Lendlease

Site Access

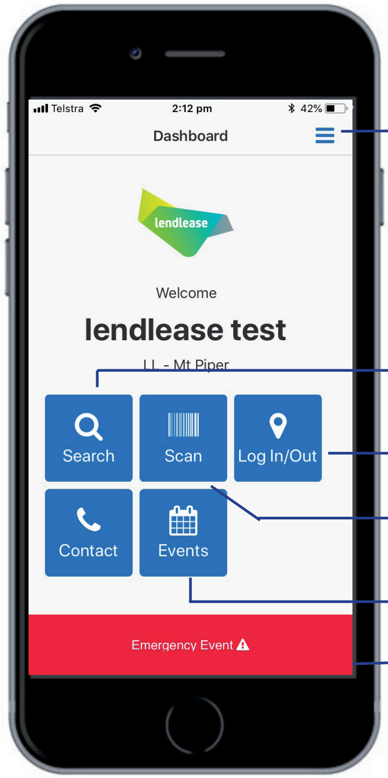
Mobile App User Guide

Pegasus™
Powered by Onsite

Download and open the Onsite Mobile App from the Apple App store or Google Play store.

Login by using your username and password (if you are an approved user) from your mobile device.

Navigation



Access main menu

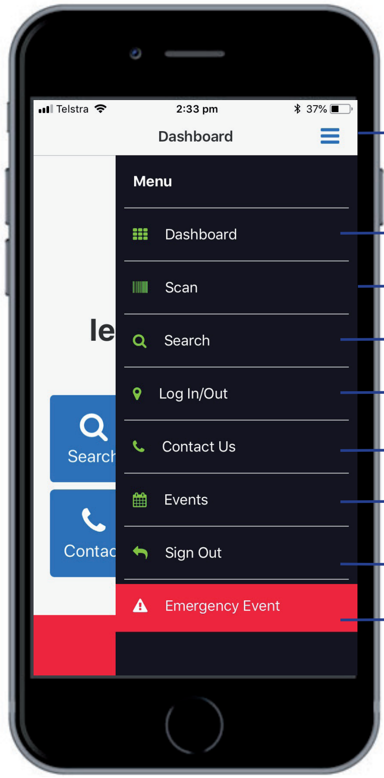
Search for a worker to access their profile

Log workers in and out of a site or project

Scan a worker's card to access their profile

Start or complete a Prestart or Toolbox Talk event

Start or complete an Emergency Evacuation Event



Access main menu

Access dash board (shown in left diagram)

Scan a worker's card to access their profile

Search for a worker to access their profile

Log workers in and out of a site or project

Contact Pegasus

Start or complete a Prestart or Toolbox Talk event

Sign out of the Mobile App

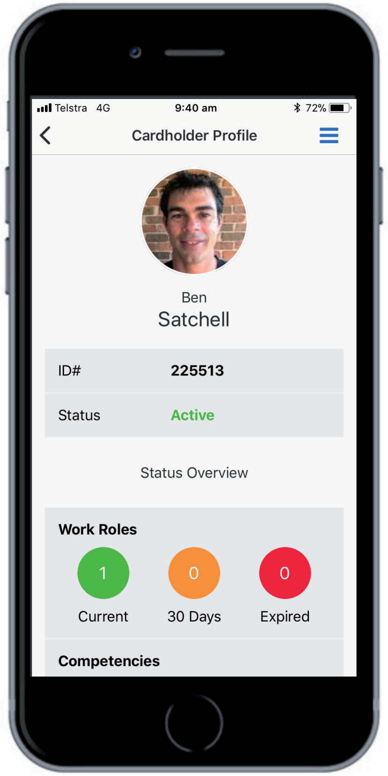
Start or complete an Emergency Evacuation Event

After login, you will land on the User Dashboard. The options above describe the functionality of each button on the dashboard.

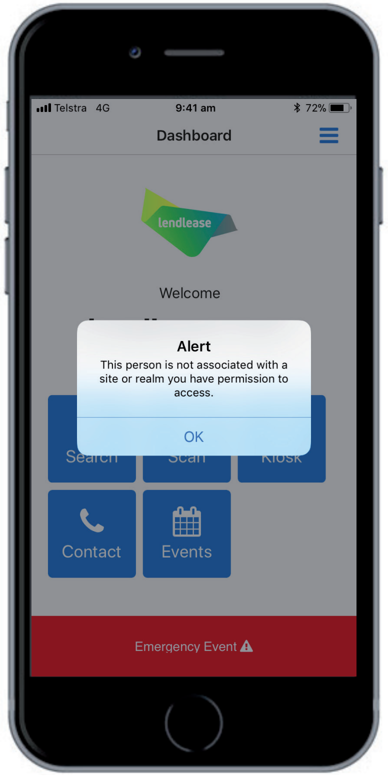
Each function can also be action by clicking the main menu button as shown above. Each menu item is described above.

Scanning a Card

After clicking on the Scan button, hold the camera over the QR code on the card to access a worker's profile.

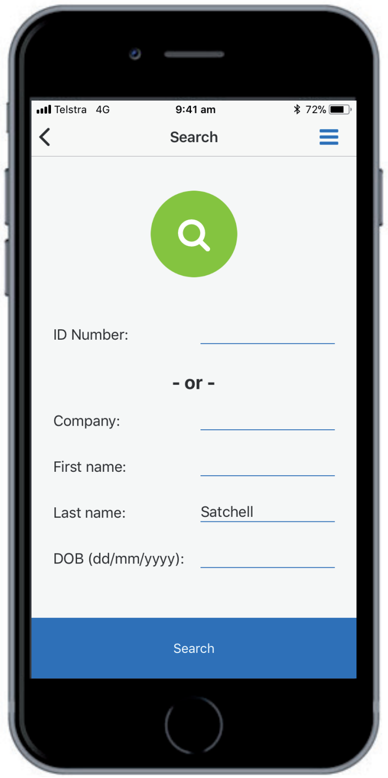


If accessible by the user, the user's profile will appear.

