Worker Information in Horizon

Where a person’s details live, how the people lists connect through Worker Details, and how to tell your own company’s people from everyone else’s

Deep Space Horizon · User Directory, Workforce Directory & Company Directory · v1.1 · November 2026 · support@deepspacegroup.ai

1. One person, one record

Everyone in Horizon is **one person** with one sign-in, and belongs to **at most one company** — their employer. The same person can turn up in several lists: as a workspace user, as one of your workers, as a subcontractor’s site worker, or as a contact at another company. Every one of those rows points to the same person, and every **View worker details** opens the same page for them.

Your home company is the company that owns this workspace. People who work for it carry a HOME pill wherever they appear, so you can tell your own people from everyone else’s at a glance.

2. The people lists at a glance

List	Who is in it	What you do there
User Directory › People › Workspace Members	People who can sign in to this workspace, from any company	Roles, project access, invitations, deactivation
User Directory › People › Contacts	People at your company and the companies you work with who are not workspace users yet	Invite them to the workspace
User Directory › Inductions › My Workers	Your own company's workforce	Induction status, worker metadata, send inductions, approve people asking to join
User Directory › Inductions › All Site Workers	Everyone who can attend your sites, including subcontractors' workers	Induction and compliance status across companies
Admin › Workforce Directory	Your own company's workforce	Labour rate, job title, trade and employment type, used for costing
Company Directory › Contacts	Every contact at every company in your directory	Contact details: phone, mobile, contact lists, default contact
Company Directory › company › Contacts	That company's people	Send an induction, contact details, add a contact
Company Directory › company › Compliance › Workers	That company's workers, with their documents	Upload and renew worker documents
Company Directory › Expiring Documents	Every tracked document, including workers' licences	Watch expiry dates and reminders

3. Worker Details: the one page for a person

Select **View worker details** on a person in any of the lists above. The page opens on its own, with everything Horizon holds about that person in one place.

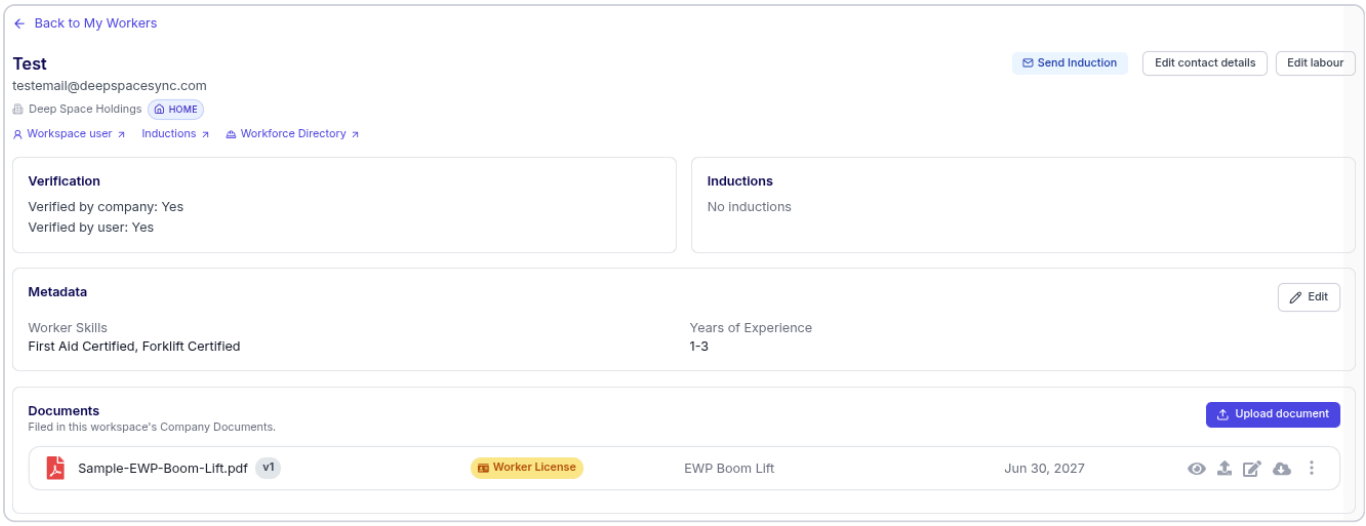


Figure 1 — Worker Details: the person's company (with the Home pill), links to the other lists, actions, then verification, inductions, metadata and documents.

