



RAIL SAFETY WORKER

User Guide: Pending Actions

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

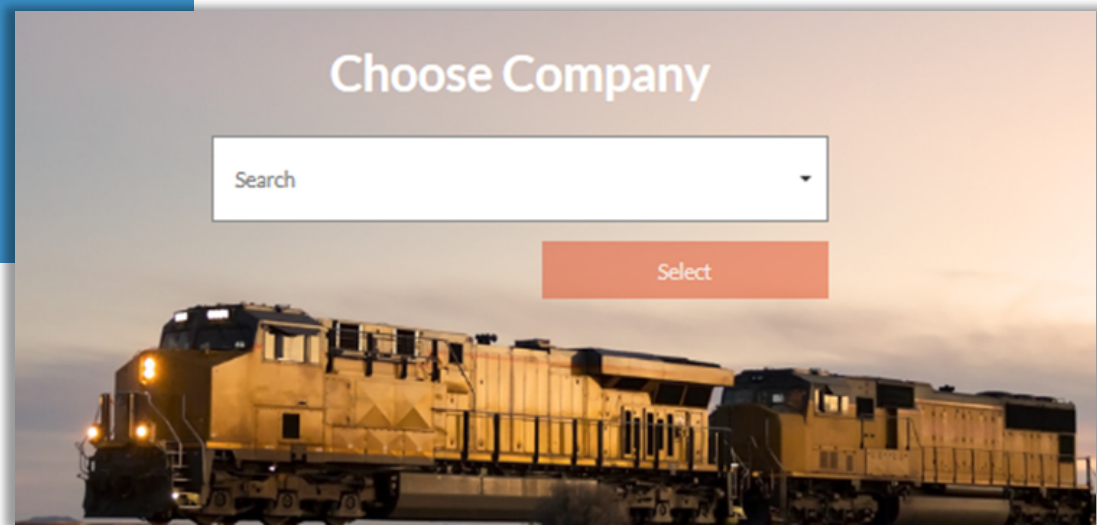


LOGIN

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.



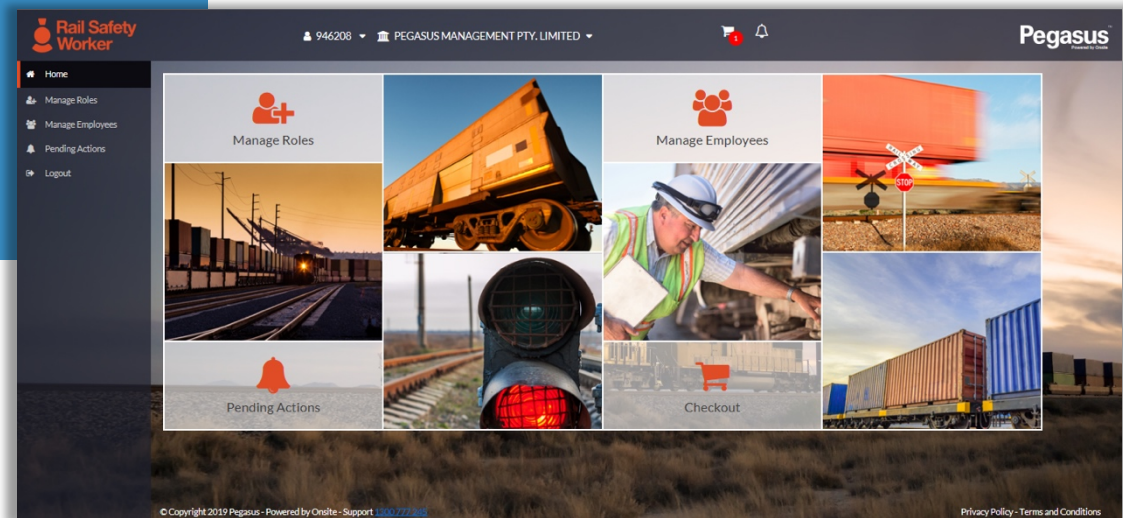
Login to the Rail Safety Worker Portal



LOGIN

If you are not associated to more than one company, you will 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 OVERVIEW

