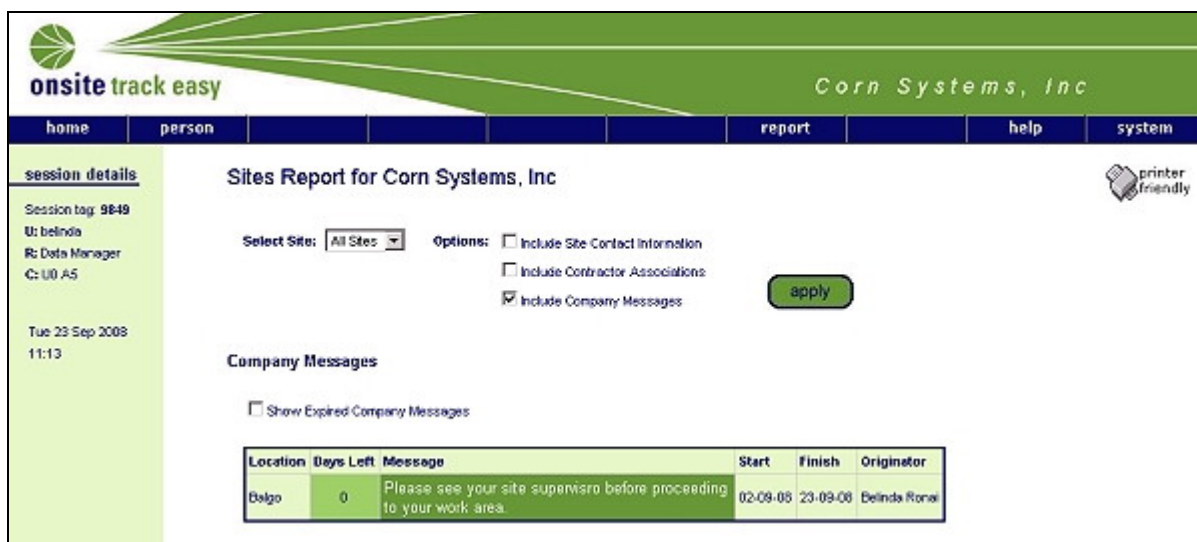
Select Site: Options: Include Site Contact Information
 Include Contractor Associations
 Include Company Messages apply

Contractor Associations

Employee	Card ID	Belgo	Bellenjar
Aladjuz, Kylie	000 005 737	✓	
Andrews, Rod	000 015 788	✓	✓
Sanaghan, Leigh	000 015 203	✓	
Barber, David	000 018 420	✓	
Barber, John	000 015 411	✓	
Bramante, Darren	000 015 371	✓	✓
Briggs, Rod	000 014 881	✓	✓
Brown, Mark	000 005 227		
Callan, Rod	000 005 458	✓	✓
Card, Geoff	000 008 471		
Charley, Steven	000 014 531	✓	✓

Company Messages

This section displays any messages set to display to employees at logpoints when they login from the contractor company. There is no guarantee that messages shown here were seen by contractor company's employees for a login.



onsite track easy Corn Systems, Inc

home person report help system

session details
 Session tag: 9849
 U: belinda
 R: Data Manager
 C: U0_A5
 Tue 23 Sep 2008
 11:13

Sites Report for Corn Systems, Inc printer friendly

Select Site: Options: Include Site Contact Information
 Include Contractor Associations
 Include Company Messages apply

