



ESI worker

# Mobile App User Guide

Contents

Download App and Login ..... 3

Navigation..... 4

Scanning a Card..... 5

Searching for a Worker ..... 6

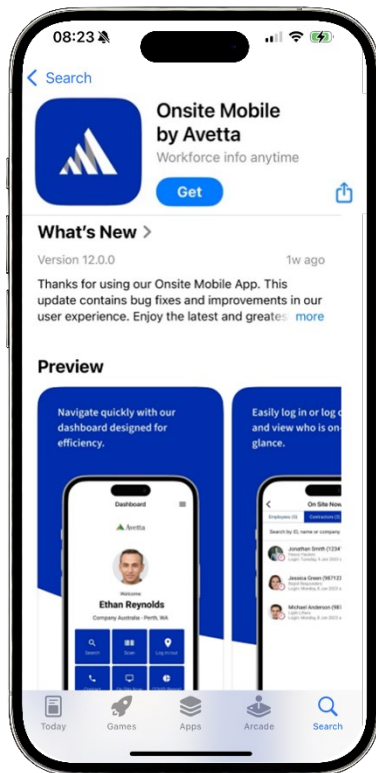
Viewing a Worker’s Profile ..... 7

    Role Status..... 8

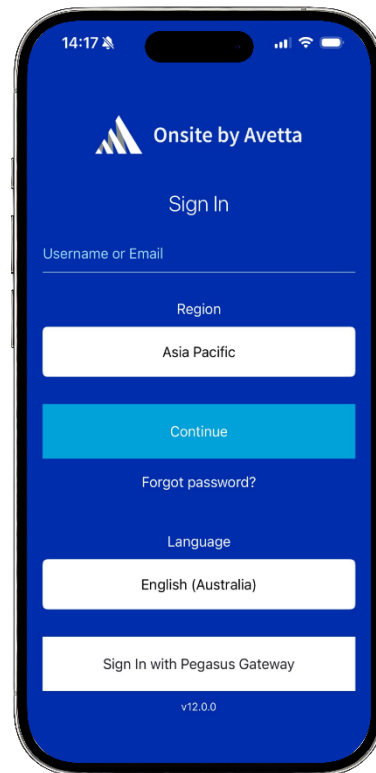
    Competency Status ..... 9

    Auditing Roles ..... 10

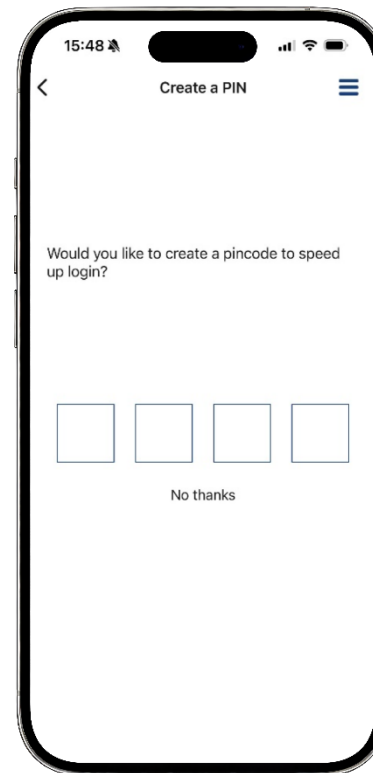
### Download App and Login



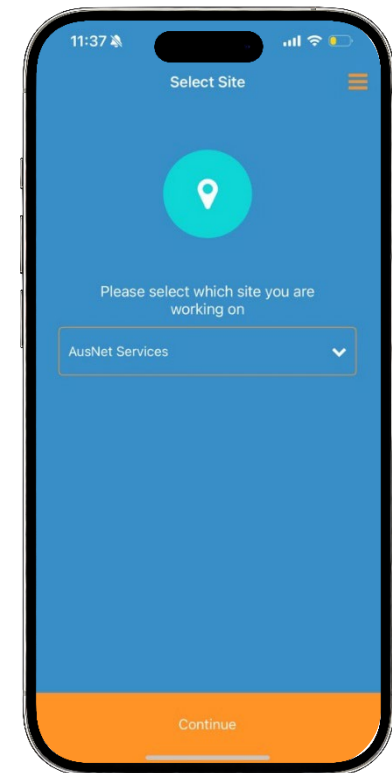
Download and open the Onsite Mobile App from the Apple App store or Google Play store.



