



RAIL SAFETY WORKER

User Guide: Returned Applications

Login to the Rail Safety Worker Portal



LOGIN

Go to <https://rsw.poweredbyonsite.com>

Enter your username and password and click "Login"

Rail Safety Worker

Pegasus

Welcome to the
Rail Safety Worker Portal

What is your role?

COMPANY ADMIN WORKER

Company Admin Portal

Tools to manage roles and competency checks
for your site's workers

Username

Password

LOGIN

Register
Recover my password
Login with Pegasus Account

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Login to the Rail Safety Worker Portal

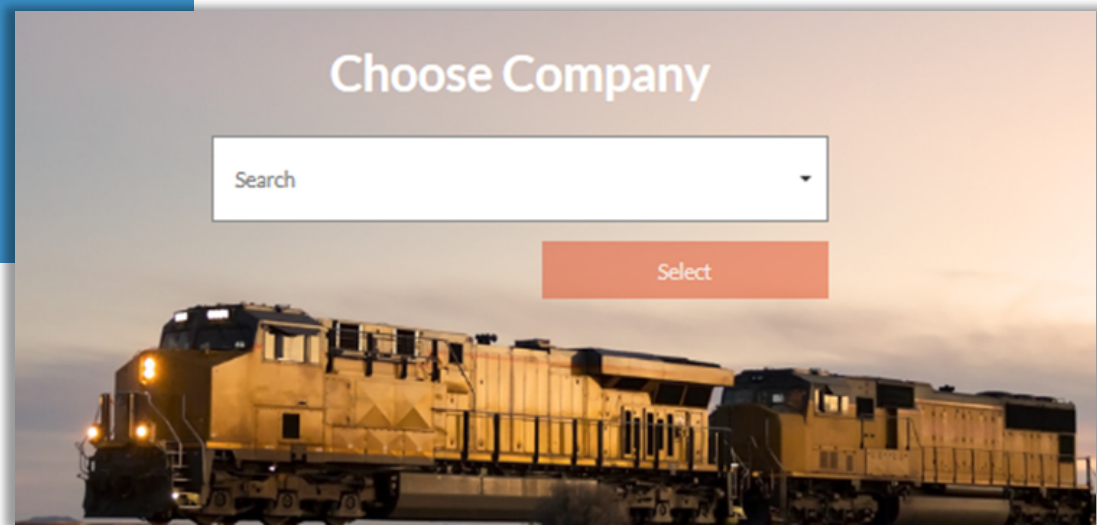


LOGIN

After login, if you are associated to multiple companies, you will be taken to the “Choose Company” page.

If you are not associated to more than one company, follow the direction on the following page.

- You can view any company that you are associated with by entering the company name here and clicking “Select” when you find the company name and click on it.



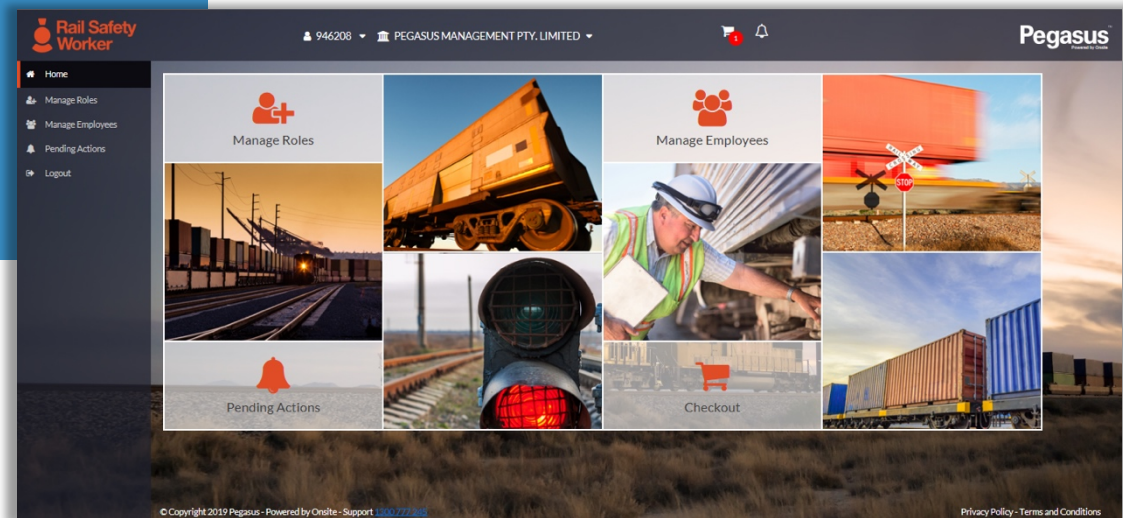
Login to the Rail Safety Worker Portal



LOGIN

If you are not associated to more than one company, you will see this page after logging in you will be taken to the portal home page.