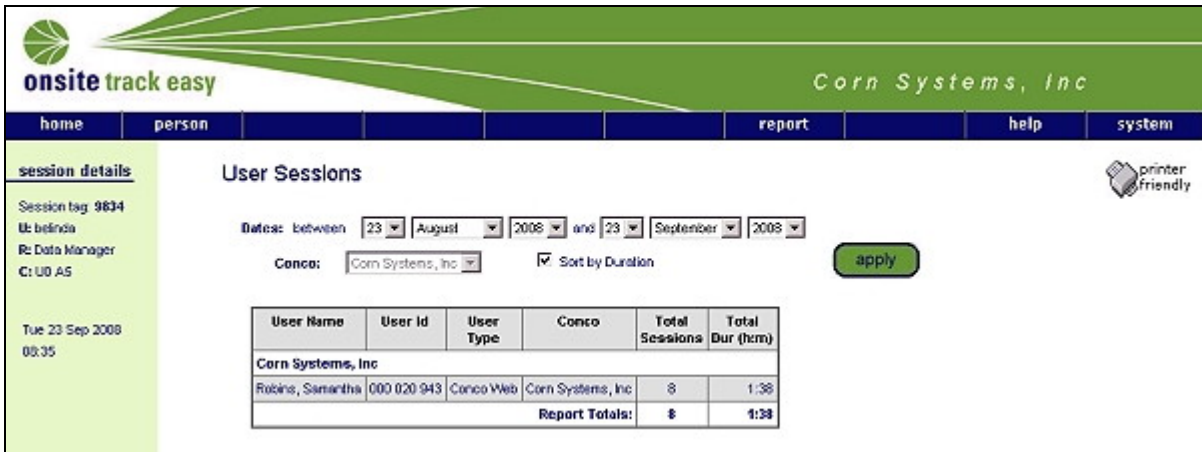
Company Messages

Show Expired Company Messages

Location	Days Left	Message	Start	Finish	Originator
Belgo	0	Please see your site supervisor before proceeding to your work area.	02-09-08	23-09-08	Belinda Ronai

User Sessions Report

This report shows which users have been logging into your site and how long their sessions have lasted.



session details

Session tag: 9634
 ID: b6f9da
 R: Data Manager
 C: UB A5

Tue 23 Sep 2008
 09:35

User Sessions

Dates: between 23 August 2008 and 23 September 2008

Conco: Corn Systems, Inc Sort by Duration

User Name	User Id	User Type	Conco	Total Sessions	Total Dur (hrm)
Corn Systems, Inc					
Robins, Samantha	000 020 943	Conco Web	Corn Systems, Inc	8	1:38
Report Totals:				8	1:38

printer friendly

Select a date range and click **apply**.

This report totals the number of sessions and the duration of the sessions for each user within the specified period. By default the **sort by duration** box is ticked, but you can make it sort on the user names instead by un-ticking that option before clicking apply.

Session Durations

The duration of a user session may require some interpretation as some users will log out and clearly nominate the end of their session, whereas other users may allow their sessions to expire after 60 minutes of inactivity. To provide the most accurate indication of the time each user has actually been using the Onsite web, the duration of expired sessions is calculated from the start of the session until the beginning of the idle period that led to the expiry.

Setup

Onsite Contractor

The Onsite Contractor settings and subscription details can be viewed and edited (if you have the correct user permissions) from the **Onsite Contractor** command on the **setup** menu. The Onsite Contractor view page consists of 3 tabs:

- General – Onsite Contractor company name and number of cal's.
- Subscription – subscription expiry date, contact.
- Options – Onsite Contractor settings

General

This tab shows the contractor company name, the number of cal's they own (see page 53), the timezone and whether their Onsite Contractor web is active or not. The settings on this page are not editable. Please contact **Onsite Support** if you need any of these settings changed or the number of cal's increased.



The screenshot shows the Onsite Contractor setup interface. At the top, there is a navigation bar with the 'onsite track easy' logo on the left and 'Corn Systems, Inc' on the right. Below the logo is a menu with options: home, person, company, report, setup, help, and system. The 'setup' menu is currently selected. On the left side, there is a 'session details' panel showing session tag 9996, user belinda, role Data Manager, and session time Mon 3 Nov 2008 12:04. The main content area is titled 'Corn Systems, Inc (conco web)' and has three tabs: 'general', 'subscription', and 'options'. The 'general' tab is active, displaying the following information:

GENERAL	
Name:	Corn Systems, Inc
Conco Id:	471
Cals:	5
Timezone:	Australia/NSW
Active:	<input checked="" type="checkbox"/>

Below the table, there is a note: ▶ These conco web settings are not editable in the conco web. Please go to the system web if you need to make changes.

Subscription

This tab shows details of your Onsite Contractor subscription. The subscription **status** should always be **current**. The **subscription type** can be either **trial** (free) or **purchase** (paid subscription). Trial periods are usually in days, purchase periods in years. The **expiry date** on this page is the date your subscription ends after which logins are no longer permitted to Onsite Contractor unless the subscription is renewed or upgraded to a purchase from a trial. Please contact **Onsite Support** for assistance with this.