Login using your Pegasus Gateway username and password.

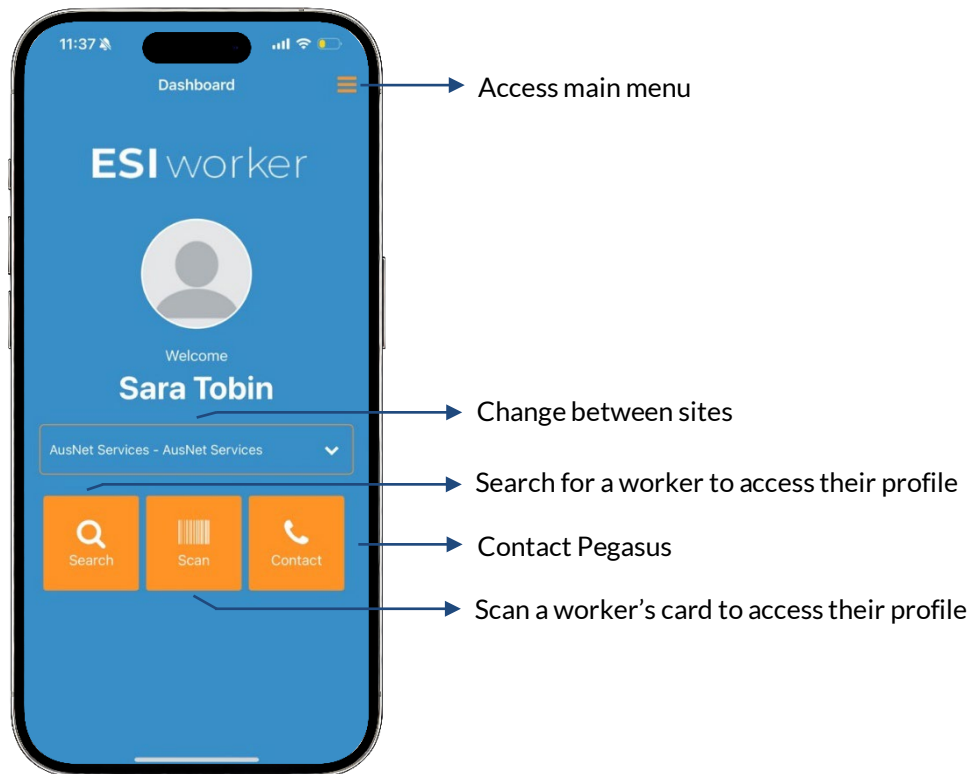


Choose a 4 digit pincode to speed up future logins.