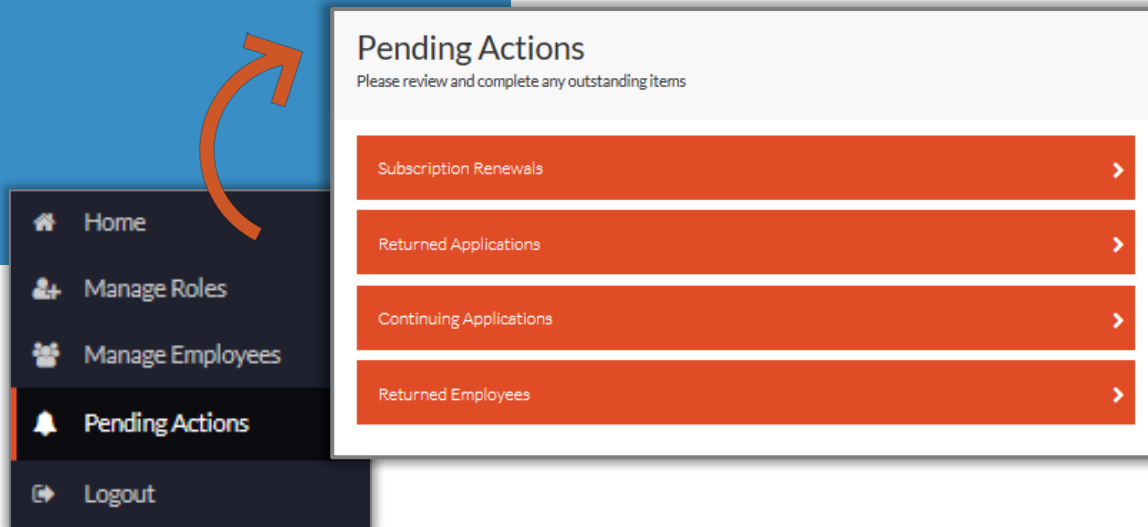
Pending Actions



Steps:

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

- Continuing Applications can cover new card orders and existing card updates that have not yet been submitted for verification.
- 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 Employees are when there may already be a card for that person in the system or perhaps they are unable to be approved per site restrictions or advice.
- Subscription Renewals will list all cards that have a subscription that is due to or has expired.



Pending Actions



Subscription Renewals

Click on the cardholder you want to renew or click on “Add All to Cart” to process all subscription renewals at once.

- When you have selected the cardholder/s to renew, click on “Checkout” at the bottom of the screen.

The screenshot shows a web interface titled "Subscription Renewals". At the top right is a red button labeled "ADD ALL TO CART". Below the title is a search bar. The main content area displays a list of subscription renewals with the following data:

Person:	Expiry Date:	Action
[Redacted]	17/04/2017	Add To Cart
[Redacted]	27/04/2018	Add To Cart
[Redacted]	27/05/2018	Add To Cart
[Redacted]	27/05/2018	Add To Cart
[Redacted]	27/05/2018	Add To Cart

At the bottom of the interface is a red bar with the text "CHECKOUT".

Pending Actions



Returned Applications

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

- You can click on “View” to open the corrective action in the Returned Applications screen.

Returned Applications

Search

Employee Name:	Start Date:	RETURNED
[REDACTED]	26/07/2016	CONTINUE >
Description:		
Registration, ID Check, Card, Roles		
[REDACTED] - Thu, Nov 22, 2018 5:27 PM		
[REDACTED]		
Employee Name:	Start Date:	RETURNED
[REDACTED]	15/08/2017	CONTINUE >
Description:		
Card, Roles		
View Comment		

Pending Actions



Continuing Applications

Click in the radio button to select one or more continuing applications.
Click "Continue" when you have selected all you need.

- At the top of the screen you can click on "Continue Selected" and this will open a window with all the selected applications listed.
- If you need to delete an application – perhaps the person has changed employers – click in the radio button and then click "Delete Selected" You cannot delete a card application that has been paid for. The cardholder would need to have an "End Employment" process actioned on their profile.

Continuing Applications			
		Continue Selected	Delete Selected
Remove All Search			
<input checked="" type="radio"/>	Person: [redacted]	Description: Registration, Card, Roles	Continue →
<input type="radio"/>	Person: [redacted]	Description: Registration, ID Check, Card, Roles	Continue →
<input type="radio"/>	Person: [redacted]	Description: Registration, ID Check, Card, Roles	Continue →
<input type="radio"/>	Person: [redacted]	Description: Roles	Continue →
<input type="radio"/>	Person: [redacted]	Description: Registration	Continue →

Pending Actions



Returned Employees

If the cardholder you have submitted as a new employee is already in the system you may have a returned employee.

- If a cardholder is returned under this label, you will need to Contact Pegasus to make arrangements for removal.

Returned Employees

Search

Employee Name: [Redacted]	EDIT >
Rhiannon Manning - 19/06/2017 Already in the system	
Employee Name: [Redacted]	EDIT >
View Comment	
Employee Name: [Redacted]	EDIT >
View Comment	
Employee Name: [Redacted]	EDIT >



FOR ASSISTANCE

CALL 1300 309 566

EMAIL rsw@pegasus.net.au

VISIT railsafetyworker.com.au