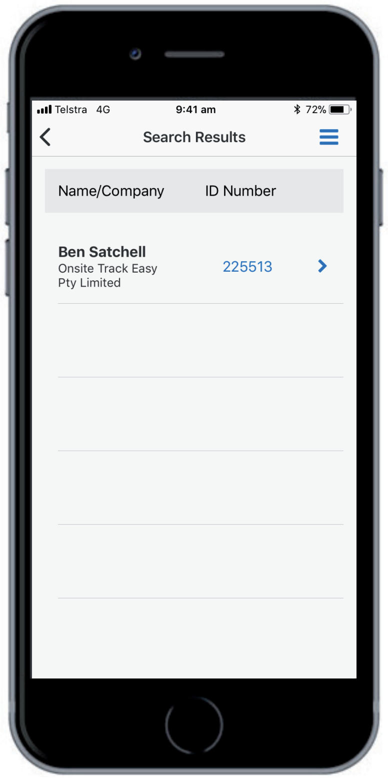


If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

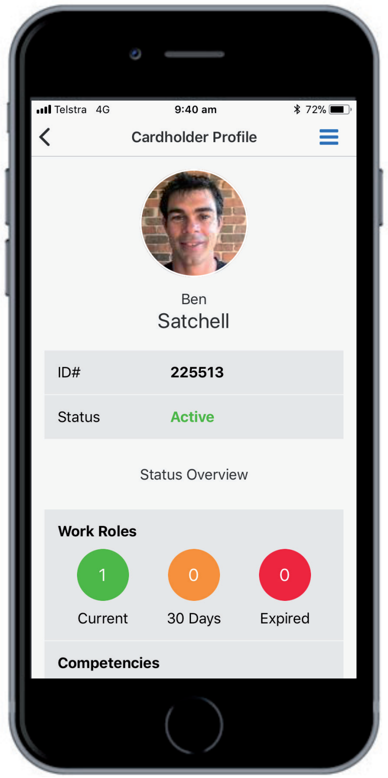
Searching for a Worker



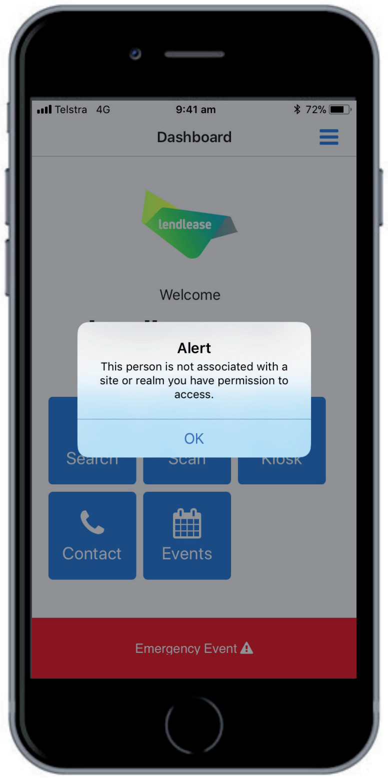
After clicking on the Search button, input the appropriate field to search for a person on the site or project when their card is unavailable.



A list of the people matching the search criteria will be returned. Click on the appropriate person to access the user's profile.

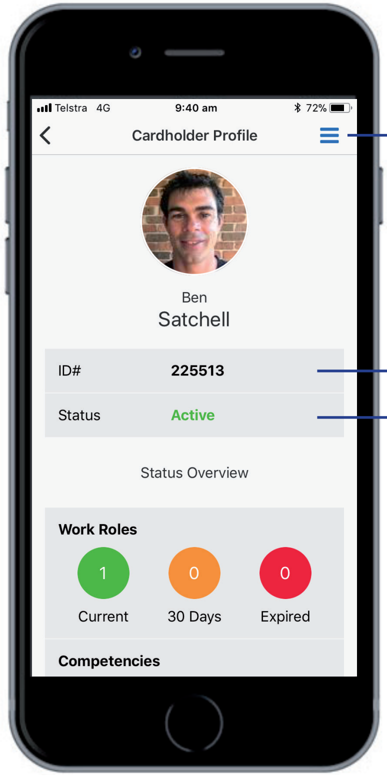


If accessible by the user, the user's profile will appear.



If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

Accessing a Worker’s Profile

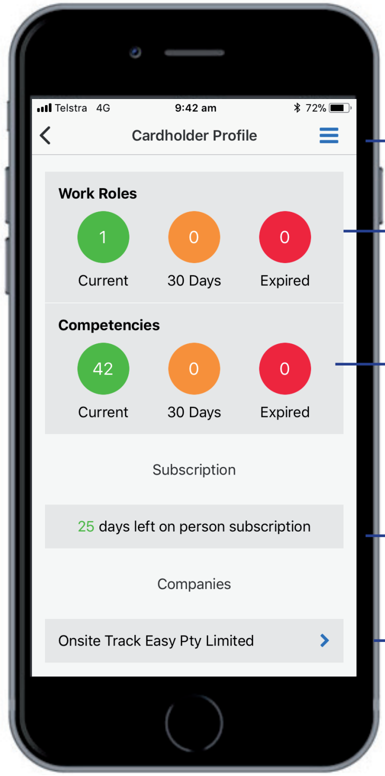


Access main menu

User’s ID number

User’s Card Status

The above description defines the user functionality available when accessing the Worker’s Profile.