- This page is where you start most of the functions you will need to manage your workers.
- You can add or look up workers, manage their roles, and check “Pending Actions”.





PENDING ACTIONS – RETURNED APPLICATIONS

Returned Applications

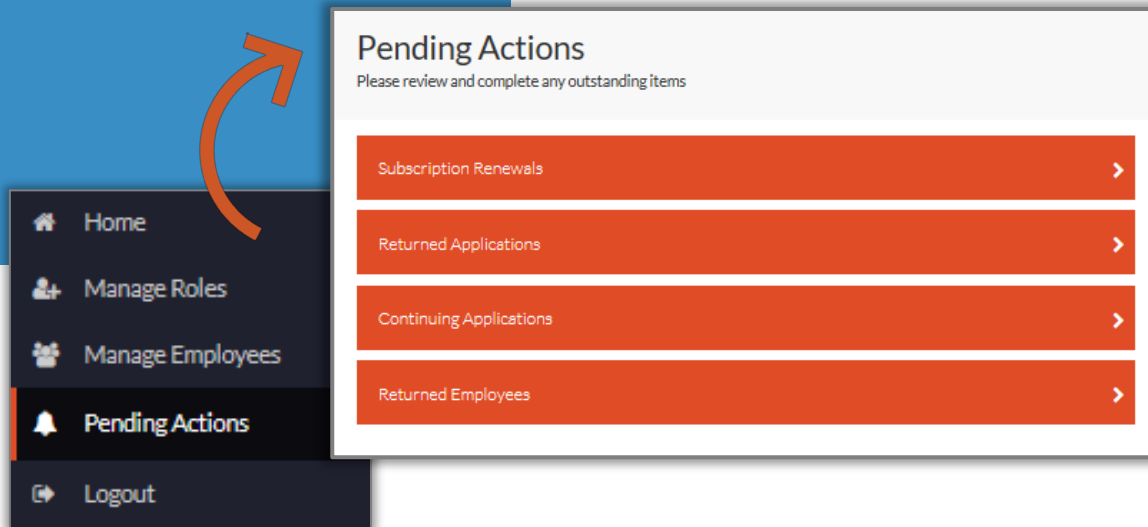


Steps:

Click on “Pending Actions” to view any Continuing Applications, Returned Applications, Returned Employees and Subscription Renewals.

Select “Returned Applications”

- Returned Applications will be any documentation uploaded for the cardholder that does not meet the business rules will be returned with a corrective action. When applied and resubmitted the verification can take place.



Returned Applications



Returned Applications

Click on “Continue” to open the application and action the corrections. Once completed resubmit for verification.

- Select “View Comment” to see a detailed response as to why the document was returned.

Returned Applications

Search

Employee Name:	Start Date:	RETURNED
	26/07/2016	CONTINUE >
Description:		
Registration, ID Check, Card, Roles		
- Thu, Nov 22, 2018 5:27 PM		

Employee Name:	Start Date:	RETURNED
	15/08/2017	CONTINUE >
Description:		
Card, Roles		
View Comment		

Returned Applications



Returning Applications

Select the work role that requires the action. The role will appear red.

Select the work documentation in the competencies list that requires action. This document will appear red.

- ❖ Amber – Working towards; Competency documentation or information is required
- ❖ Blue – Competency documents have been successfully uploaded and are waiting verification
- ❖ Red – Requires action; One or more competency's have been rejected by the verification team and will need to be amended
- ❖ Green – Previously verified document

The screenshot displays two overlapping panels. The background panel, titled 'All roles for Phillip Collins', lists three roles: 'Bricklayer - RSW National' (blue icon), 'Forklift Operator - RSW National' (blue icon), and 'Excavator Operator - RSW National' (red icon with a red 'X' and the word 'Rejected' in red). The foreground panel, titled 'Competencies for Phillip Collins' with the role 'Excavator Operator - RSW National', shows a list of competencies. The first competency, 'Operator Excavator.Licence.Civil Construction', is marked as 'Rejected' with a red 'X' icon. The second, 'Rail.Statement of Attainment.Track Safety Awareness or Equivalent', has a blue icon. The third, 'You have selected a National role, for this role to be valid you must also select or currently hold a valid/current Oper...', has a blue question mark icon. The fourth, 'Medical.Assessment.Medical', has a green checkmark icon. A red question mark icon is also visible in the top right corner of the competencies panel. A red arrow points from the 'Excavator Operator' role in the roles panel to the competencies panel, and another red arrow points from the 'Rejected' competency to the red question mark icon in the top right of the competencies panel.

