

Onsite Track Easy Key Administrators Course



Training Course

TAA has worked closely with companies who use Rail Industry Worker and Onsite Track Easy to manage hundreds of employees nationally to create the *Administrators Course*. We have then taken the feedback on the areas that cause the most confusion and created a 3 hour Key Administrators Course to show you tips, tricks and guides to help understand and best utilise the system.

Course Outline

Foundations

- An overview of the Rail Industry Workers system and the Onsite Track Easy system
- Discover when to use each system
- Tips and tricks on how to perform tasks quicker and jump between systems

New Employees

- How to add new employees to the system
- How to reorder and renew cards

Roles

- Understanding roles
- Matrix for roles in different network providers
- How to upload and maintain roles

System Administration

- How to create extra login and user accounts
- How to transfer employees between companies

Looking up Employee Data

- How to check internal employee data
- How to look up external employees roles and data

Reports

- How to create reports to check expiry dates on certificates
- How to create custom reports

Cost: \$97
Dates: Every Friday 9:00am – 12:00pm
Address: 3/610 Lorimer Street, Port Melbourne VIC 3207
Book online or phone 03 9038 8014



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