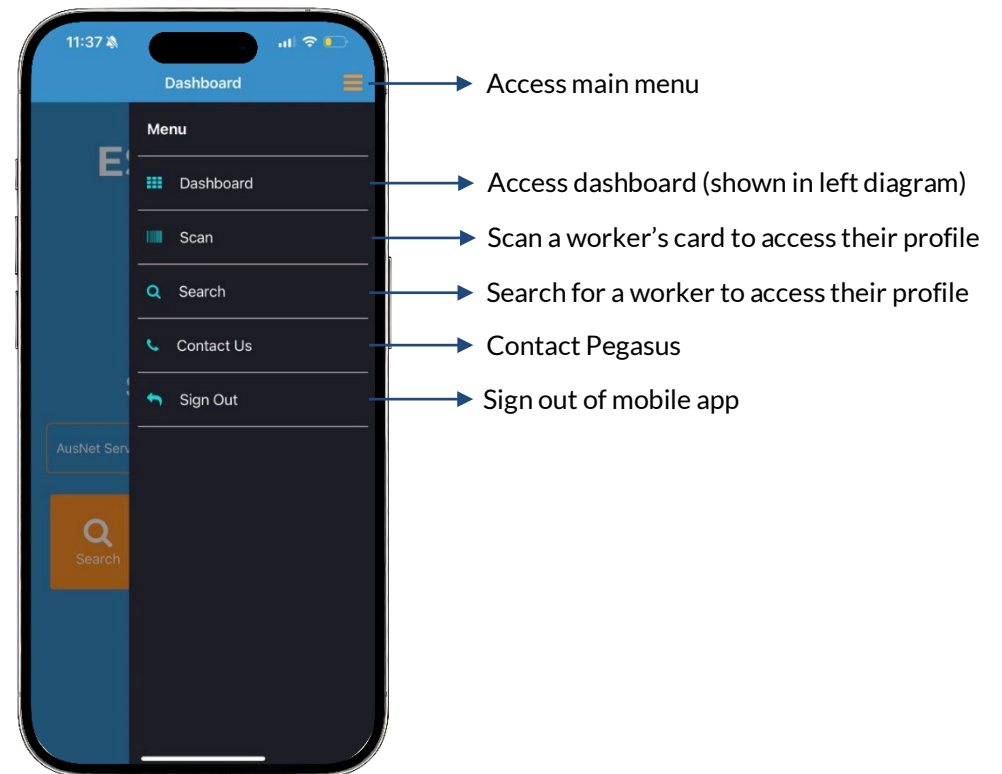


If applicable, select relevant site.

## Navigation

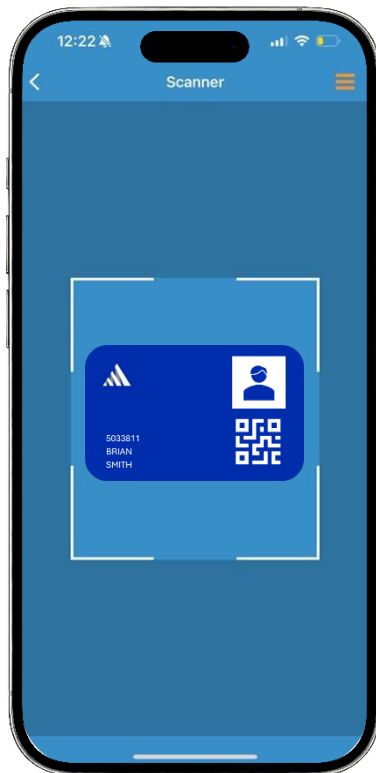
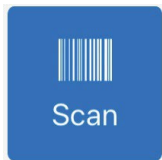


After login, you will land on the User Dashboard. The options above describe the functionality of each button on the dashboard.

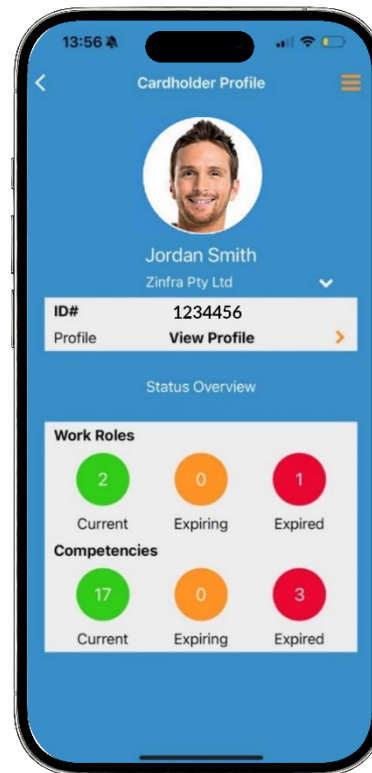


Each function is described above and can be actioned by clicking the main menu button.

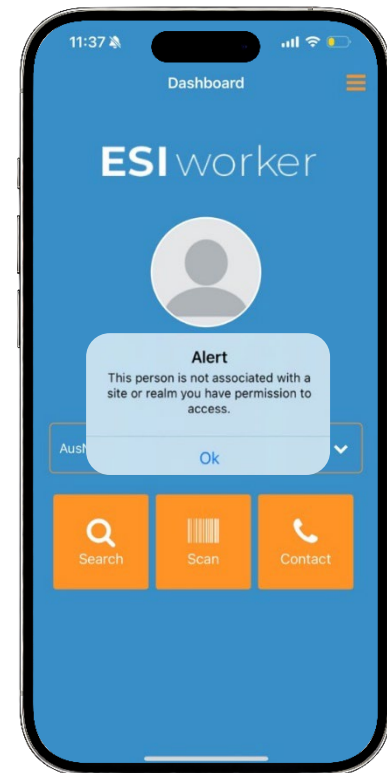
### Scanning a Card



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

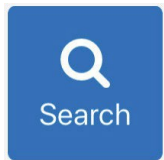


If accessible by the user, the worker's profile will appear.

