



RAIL SAFETY WORKER

User Guide: Updating Employee Data

■ 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

Login to manage roles and competency checks
for your rail safety workers

Username

Password

LOGIN

Register
Recover my password
Login with Pegasus Account

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Login to the Rail Safety Worker Portal

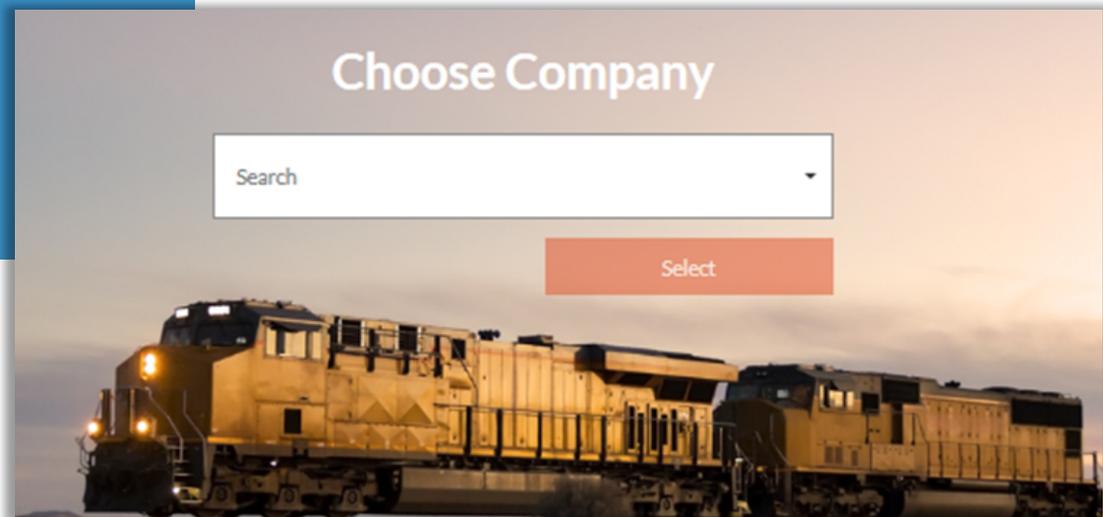


Home

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

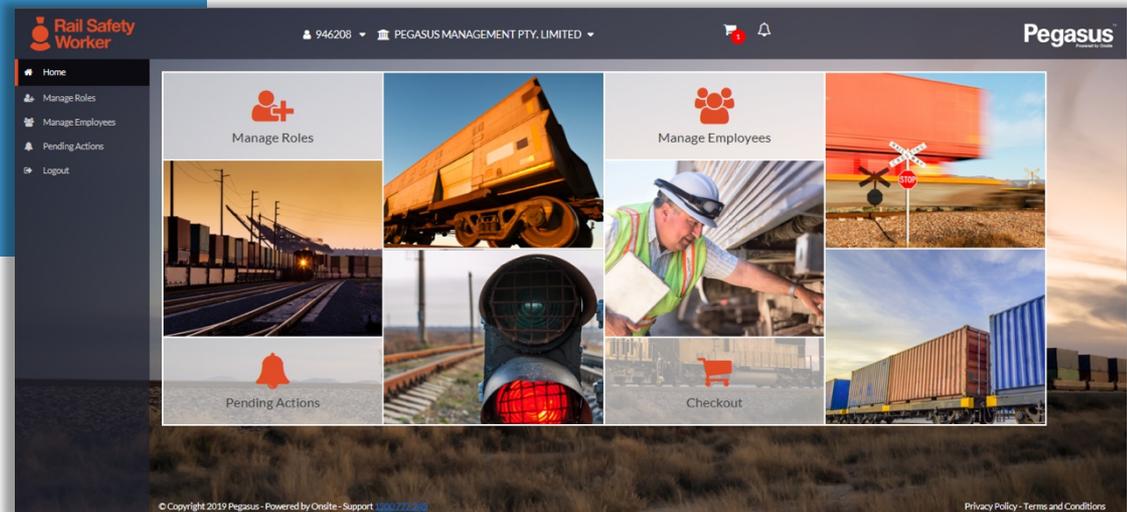


Home

If you are not associated to more than one company, you will be taken to the portal home page.

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.

- 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”.



Managing Employees



Step 1

Find the employee you wish to update roles for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.

- Here you can see when the person's card subscription will expire and you can opt to renew it from this screen too.
- You can see at a glance the number of roles assigned to the person and how many are complaint, nearing expiry/non-compliance or already expired/become non-compliant.
- You can also view the person's site associations here.

Employees Available
Select employees to add to action list

Enter a portion or full name here to find an employee

ADD NEW EMPLOYEE +

Manage Employee
Manage a selected employee

ID CHECK

Approved

DOB: Gender: Female
Phone: Email:
Address:

Subscription Valid until 17/06/2020 | Added to cart >

Work Roles 0 0 0 >

Re-invite / Reset Password

Site Associations >

Managing Employees



Step 2

Update your employee's data by clicking the edit icon in the Personal Details section.



Manage Employee

Manage a selected employee

ApprovedID CHECK

DOB: Gender: Female
Phone: Email:
Address

Subscription Valid until 17/06/2020 | Added to cart >

Work Roles 0 0 0 >

Re-invite / Reset Password

Site Associations >

Managing Employees



Step 3

Update Personal Details, then select “Save and Close”

Personal Details

Edit

Postcode *	2300
Country	Australia ▼

Licence Information

Licence Class	Licence Class
Licence Number	Licence Number
Licence State	NSW ▼

[Back to Manage Employees](#) [SAVE & CLOSE](#)



FOR ASSISTANCE

CALL **1300 309 566**

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VISIT railsafetyworker.com.au