



DAMSTRA

CONNECT + PROTECT YOUR WORLD



On-Site Now

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: J-pee De Guzman

APPROVED BY:

On-Site Now

On-site Now is a helpful function within the Company Portal for monitoring who is on your Site/s with a live view. This is a convenient tool if you need to know if someone is at work.

By clicking On-Site Now, you will be able to see the following:

1. **List of Active Sites** – The sites that your employees have logged in at within the previous two weeks will be listed at the top of the page. This means that the list may change over time.
2. **Display Information** – this box allows you to filter what you see on the page. By default, the page will **Show All**, however, you can select the type of information shown on this page by clicking on any of the buttons in this box (only one may be selected at a time).
3. **On-Site Now** – This shows all employees of your company that is currently logged at any site or have been within the last 24 hours. Each tile shows the Employee's:
 - Photograph
 - Name
 - Site they logged on at
 - Primary Skill
 - Log On time
 - Alerts
 - Log out time if the employee has finished that shift
4. **Print List** – A list of employees currently on site can be viewed by clicking the **Print List** button
5. **Alerts** – Employees that have had alerts generated when logging on or working will be shown under the alerts in **RED**. The alert message that the employee generated will also be shown on their entry.
6. **Employee Tile** – The employee's details can be viewed by clicking on their tile which loads the Employee Details page.

The screenshot displays the 'On-Site Now' interface with the following elements and callouts:

- 1**: 'List of Active Sites' header.
- 2**: 'Display Information' filter section containing 'SHOW ALL', 'ON SITE NOW', and 'RECENTLY ON SITE' buttons.
- 3**: 'On Site Now - 3' header.
- 4**: 'Print List' button.
- 5**: A red alert box on an employee tile: 'Alert: 14 HOURS ERROR'.
- 6**: A red box highlighting an employee tile in the 'On Site Within the last 24 hours - 8' section.

The interface shows employee tiles with the following details:

- On Site Now - 3:**
 - Employee 1: Site: DMS OFFICE WFH, Log in: 30/03/2022 7:05:00 AM, Primary Skill: Team Leader - Service Desk.
 - Employee 2: Site: DMS NWCSTLFFC FRNTDSK, Log in: 30/03/2022 7:16:00 AM, Primary Skill: Head of Innovation.
 - Employee 3: Site: PST OFFICE REAR OFFICE, Log in: 24/09/2018 12:28:00 PM, Primary Skill: Induction Co-Ordinator, Alert: 14 HOURS ERROR.
- On Site Within the last 24 hours - 8:**
 - Employee 1: Site: DMS HOME SERBAN, Log in: 29/03/2022 4:22:00 PM, Log out: 30/03/2022 6:41:00 AM, Primary Skill: Head of Program Architecture.
 - Employee 2: Site: DMS OFFICE PHOENIX, Log in: 29/03/2022 7:17:00 AM, Log out: 29/03/2022 9:10:00 PM, Primary Skill: Team Leader - Service Desk.
 - Employee 3: Site: DMS HOME SERBAN, Log in: 28/03/2022 5:35:00 PM, Log out: 29/03/2022 6:45:00 AM, Primary Skill: Head of Program Architecture.
 - Employee 4: Site: DMS NWCSTLFFC FRNTDSK, Log in: 29/03/2022 7:16:00 AM, Log out: 29/03/2022 5:36:00 PM, Primary Skill: Head of Innovation.
 - Employee 5: Site: DMS OFFICE PHOENIX, Log in: 29/03/2022 7:00:00 AM, Log out: 29/03/2022 3:27:00 PM, Primary Skill: Service Delivery & Operations Engineer.
 - Employee 6: Site: DMS OFFICE PHOENIX, Log in: 30/03/2022 6:59:00 AM, Log out: 30/03/2022 3:18:00 PM, Primary Skill: Service Delivery & Operations Engineer.
 - Employee 7: Site: DMS NWCSTLFFC MOBILE4, Log in: 30/03/2022 8:03:00 AM, Log out: 30/03/2022 4:12:00 PM, Primary Skill: Client Configuration Coordinator.
 - Employee 8: Site: DMS NWCSTLFFC MOBILE4, Log in: 29/03/2022 8:00:00 AM, Log out: 29/03/2022 4:03:00 PM, Primary Skill: Client Configuration Coordinator.