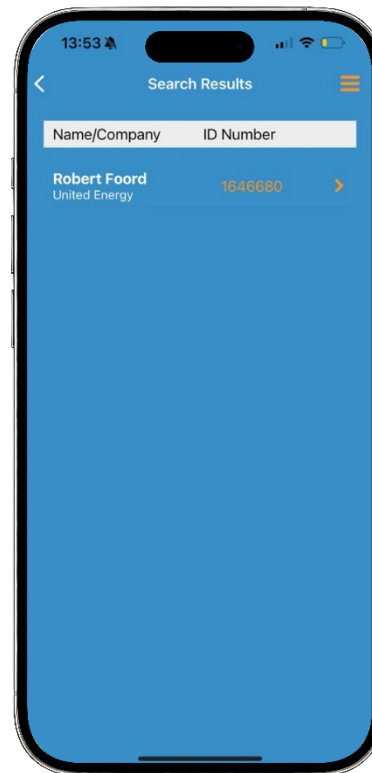


If the worker is not associated to an operator within the ESI worker program, the above message will appear.

### Searching for a Worker

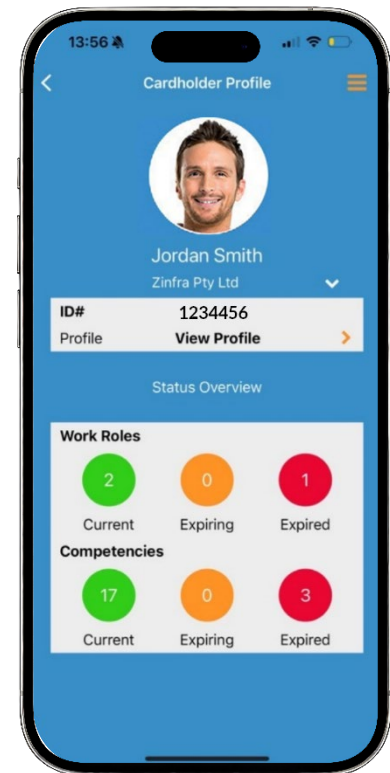


After clicking on the Search button, input the appropriate field to search for a worker on the ESI worker program when their card is unavailable. This functionality is only available to certain users.



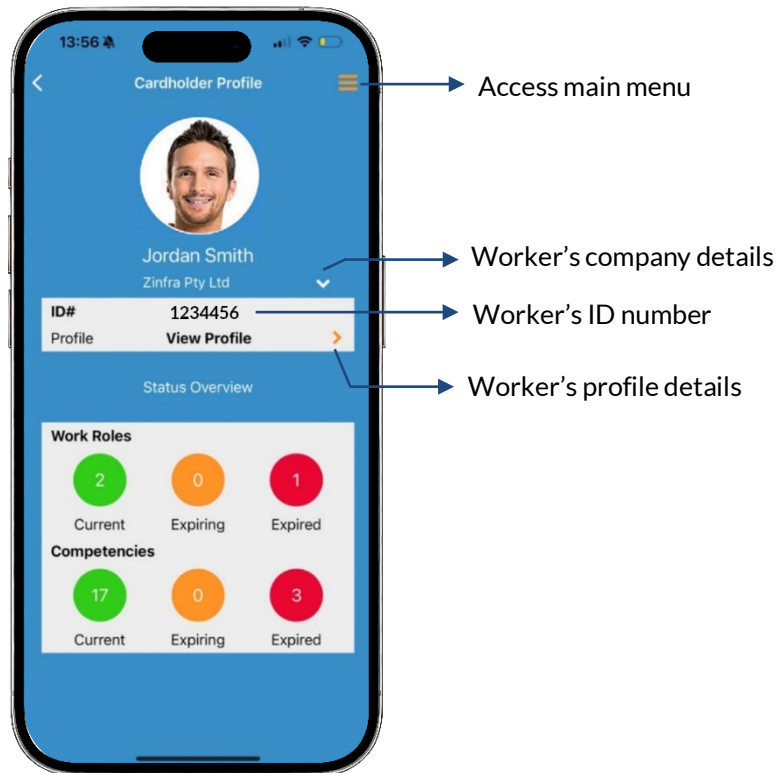
A list of the workers matching the search criteria will be returned.