What it shows

- **Name, email and company**, with the HOME pill for your own people, or **No company** when the person isn't linked to a company (section 7).
- **Emergency contacts** — under the name, from the worker's induction form or typed in Horizon (section 8).
- **Verification** — whether the person and their company have confirmed the link.
- **Inductions** — each induction status, linked to its submission.
- **Metadata** — your company's own worker fields (skills, years of experience and so on), with **Edit**. For a subcontractor's worker you see and edit *your* company's fields, not theirs.
- **Documents** — licences, tickets and other documents filed for the person, with upload and renewal. For another company's worker this includes anything filed under your company before they joined their company; a renewal goes to wherever that document is held. See the Worker Document Compliance Guide for the detail.

Links to the other lists

- **Workspace user** opens People › Workspace Members. If the person isn't a workspace user, **invite from Contacts** opens People › Contacts, where you can invite them.
- **Inductions** opens My Workers for your own people, or All Site Workers for everyone else.
- **Workforce Directory** appears for your own people.

Each link opens that list already **searched for the person**, so they are the only row you see. Clear the search to see the whole list again.

Actions

- **Send Induction** — emails the person their induction link, the same as in the Inductions lists.
- **Edit contact details** — phone, mobile, contact lists and emergency contacts; the same as the (i) button on contacts.
- **Edit labour** — your own people only; the same as Edit in the Workforce Directory.

Back returns to the list you came from. The page has its own web address: copy it to send a colleague straight to the person (they need the same access, below).

Who can open Worker Details? Users with *View and Manage Company Directory* (Primary Company Admins), the same as the Inductions tab.

4. Opening a person from each list

List	Where to find View worker details
People › Workspace Members	The row's ⋮ menu
People › Contacts	**View details** beside Invite to Workspace
Inductions › My Workers / All Site Workers	**View Details** / **Go To Worker**, as before
Workforce Directory	The **card icon** on the worker's card, beside Edit
Company Directory › Contacts	The **card icon** beside the (i) contact details button
Company Directory › company › Contacts	The row's actions menu
Compliance › Workers, Expiring Documents	Select the **worker's name**

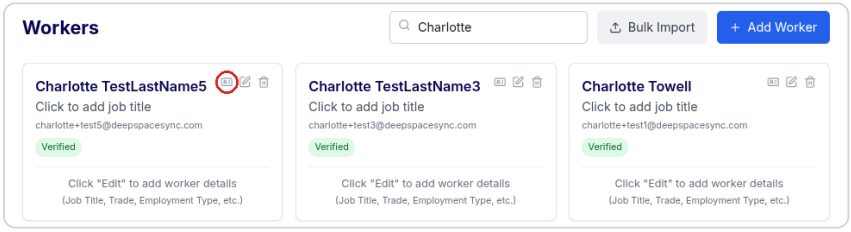


Figure 2 — Workforce Directory: the card icon opens the worker's details.

5. Your own company and everyone else's

Lists that mix companies show the HOME pill on your own people and offer a **company filter**: *All companies*, *Home company* or *Other companies*. You'll find it on:

- People › Contacts (the pill is on your company's group),
- Inductions › All Site Workers (the pill is under the worker's company), and
- Company Directory › Contacts.

Workspace Members shows the pill in its Company column. My Workers and the Workforce Directory only ever list your own company, so they need neither.