Access main menu

Role Status – Green = Current Roles, Amber = Roles Expiring in Next 30 Days, Red = Expired Roles

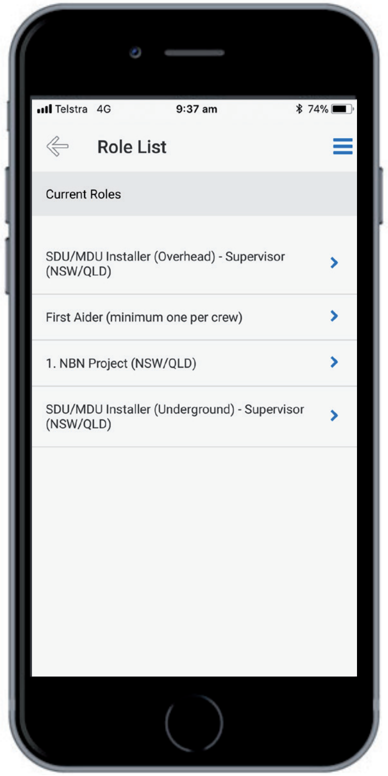
Competency Status – Green = Current Competencies, Amber = Competencies Expiring in Next 30 Days, Red = Expired Competencies

Days until card subscription expires

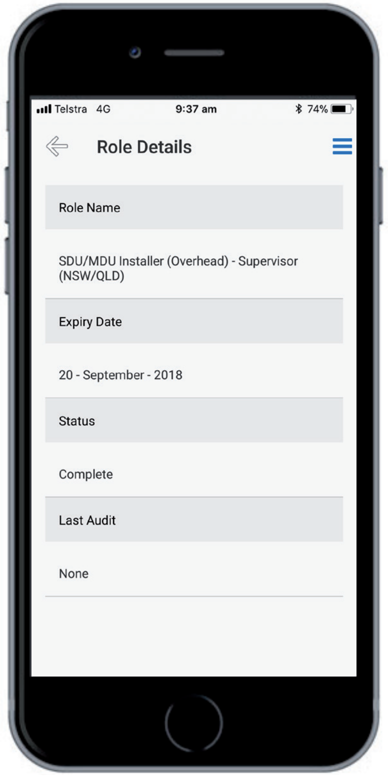
User’s Company Details

If the person is not associated to the project or site and is not accessible by the user, the above message will appear.

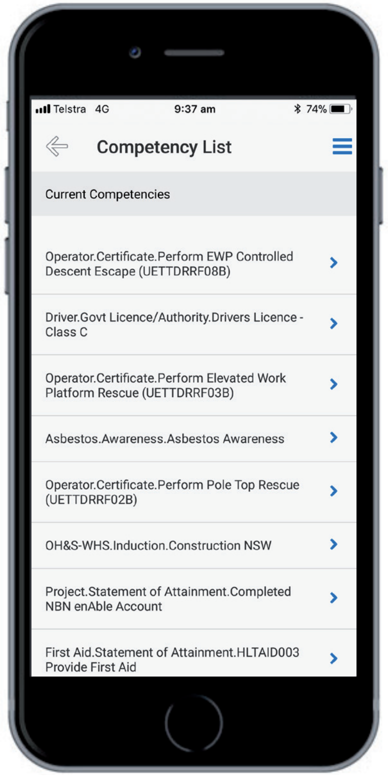
Accessing a Worker's Profile



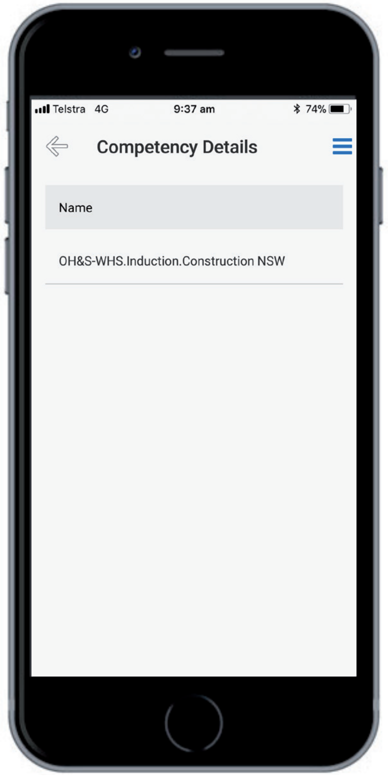
Role List: When clicking the work role status buttons on the profile, a list of roles will be displayed categorising current, expiring and expired roles.



Roles Details: When clicking a specific role, the expiry, status and audit details for the role are displayed.

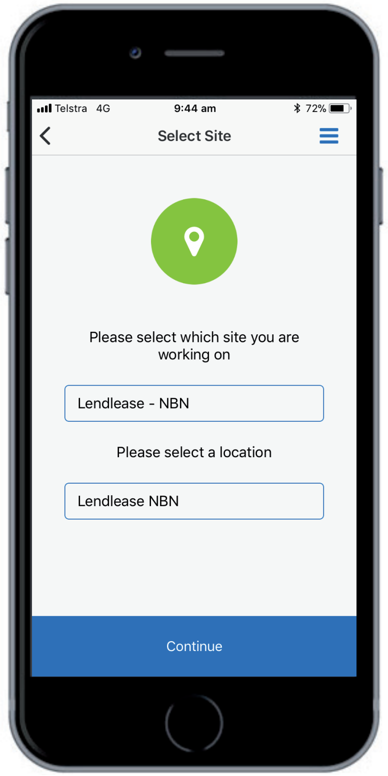


Competency List: When clicking the competency status buttons on the profile, a list of competencies will be displayed categorised by current, expiring and expired competencies.