Click on the appropriate worker to access the worker's profile.

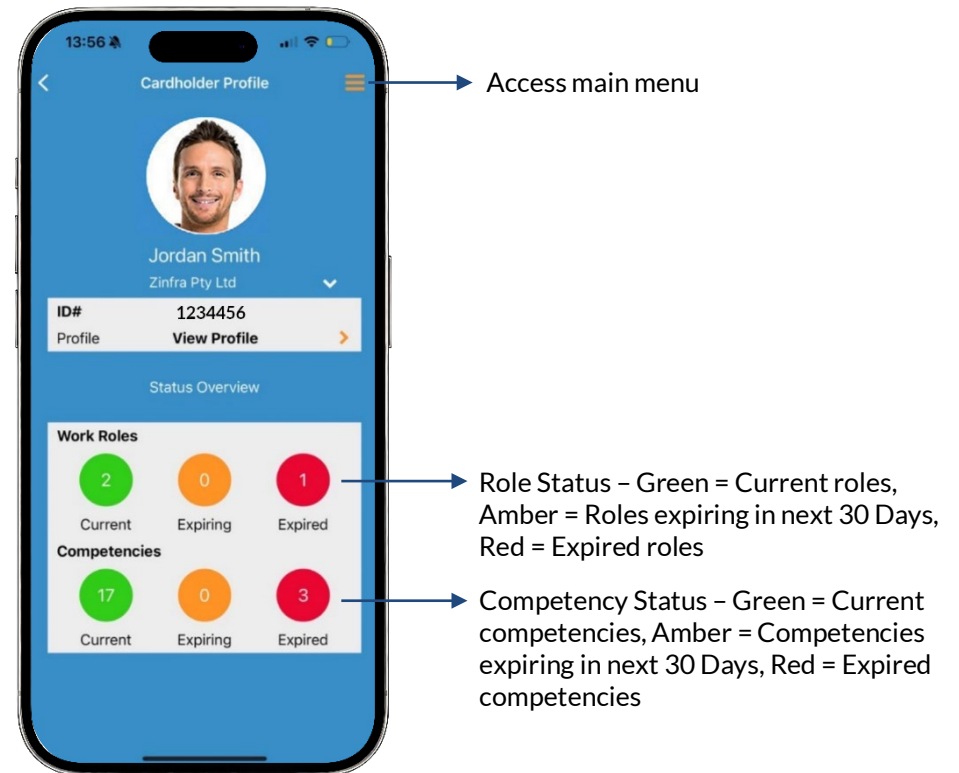


If accessible by the user, the worker's profile will appear.

## Viewing a Worker's Profile

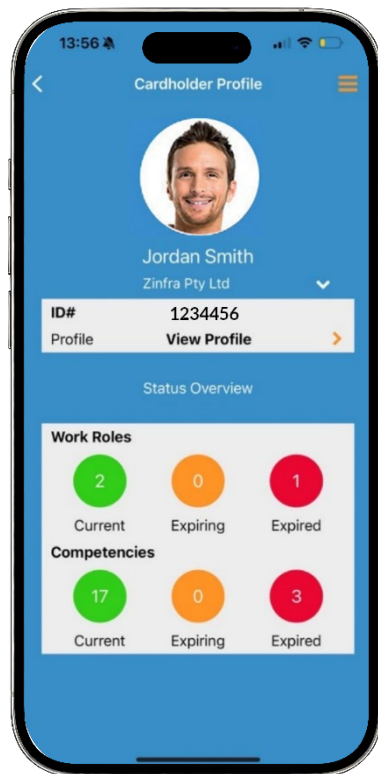


The above description defines the user functionality available when accessing the worker's profile.