Contact details are editable by users with the **can edit Onsite Contractor web settings** right (see page 25). Leading up to the expiry of your Onsite Contractor web, alerts will be sent to the subscription contact email address at 30, 14 and 7 days prior to expiry and upon expiry. It is important to keep these contact details up to date so these alerts are received.

onsite track easy Corn Systems, Inc

home person company report setup help log out

session details

Session tag: 0003
 U: concol
 R: Data Manager
 C: U1 A4

Mon 3 Nov 2008
 12:18

Corn Systems, Inc (conco web)

general **subscription** options

SUBSCRIPTION

Status: CURRENT [history](#)

Subscription Type: TRIAL

Expiry Date: 03 Dec 08

Issue Date: 03 Nov 08

Issued By: Belinda Ronai

Comments: Trial terms and conditions agreed. Trial subscription activated.

Terms and Conditions Agreed On: 03 Nov 08

Terms and Conditions Agreed By: James Trundell

CONTACT DETAILS

First Name: James
 Last Name: Con
 Email: denc@onsitrackeasy.com.au

[edit](#)

► Please contact Onsite Support if you need your current subscription renewed.
 ► The subscription contact details are used to email alerts regarding pending subscription expiry.

Overall totals are given at the bottom

The **history** button can be used to view the subscription history which is a listing of your initial subscription and subsequent renewals. The subscription history in the following image only shows one record which is the initial trial subscription with a 1 month duration.

onsite track easy Corn Systems, Inc

home person company report setup help system

session details

Session tag: 0004
 U: belinda
 R: Data Manager
 C: U0 A5

Mon 3 Nov 2008
 13:47

View Corn Systems, Inc Conco Web Subscription History

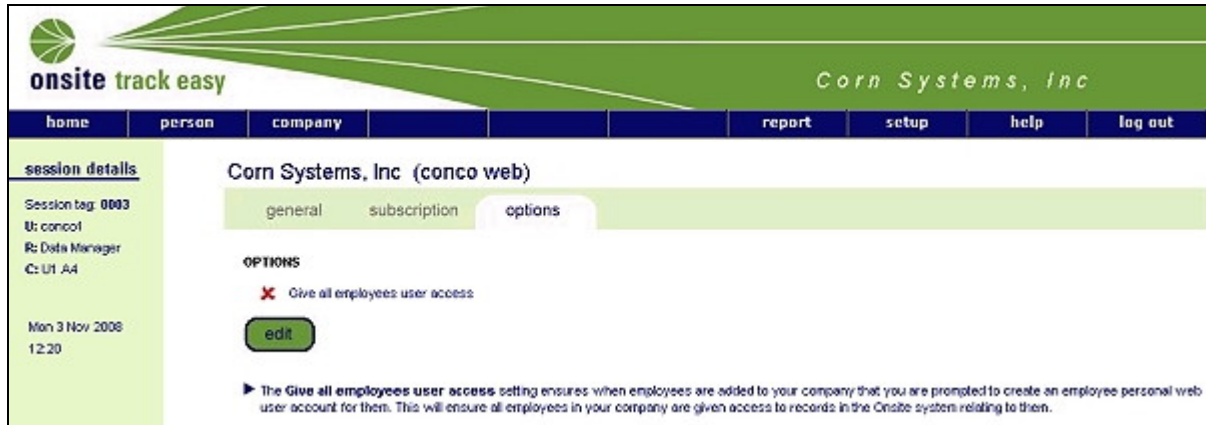
Subscription Type	Issue Date	Expiry Date	Duration	Issued By	Comment
TRIAL	03 Nov 08 04:40	03 Dec 08	1 month	Belinda Ronai	Trial terms and conditions agreed. Trial subscription activated.

[back](#)

► The **Issue Date** corresponds to the date of purchase of the conco web for **purchased** subscriptions.
 ► The **Issue Date** corresponds to the date terms and conditions were first agreed to at login for trial subscriptions.

Options

There is currently only one option setting in Onsite Contractor: **give all employees user access**.



onsite track easy Corn Systems, Inc

home person company report setup help log out

session details

Session tag: 0003
 U: concof
 R: Data Manager
 C: U1_A4

Mon 3 Nov 2008
 12:20

Corn Systems, Inc (conco web)