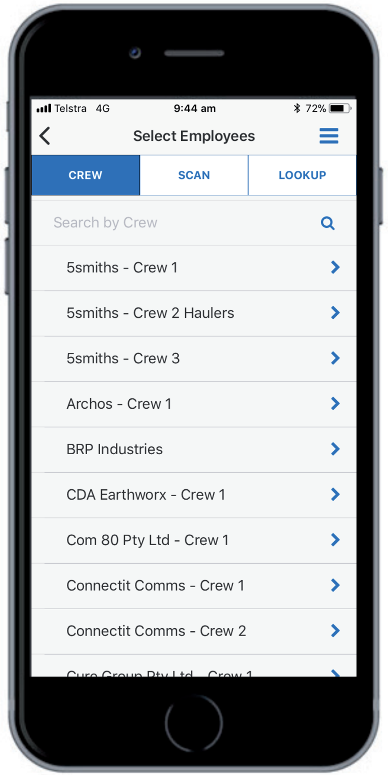


Competency Details: When clicking the specific competency, the expiry details for the competency are displayed.

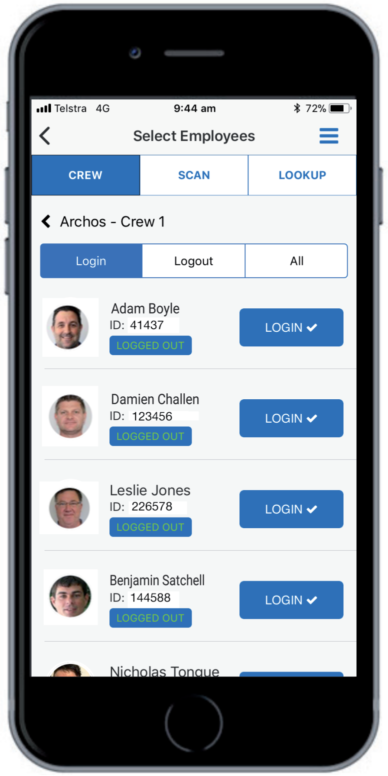
Logging a Crew Worker In and Out



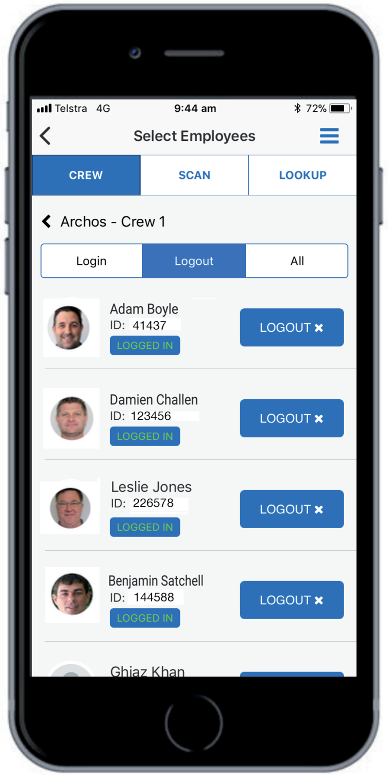
After clicking the Log In/Out button, you will be asked which site you are working on to log people in and out. Select the site and click **CONTINUE**.



Select A Crew: The first option is to select a crew to log the members of the crew in or out. After selecting the site, the crews associated to that site are listed. Click on the appropriate crew to view the crew members.

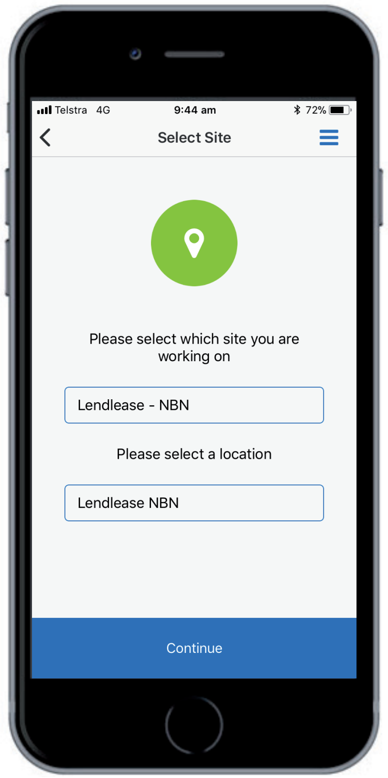


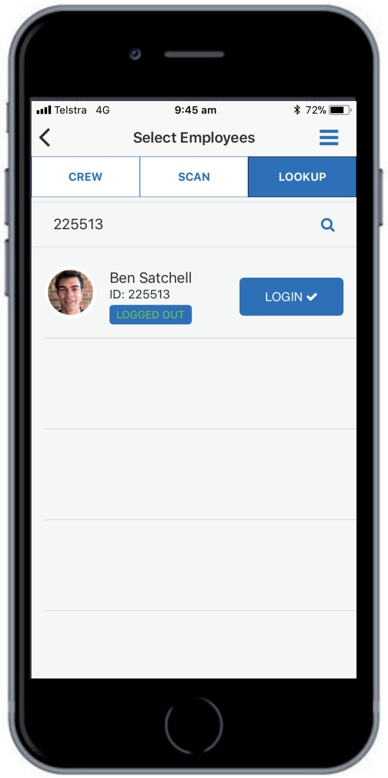
Crew Login: After selecting the crew, find the appropriate crew members and click the Login button. Once logged in, the crew member will be removed from the Login list and moved to the Logout list.