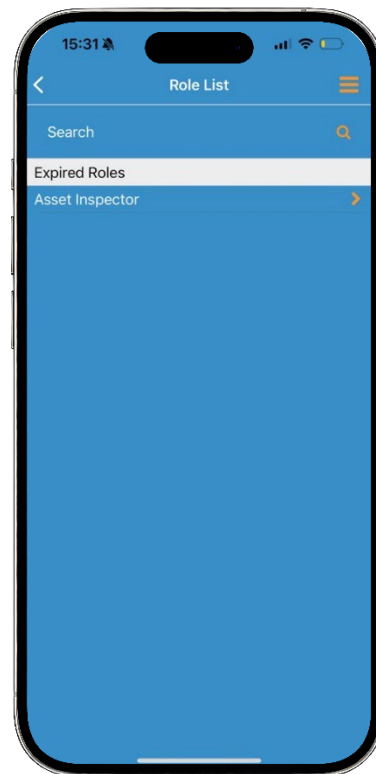


Each function is described above and can be actioned by clicking in the relevant area.

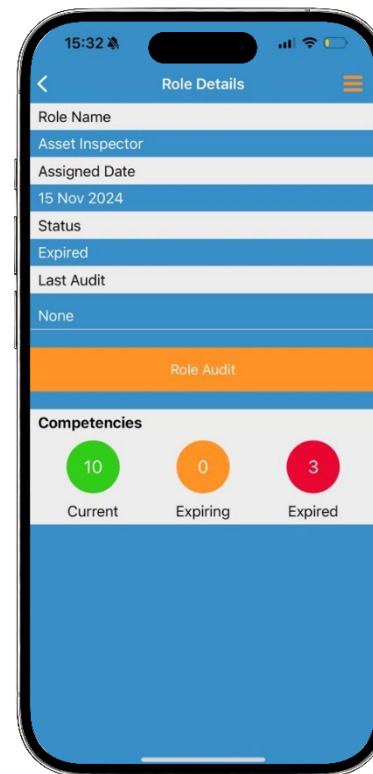
## Role Status



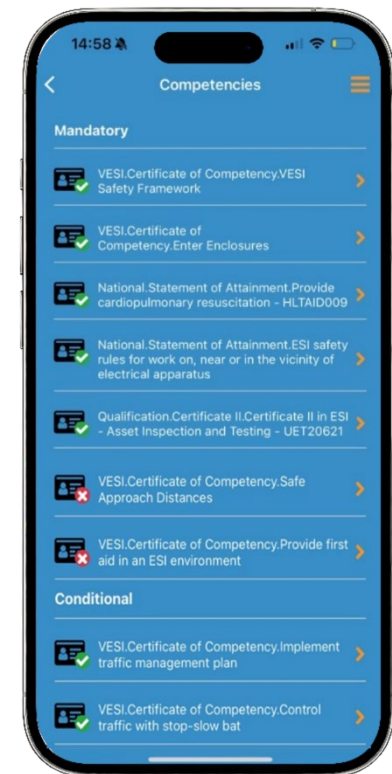
**Role Status:** Work role status buttons are displayed by current, expiring and expired. Click the relevant button to view the corresponding roles.



**Role List:** When clicking a role status button on the profile, a list of roles will be displayed.

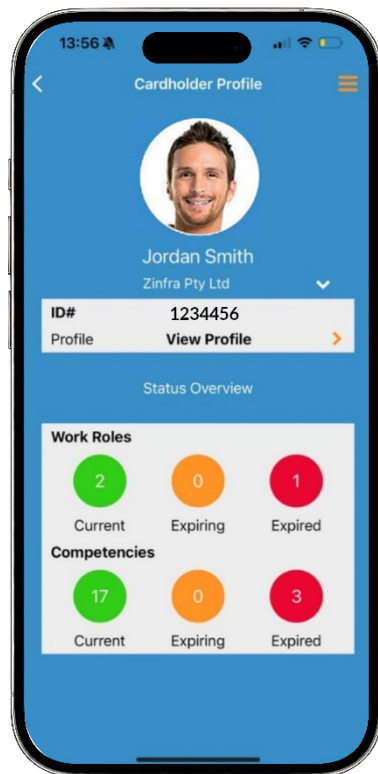


**Roles Details:** When clicking the specific role, the expiry and status details are displayed when relevant. The competencies for that specific role will be displayed.

