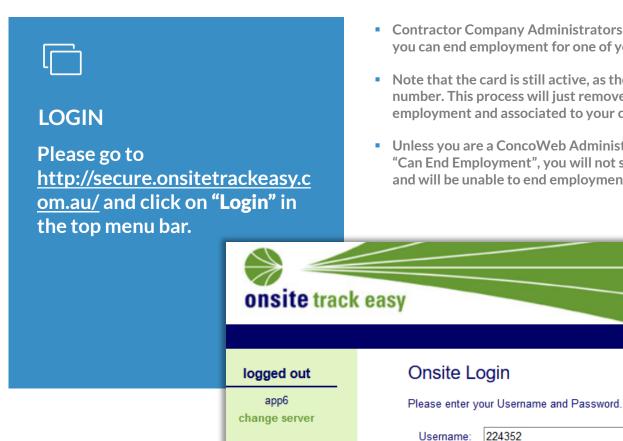


# ONSITE TRACK EASY CONCOWEB

**USER GUIDE-ENDING EMPLOYMENT** 

## **Login to Onsite Track Easy**



- Contractor Company Administrators, this guide will show you how you can end employment for one of your employees.
- Note that the card is still active, as the individual owns the card and ID number. This process will just remove them from being in your employment and associated to your company.
- Unless you are a ConcoWeb Administrator, and have the user right "Can End Employment", you will not see some of the following screens and will be unable to end employment for people.

224352

login

Password:



## **Login to Onsite Track Easy**



#### LOGIN

On the home page of Onsite Track Easy, you can see what ConcoWeb subscription you have.

- The Onsite Track Easy home screen after you login will look different for user depending upon your settings.
- This is the standard screen ConcoWeb Administrators will view.
- A paid version of Onsite Contractor Full is available that gives extra reporting and features.
- You can view the differences before opting to upgrade at this page here:

http://kb.pegasus.net.au/pages/viewpage.action?spaceKey=OCCS&title=Onsite+Contractor

#### timezone: Australia/NSW

Latest loginout

#### What is Onsite Contractor Basic?

This is a website provided free so you can view data about your company and your employee contractors from all your client sites using Onsite Track Easy.

Onsite tracks compliance, training and site access records such as company certifications, employee competencies, training bookings, site logins and activities.

#### Welcome to Onsite Contrac

Click home in the menu to return here at ar



Use the person, my user account command to change your password or username. "Full View Employee". This free subscription lets you can see all company and training data but employee reports are limited to the one person at a time. This icon appears with that person's name on each report. Go to the person, employees page to change the person.

For unrestricted reporting on all your employees' data you can purchase a subscription to Onsite Contractor Full.

purchase

You've already had a subscription which was not renewed on expiry. Email sales@onsitetrackeasy.com.au for more information.

#### **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.

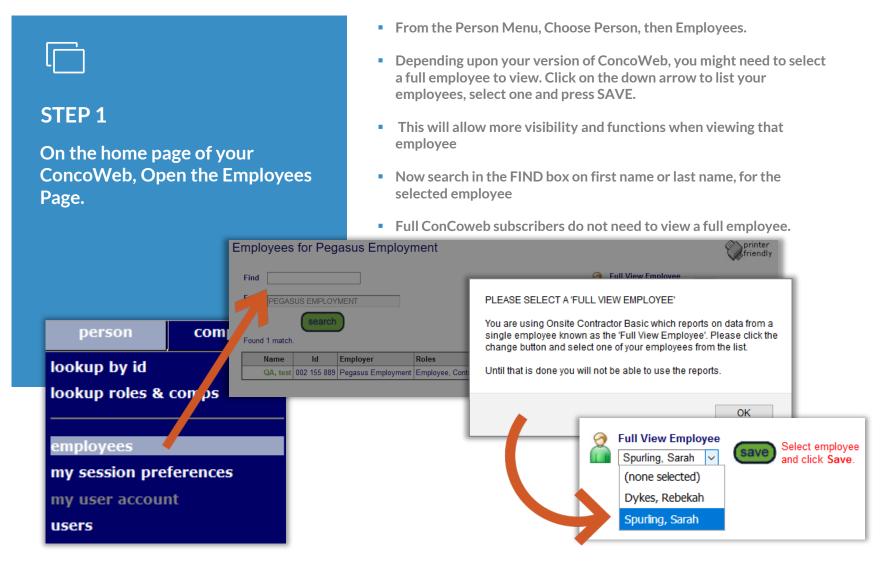
- ALDI Driver Demonstrator
- ARTC Head Office
- CPB Contractors Global Home Site
- CRN Country Regional Network





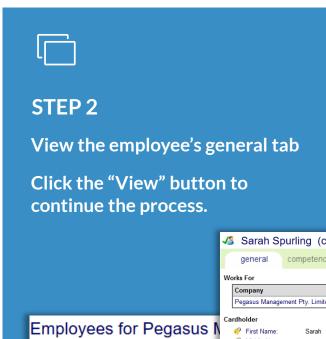
## **ENDING EMPLOYMENT**

## Ending Employment





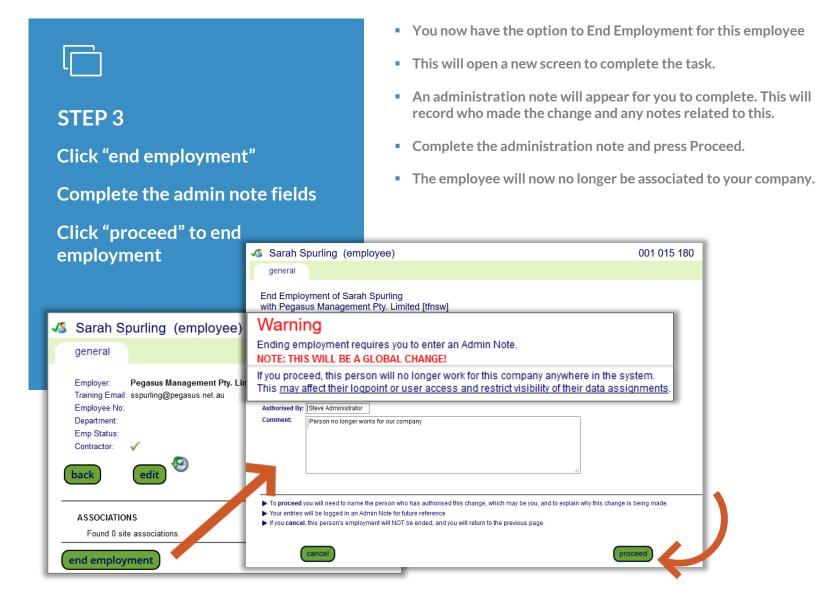
## **Ending Employment**



- Your chosen employee should now appear. Click on their name to open their profile
- This will display their details.
- We need to view the employer details in order to make changes.



### **Ending Employment**







## FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 131 194

OR EMAIL support@onsitetrackeasy.com.au