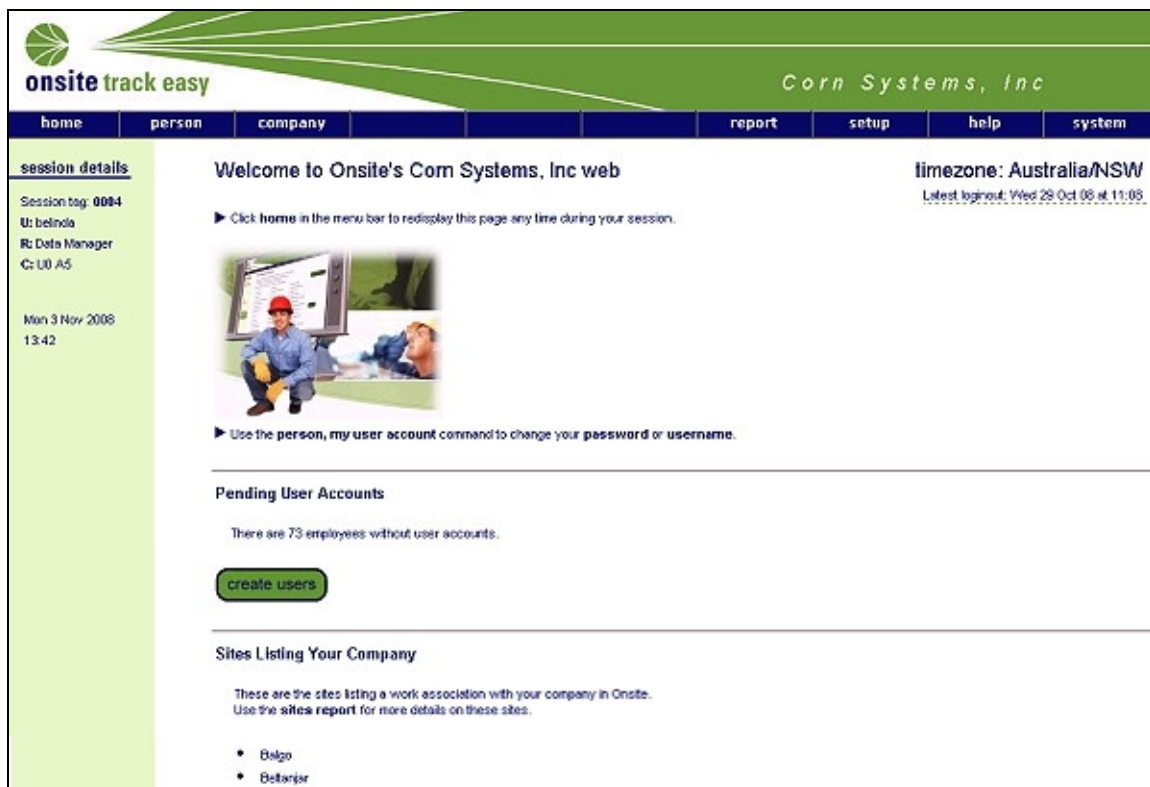
general subscription **options**

OPTIONS

Give all employees user access

► The **Give all employees user access** setting ensures when employees are added to your company that you are prompted to create an employee personal web user account for them. This will ensure all employees in your company are given access to records in the Onsite system relating to them.

This setting is used to display a list of pending user accounts on the Onsite Contractor home page (see following image). A person is listed as needing a user account if they are an employee without a user account and the **give all employees user access** setting is true. Use the **create users** button to go to a page where users accounts for these employees can be created in a batch (see page 21).



onsite track easy Corn Systems, Inc

home person company report setup help system


session details

Session tag: 0004
 U: belinda
 R: Data Manager
 C: U0_A5

Mon 3 Nov 2008
 13:42

Welcome to Onsite's Corn Systems, Inc web timezone: Australia/NSW
 Latest logout: Wed 28 Oct 08 at 11:05

► Click **home** in the menu bar to redisplay this page any time during your session.



► Use the **person, my user account** command to change your **password** or **username**.

Pending User Accounts

There are 73 employees without user accounts.

Sites Listing Your Company

These are the sites listing a work association with your company in Onsite.
 Use the **sites report** for more details on these sites.

- Balgo
- Belarjar

Online User Manuals

The **user manuals** command on the **help** menu displays this page.



It lists the various pdf files available for download from the Onsite server. Each time a new Onsite software version is released the user manual is updated and can be downloaded from this page.

You can click any link to view the document or right-click it to download it.

Onsite Contractor CALs

Your Onsite Contractor licence entitles you to a certain number of **client access licences** (CALs). A CAL is consumed by an active user session in Onsite Contractor.

Each time a person attempts to log in to Onsite Contractor, Onsite checks to see if there is a free CAL for them. If not, they are shown a list of all the users who have **active sessions**, with the time until each session expires, so they can contact anyone with an old session if they want to check whether that person can give up their CAL.