All roles for Phillip Collins

Search

- Bricklayer - RSW National
- Forklift Operator - RSW National
- Excavator Operator - RSW National
Rejected

Back to Selected Employees ADD NEW

Competencies for Phillip Collins
Role Excavator Operator - RSW National

Search

MANDATORY 4/5

- Operator Excavator.Licence.Civil Construction
Excavator
Rejected
- Rail.Statement of Attainment.Track Safety Awareness or
Equivalent
- You have selected a National role, for this role to be valid
you must also select or currently hold a valid/current
Oper...
- Medical.Assessment.Medical

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Returned Applications



Returned Applications

View the reason for return and select “Download Document” to view the document that was rejected. Then select “Renew Document”

Select “Upload new document” to upload the correct document.

- Select “View Comment” to see a detailed response as to why the document was returned.

The screenshot displays the Pegasus system interface for managing competencies. The left panel, titled 'Competencies for Philip Collins', shows a list of mandatory competencies. One competency, 'Operator Excavator.Licence.Civil Construction Excavator', is marked as 'Rejected'. A red arrow points from this entry to the right panel. The right panel, titled 'Competency (Rejected)', provides details about the rejection. It includes a 'Business Rules' button, a 'Remove existing documents' link, and a message stating 'Incorrect document uploaded' dated Jun 19, 2019. Below this, there is a section for 'Extra information required' with fields for 'Group' (set to 'Operator Excavator.Statement of Attainment.RIIMPO3') and 'Issue Date' (set to 'dd/mm/yyyy'). The footer of the interface includes copyright information for Pegasus and a link to the Privacy Policy.

Competencies for Philip Collins
Role Excavator Operator - RSW National

Search

Expand All | Collapse All

MANDATORY 4/5

- Operator Excavator.Licence.Civil Construction Excavator Rejected
- Rail.Statement of Attainment.Track Safety Awareness or Equivalent

Back to Employee Roles

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Competency (Rejected)
Operator Excavator.Licence.Civil Construction Excavator

Business Rules

Remove existing documents

- Jun 19, 2019
Incorrect document uploaded

Extra information required:

Group * Operator Excavator.Statement of Attainment.RIIMPO3

Issue Date dd/mm/yyyy

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Returned Applications



Returned Applications

Enter all information, select “Save & Next”

Repeat same steps to action all returned documents. Once you have uploaded and entered information for the last rejected document, select “Submit”.

- Click on the Business Rule Tab, for further information and examples regarding the competency you are amending.

Competency (Rejected)

Operator Excavator.Licence.Civil Construction Excavator

Business Rules

Group *	Operator Excavator.Statement of Attainment.MNMOLI	
Issue Date	08/04/2019	
Expiry Date	dd/mm/yyyy	
Comments		

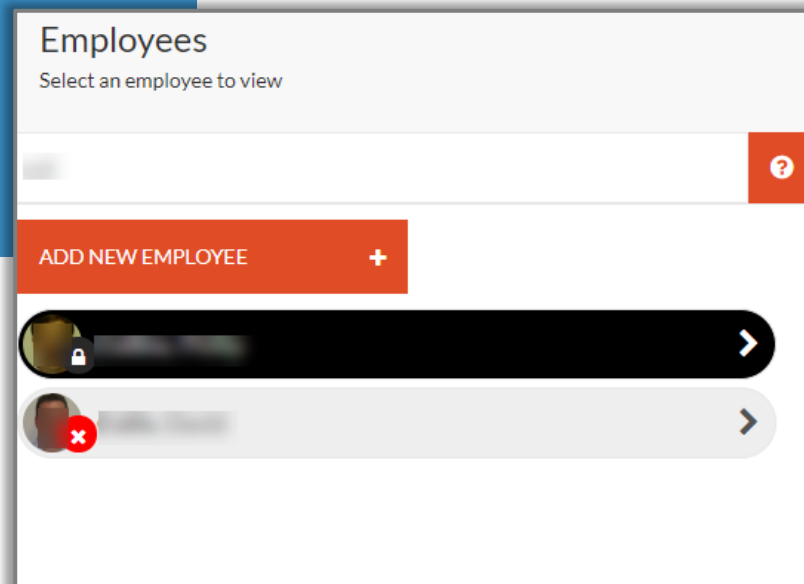
[Cancel](#) [Save](#) [Save & Next](#)

Returned Applications



Returned Applications

Once submitted, your employee will show a lock icon next to their name.





FOR ASSISTANCE

CALL 1300 309 566

EMAIL rsw@pegasus.net.au OR

VISIT railsafetyworker.com.au