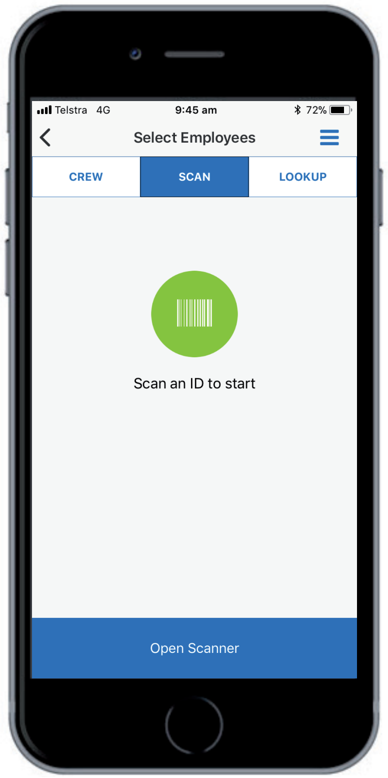


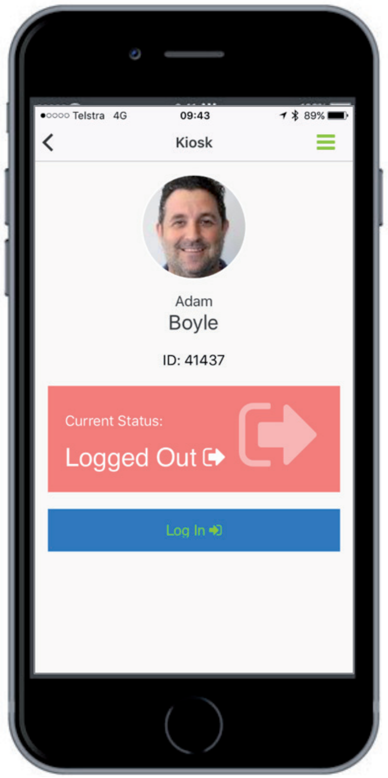
Crew Logout: Click on the **LOGOUT** button to commence logging crews out. Find the appropriate crew members and click the Logout button. Once logged out, the crew member will be removed from the Logout list.

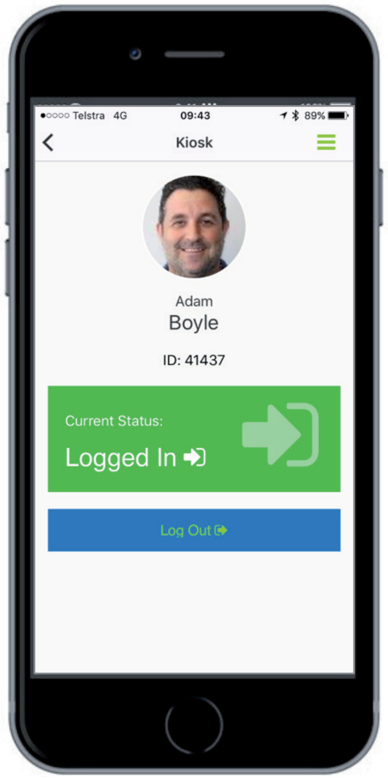
Logging a Worker In and Out











After clicking the Log In/Out button, you will be asked which site you are working on to log people in and out. Select the site and click **CONTINUE**.

LOOKUP: By clicking the **LOOKUP** button, we are able to search by ID or name to find the appropriate worker. Once the worker is found, click on the **LOGIN** or **LOGOUT** button relevant to the worker.

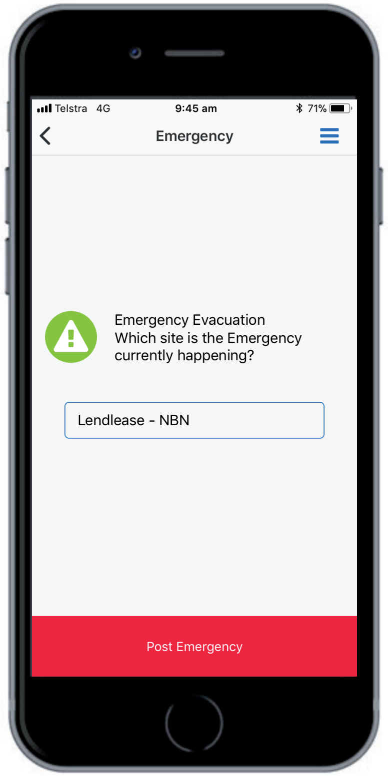
SCAN: By clicking the **SCAN** button, we are able to search for the worker by scanning the QR code on the card. After scanning the card, the worker's login profile page is then accessed.

LOGIN: Once the appropriate worker's login profile page is found, if the worker is currently logged out then the screen will show the red status above.. Click on the **LOG IN** button to log this person in.