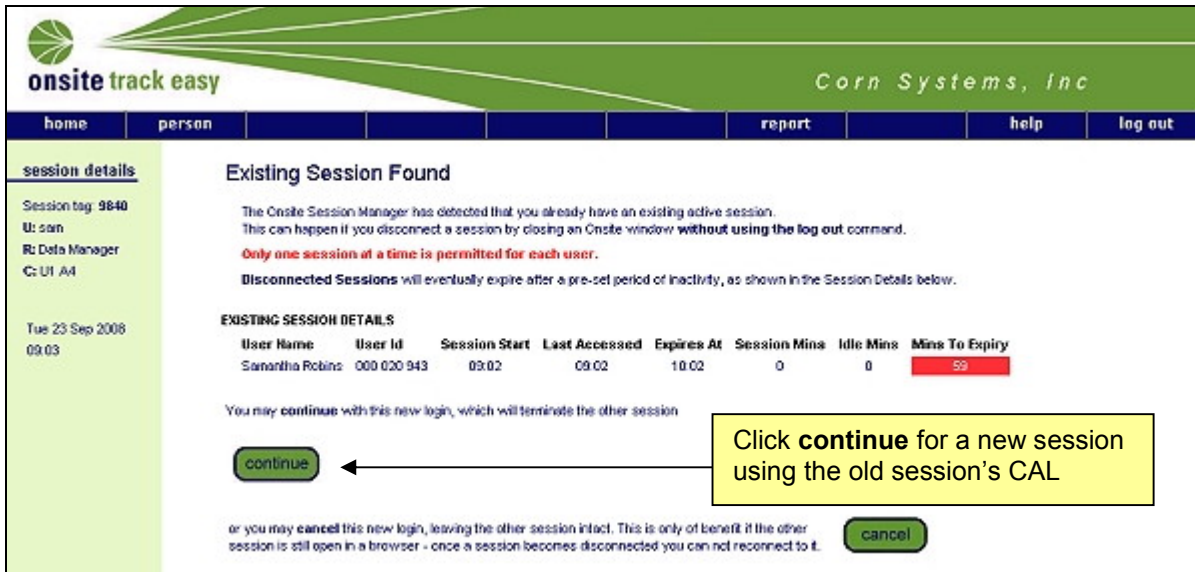
Returning CALs to the Pool

Your session CAL is immediately returned to the pool of available CALs when you choose the **log out** command from the site web menu.

Warning: If you close your browser without logging out, your CAL is **not returned to the pool** of available CALs until the session expiry time is reached, which is 60 minutes from the last time you accessed a page in Onsite Contractor! It is strongly recommended that you always use the log out command.

Cleaning Up an Orphaned Session

When you close the browser instead of logging out, you have created an orphaned session, which uses a CAL until it expires. To clean up an orphaned session and return the CAL to the pool of available CALs, log in again. You will see a page like this.



The screenshot shows the Onsite Contractor web interface. At the top, there is a navigation bar with 'home', 'person', 'report', 'help', and 'log out'. Below this, a 'session details' sidebar shows session tag 9840, user 'sain', role 'Data Manager', and location 'UT A4'. The main content area displays an 'Existing Session Found' message with the following text:

The Onsite Session Manager has detected that you already have an existing active session. This can happen if you disconnect a session by closing an Onsite window **without using the log out command**.
Only one session at a time is permitted for each user.
Disconnected Sessions will eventually expire after a pre-set period of inactivity, as shown in the Session Details below.

EXISTING SESSION DETAILS

User Name	User Id	Session Start	Last Accessed	Expires At	Session Mins	Idle Mins	Mins To Expiry
Samantha Robins	000 020 943	09:02	09:02	10:02	0	0	59

You may **continue** with this new login, which will terminate the other session

or you may **cancel** this new login, leaving the other session intact. This is only of benefit if the other session is still open in a browser - once a session becomes disconnected you can not reconnect to it.

A yellow callout box with an arrow pointing to the 'continue' button contains the text: 'Click **continue** for a new session using the old session's CAL'.

This shows that Onsite still has a session open for your user account. If you choose **continue**, a new session will be opened, and the previous one closed. Then you can immediately log out to return the CAL to the available pool.

Warnings, Errors & Troubleshooting

If you attempt to navigate to a page that your user account is not authorised to access, you will see this page:



This **warning page** comes with a few different messages to suit different situations, and you will always have a **return** button so you can go back to the last page you were on.

A similar page is used when there is an unexpected error, such as shown here. In the **Description** area type an exact description of the steps you followed immediately preceding the error then hit the **send** button. Information on the error and your description will be sent to Onsite for action.