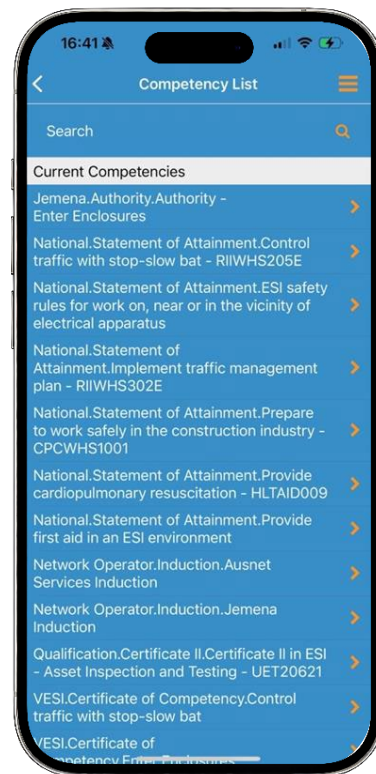


**Role Competencies:** When clicking a competency status button, a list of Mandatory and Conditional competencies will be displayed. Green Tick=Current, Red X=Expired. Click a competency to view competency details.

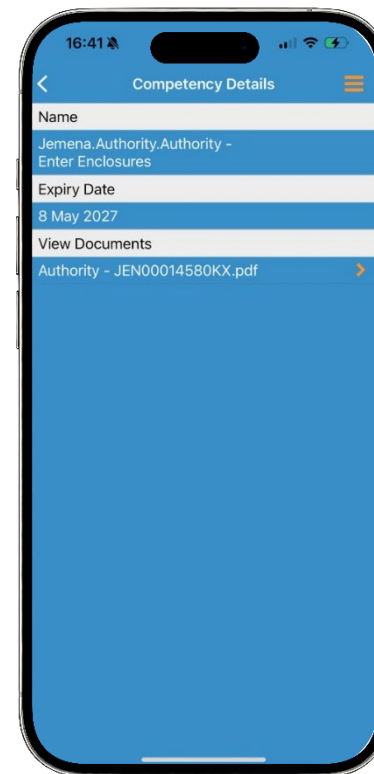
## Competency Status



**Competency Status:** Competency status buttons are displayed by current, expiring and expired. Click the relevant button to view the corresponding competencies.



**Competency List:** When clicking a competency status button on the profile, a list of competencies will be displayed.

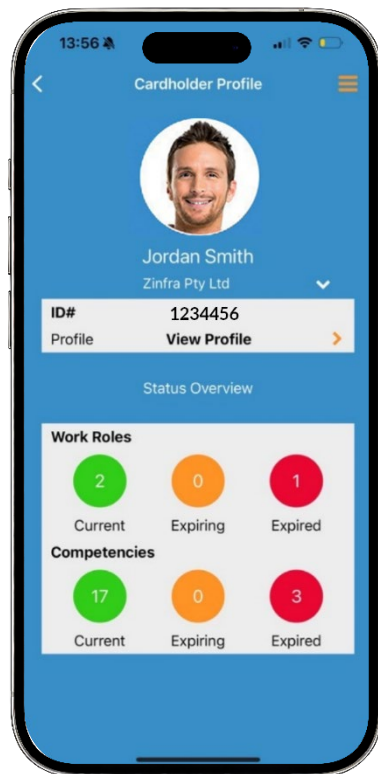


**Competency Details:** When clicking the specific competency, the expiry date for the competency is displayed and any documents uploaded for that competency can be viewed here.



