



# RAIL SAFETY WORKER

User Guide: Updating Employee Data

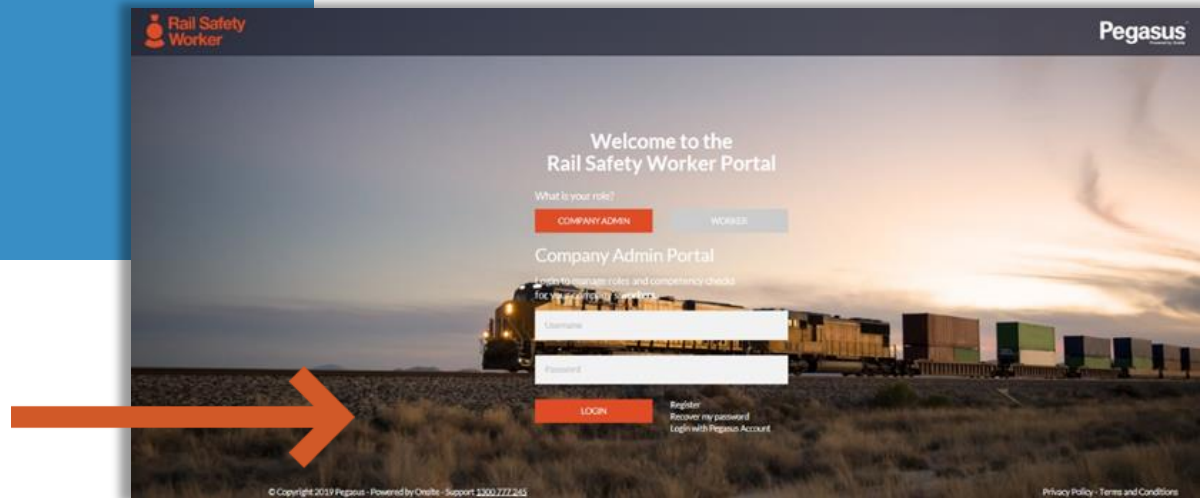
# Login to the Rail Safety Worker Portal



## LOGIN

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

Enter your username and password and click "Login"



# Login to the Rail Safety Worker Portal

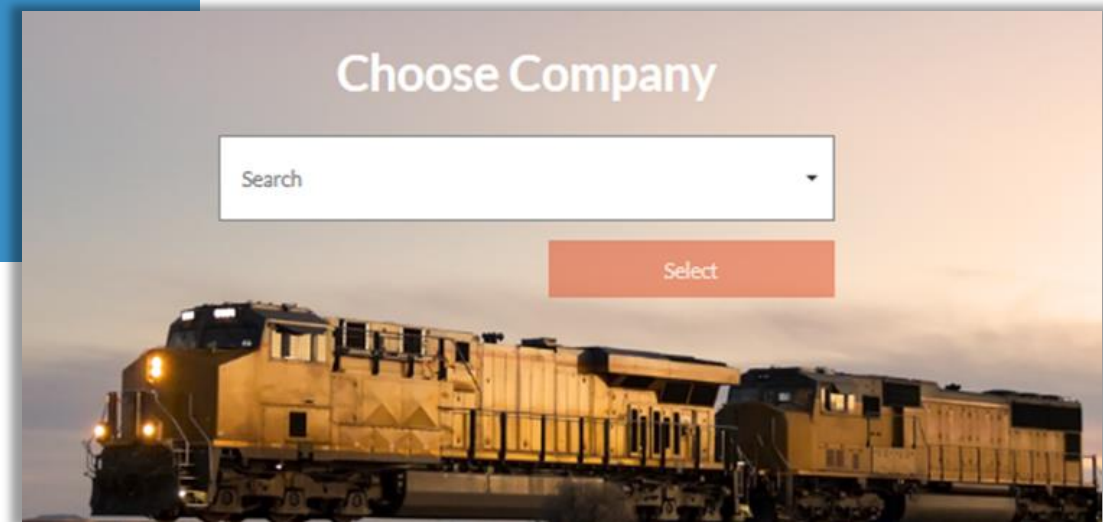


## Home

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

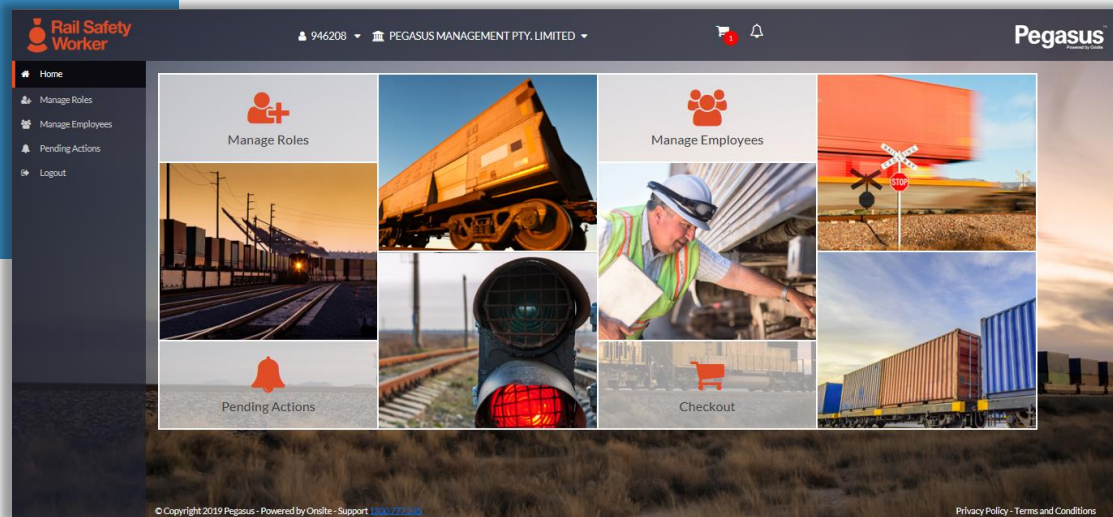


## Home

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.

The screenshot displays the Pegasus interface for managing employees. On the left is a dark sidebar menu with options: Home, Manage Roles, Manage Employees (highlighted), Pending Actions, and Logout. The main content area is divided into two overlapping panels. The top panel, titled 'Employees Available', features a search bar with the placeholder text 'Enter a portion or full name here to find an employee' and a red 'ADD NEW EMPLOYEE +' button. Below the search bar is a list of employee profile cards, each with a red 'x' icon. The bottom panel, titled 'Manage Employee', shows details for a selected employee, including a profile picture, a green 'Approved' status, and fields for DOB, Gender (Female), Phone, Email, and Address. At the bottom of this panel are four expandable sections: 'Subscription' (Valid until 17/06/2020 | Added to cart), 'Work Roles' (displaying 0 green, 0 yellow, and 0 red circles), 'Re-invite / Reset Password', and 'Site Associations'. An orange arrow points from the 'Manage Employees' menu item to the search bar, and another points from the search results to the 'Manage Employee' panel.

# Managing Employees




## Step 2

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

Update Personal Details, then select "Save and Close"

**Manage Employee**  
Manage a selected employee

 **XXXXXXXXXX, XXXXX**  
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 >



**Personal Details**  
Edit:

Postcode

Country


**Licence Information**

Licence Class

Licence Number

Licence State

Back to Manage Employees SAVE & CLOSE





FOR ASSISTANCE

CALL **1300 309 566**

EMAIL [rsw@pegasus.net.au](mailto:rsw@pegasus.net.au) OR

VISIT [railsafetyworker.com.au](http://railsafetyworker.com.au)