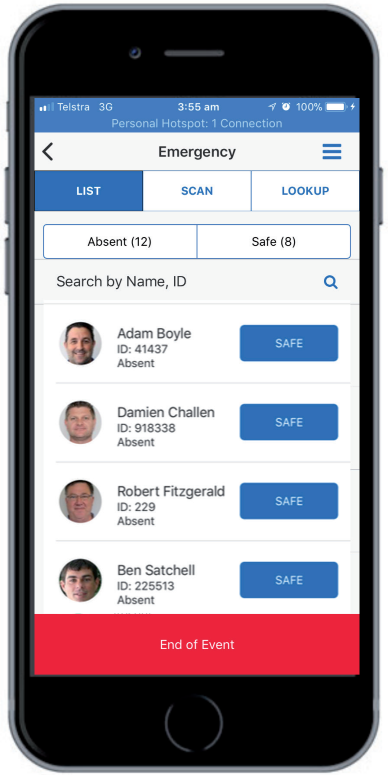
LOGOUT: Once the appropriate worker's logout profile page is found, if the worker is currently logged in then the screen will show the green status above.. Click on the **LOG OUT** button to log this person out.

Running an Emergency Event

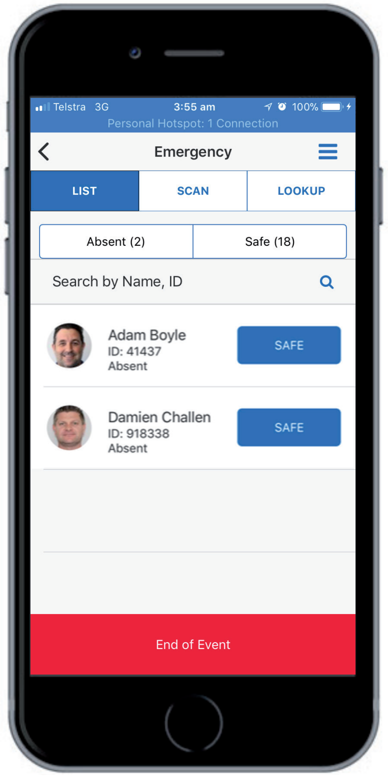
Emergency Event ⚠



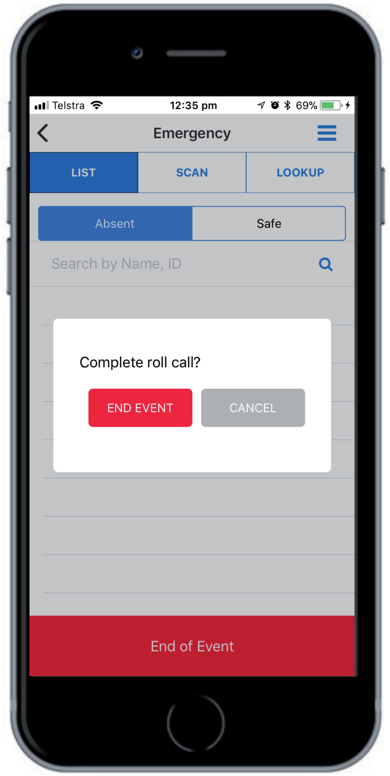
After clicking on the Emergency Event button, you will be asked which site the emergency evacuation is taking place at.



A list of people currently on site appears. Simply click on the **SAFE** button to mark the attendance of the worker. You can also search by name and ID to find the worker or scan the worker's card by clicking the **SCAN** button.

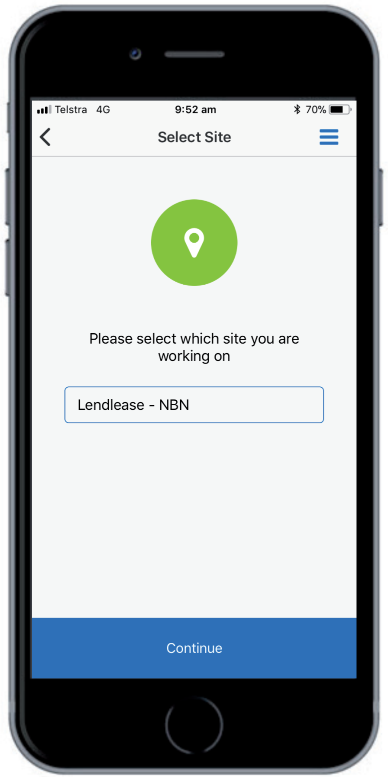


To confirm the list of safe people click on the **SAFE** button. You can also toggle the person from safe to absent using this screen. Once the event is complete, click on the **END OF EVENT** button.

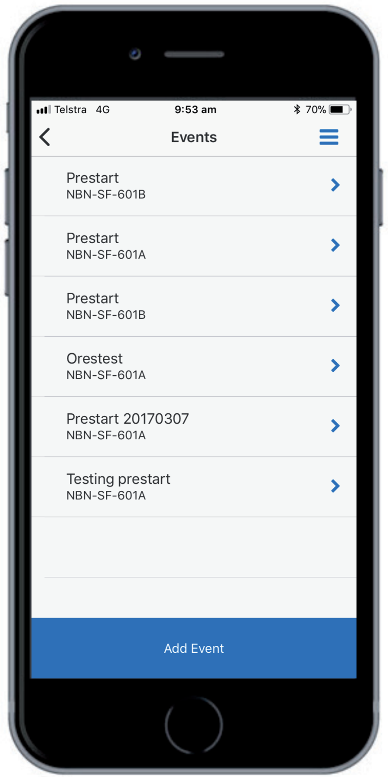


A confirmation pop up will appear. Click **END EVENT** to complete the event.