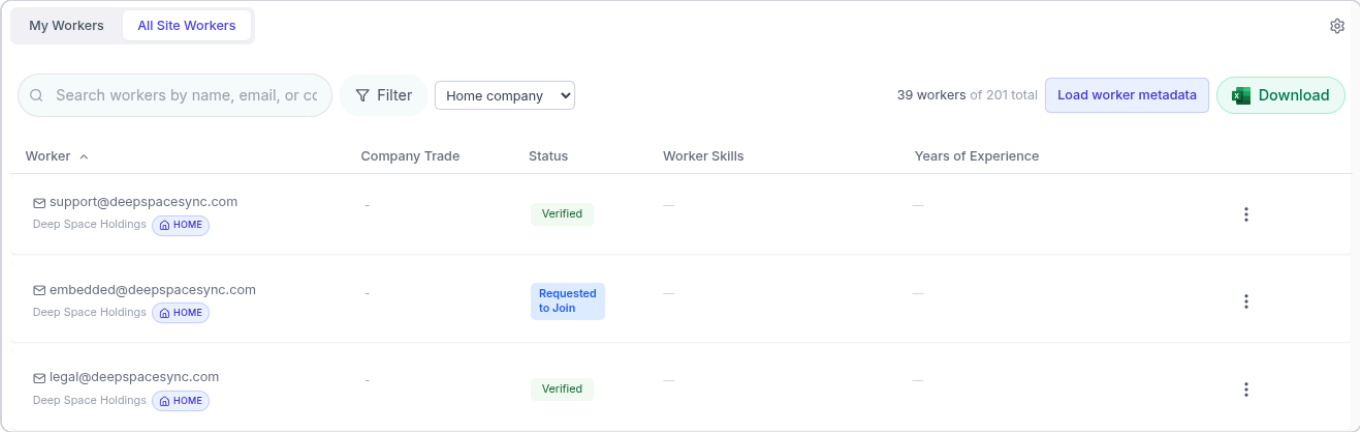


Figure 3 — All Site Workers filtered to Home company.

6. Contact details, worker details and labour details

	What it holds	Where you edit it
Contact details	How to reach the person: phone, mobile, contact lists, default contact — and, on Worker Details, who to call in an emergency	The (i) button on any contacts list, or Edit contact details on Worker Details
Worker details	The whole record: company, verification, inductions, metadata, documents	Worker Details
Labour details	Labour rate, job title, trade, employment type — your own people only	Workforce Directory, or Edit labour on Worker Details

Edit labour saves only what you change. A trade or employment type that isn't in the standard list (for example one brought in from another system) stays selected and is kept when you save.

7. People without a company, and people not yet in the workspace

- **No company.** The person isn't linked to any company. Worker Details still shows the documents filed for them under your company. To link them, assign them to their company: in People › Workspace Members use **Assign to Company** in the Company column, or ask their company to add them.
- **Not a workspace user.** The person can't sign in to this workspace. Use **invite from Contacts** on Worker Details, or Invite to Workspace in People › Contacts.
- **Waiting to join.** People invited to your company who haven't been approved yet appear in My Workers and the Workforce Directory, with **Approve** and **Reject** in My Workers.

8. Emergency contacts

Worker Details lists the person's **emergency contacts** under their name and company: name, relationship, phone (select it to call), and the email and address when they were given. They belong to *your* workspace: other companies the worker works for keep their own.

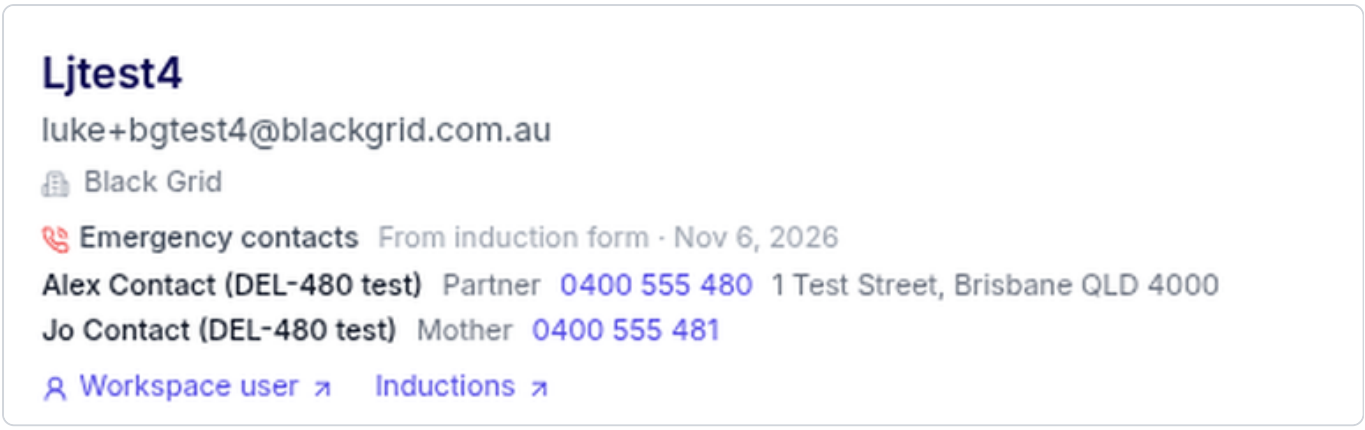


Figure 4 — Emergency contacts on Worker Details, filled from the worker's induction form.