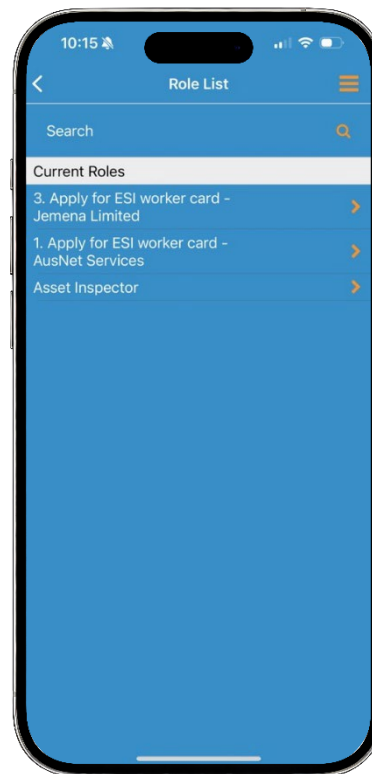
**Documented Evidence:** When clicking a specific document, the uploaded document against the competency will be displayed.

## Auditing Roles



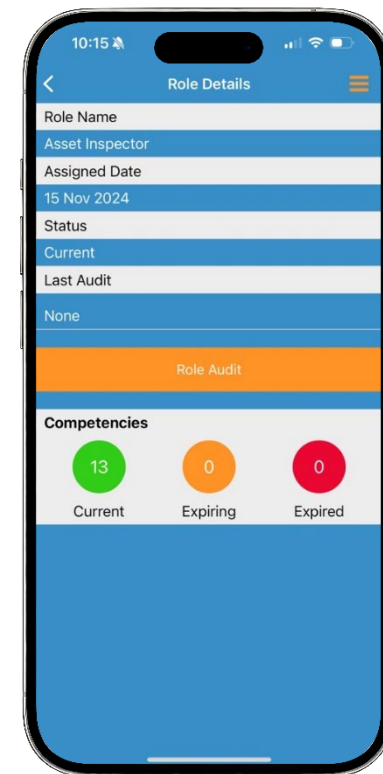
### Step 1

Select "Work Roles" on the worker's profile.



### Step 2

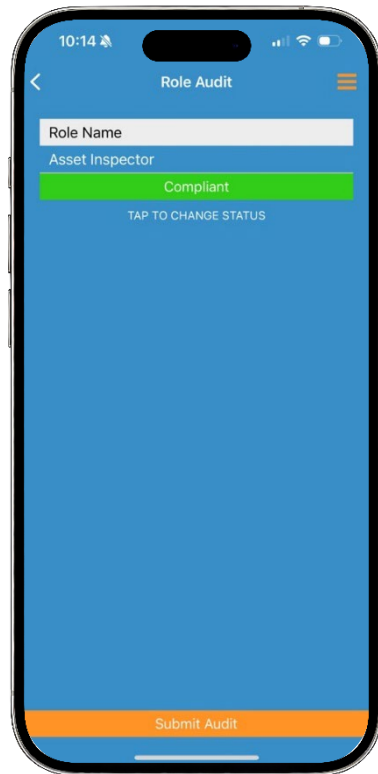
From the list of work roles, select the role you wish to audit.



### Step 3

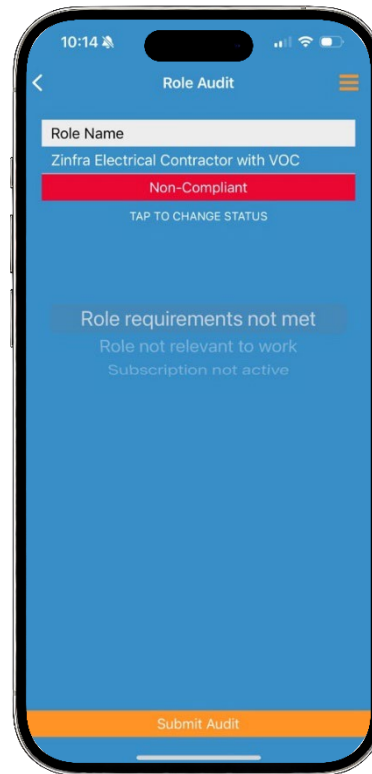
View the role details, then select the "Role Audit" button.

## Auditing Roles



### Step 5

If the role status is compliant, there is no need to tap to change the status, select "Submit Audit"



### Step 6

If the role status is "Non-Compliant", tap "Non-Compliant" to change the status to "Compliant." Select the relevant role status checkbox. To finalise this audit, select "Submit Audit."



For questions or assistance please call 1300 208 498  
or email [esiworker@pegasus.net.au](mailto:esiworker@pegasus.net.au)