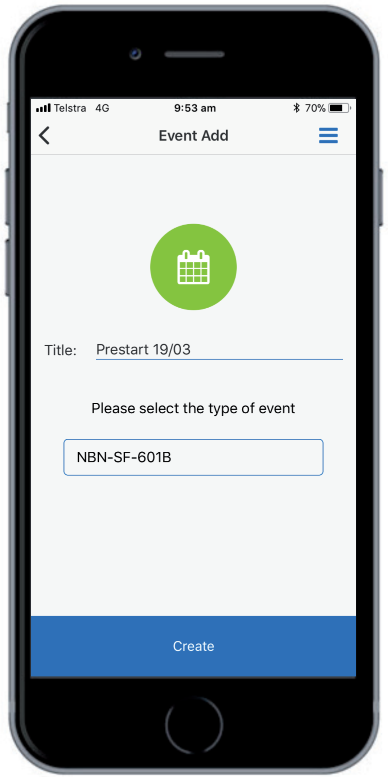
Create a Project Event



After clicking the Events button, you will be asked which site you are working on to create a Project Event. Select the site and click **CONTINUE**.

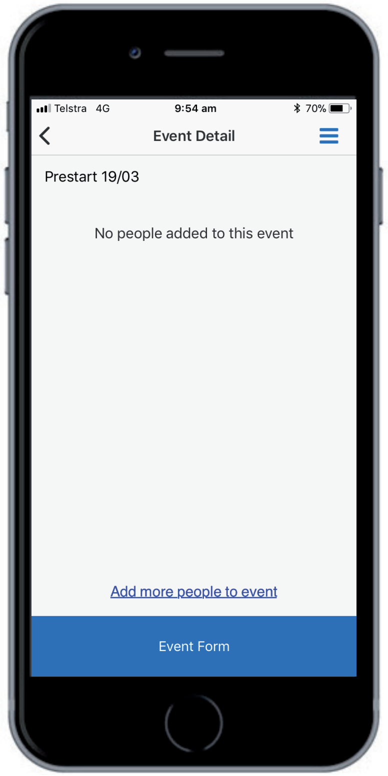


A list o the Current and Previous Events will be displayed. You can click on one of the current events to continue or click **ADD EVENT** to add a new event.

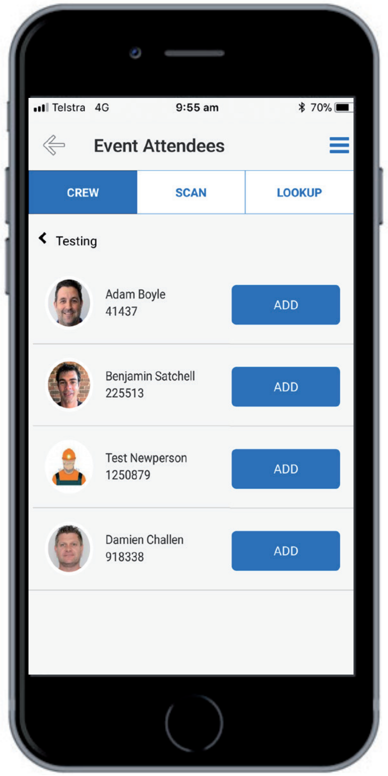


Type in the Title of the event and select the event form. The click the **CREATE** button to create the Project Event.

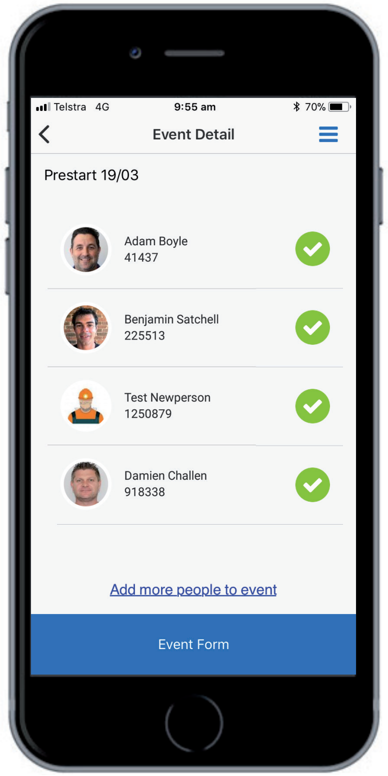
Add Workers to a Project Event



After clicking Create events button, you will be asked to add people to the event. Click on the link above to add people to the event.

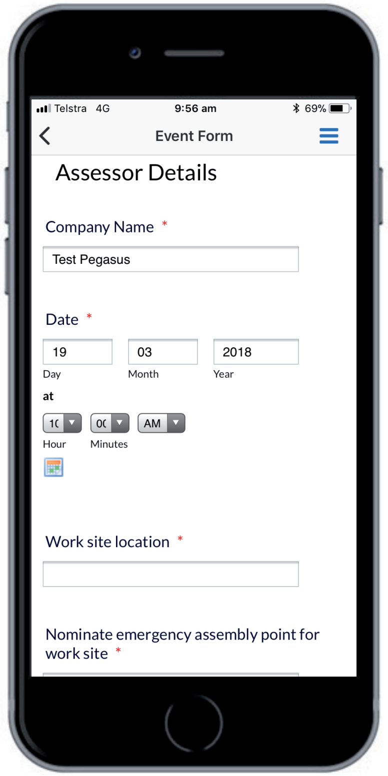


Find the people to add to the event by searching by crew, scanning their card or lookup by id or name. Click the **ADD** button to add them to the event.