Where they come from

- **The worker's induction form.** When a worker submits your worker induction form in DS Site with the Emergency Contact field filled in, Horizon copies the contacts to their record within a minute. Worker Details shows *From induction form* and the date. Contacts on induction forms submitted before November 2026 have been filled in too.
- **Typed in Horizon.** Select **Edit contact details**, then **Edit**: under **Emergency contacts** add up to three contacts, as on the DS Site form, and **Save**. Worker Details then shows *Edited in Horizon* and the date. With none recorded, **Add** on Worker Details opens the same window.

The newest wins. A later induction form replaces contacts typed in Horizon, and contacts typed in Horizon replace those from an earlier form. Saving other contact details leaves the emergency contacts as they are.

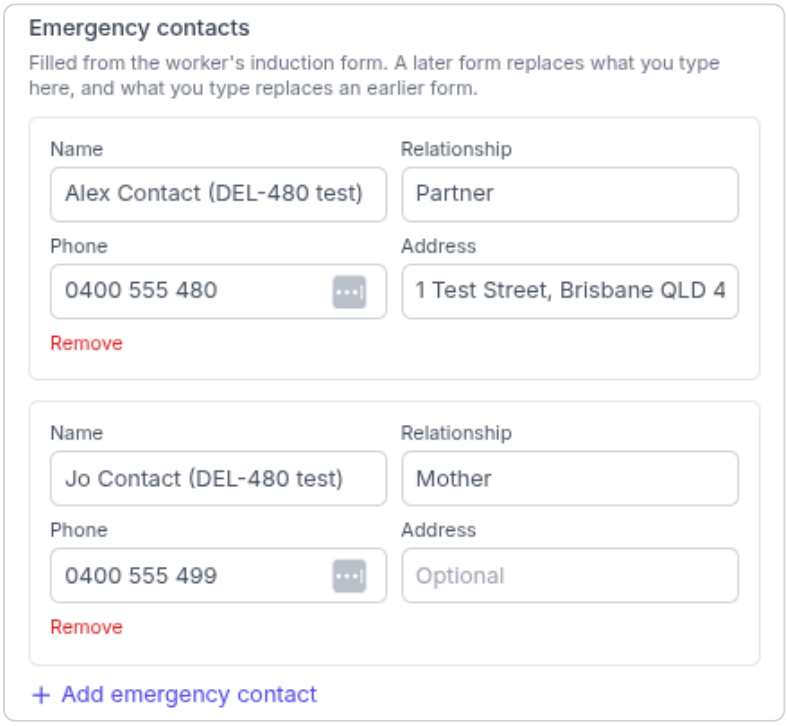


Figure 5 — Edit contact details: up to three emergency contacts.

Which forms count? Your worker induction forms: the standard Deep Space worker inductions and any form set as a worker induction in User Directory › Inductions (the gear). The contacts go to the worker whose email

is on the form. If that email doesn't belong to exactly one person in Deep Space, nothing is filed, so the contacts can never land on the wrong person: add them by hand instead. Horizon only reads what the worker gives on your form, never their DS Site profile.

9. Troubleshooting

What you see	What to do
"Worker details not available"	You need *View and Manage Company Directory*. Sign out and back in after it's granted.
The person shows **No company**	Assign them to their company (section 7). Their documents stay visible meanwhile.
A link opens a list with only one person	The list is searched for that person. Clear the search box to see everyone.
No Workforce Directory link or Edit labour	They only appear for your own company's people.
Send Induction is greyed out	Wait a few seconds: it turns on once the workspace's email settings have loaded. If it stays greyed out, no worker induction email is set up for the workspace yet. Ask your administrator or support@deepspacegroup.ai to set one up.
Worker fields show "—"	Nothing has been recorded for this person yet. Select **Edit** in Metadata to fill them in.
Emergency contacts say **None recorded**	The worker hasn't submitted a worker induction form with emergency contacts, or the email on their form doesn't match exactly one person. Select **Add** to type them in (section 8).
Emergency contacts changed after you edited them	The worker submitted a newer induction form, and the newest wins (section 8). Edit them again if needed.
No Send Induction at all	The person has no company. Assign them to their company first (section 7).