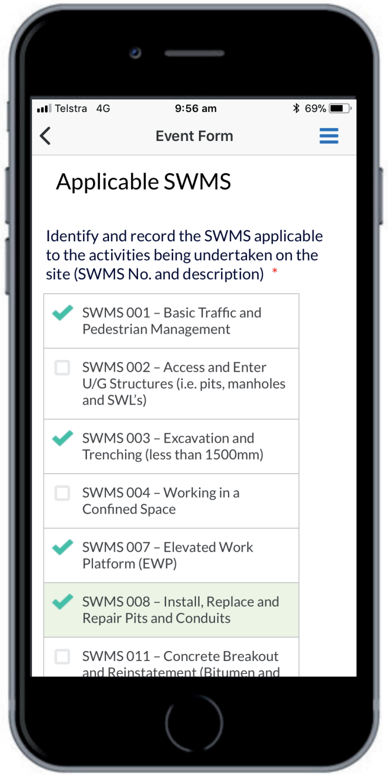


Once all the workers are added click the top back arrow to confirm the attendees. Once confirmed, click on the **EVENT FORM** button to complete the event detail.

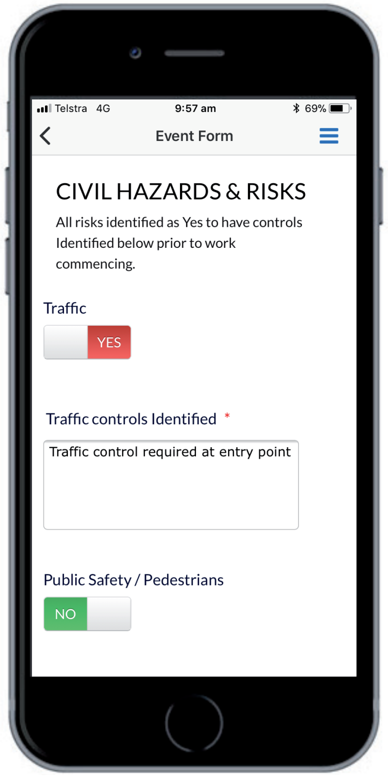
Complete Project Event Detail



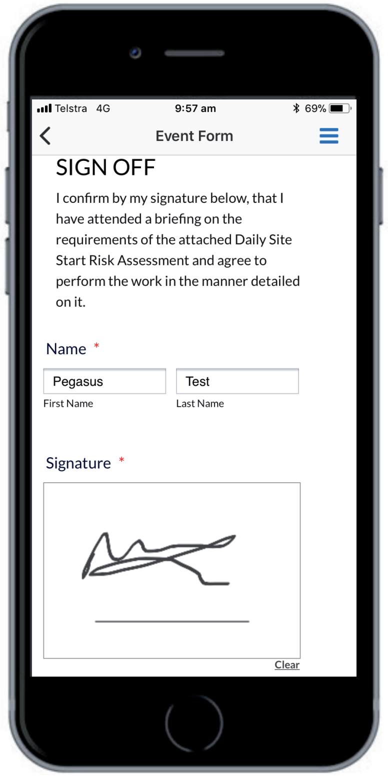
After clicking on the Event Form button, you will be asked to complete the form detail. You may be asked to fill in text, date and time details as shown.



The app forms can be preconfigured with the ability to use checklists like above.

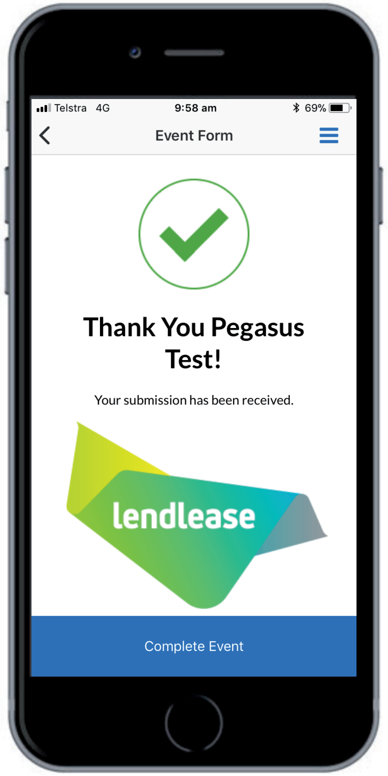


The forms can also be TRUE/FALSE or YES/NO type answers with configurable logic in the form to ask subsequent questions if required.

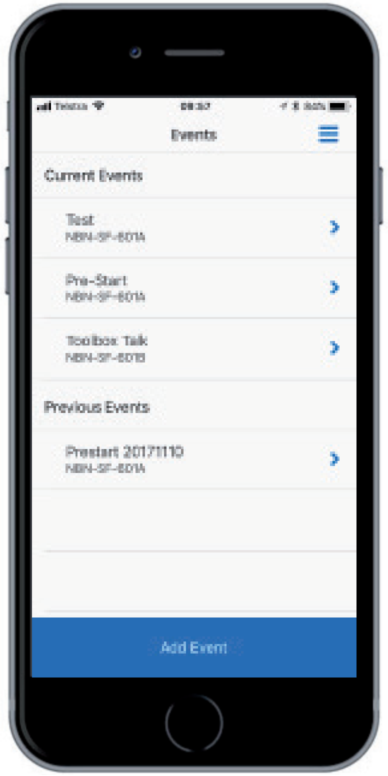


It is also possible to capture photos, video and free draw images such as signatures.

Complete Project Event



After the form is complete you will receive the above confirmation and the Event can then be completed by clicking on the **COMPLETE EVENT** button.



The form will then be shown in the Previous Events list and can be accessed from here afterwards. Event reports can also be run from the BI reporting tools.

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For questions or assistance please call 1300 183 990
or email lendlease@pegasus.net.au