



# RAIL SAFETY WORKER

User Guide: Powered by Onsite Mobile App

# Powered by Onsite Mobile Application



## DOWNLOAD AND LOGIN

In the Google Play store or the iPhone App Store, search for the Powered by Onsite Mobile App and download it to your device.

Once a user profile has been created for you in Onsite Track Easy, log into the Mobile Application or “Mobile App”.

- Powered by Onsite gives you real-time, live access to compliance information about your workforce, including your contractors.
- Search your registered employees and contractors to view their current compliance status.
- View a contracting company’s compliance to determine if they can work on your site or project.
- Analyse an employee or contractor’s work roles and competencies to confirm they are safe and qualified to work on your site or project.
- Audit worker compliance in the field, and create actions based on their adherence to the site business rules.



Onsite Mobile

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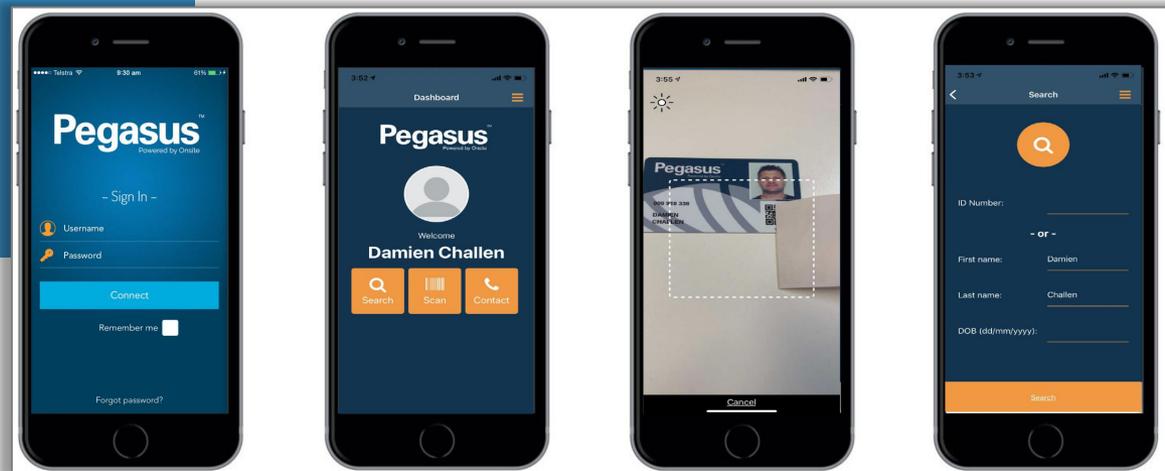


## LOGIN

Login using your username and password.

Once you locate the worker using the search methods listed on the right side of this page, click on their name to view their details.

- Now you have logged in, you can scan a card by selecting “Scan,” or you can search for a cardholder by selecting “Search.”
- Scan a cardholder’s card by holding your phone over the QR code on their card. Older barcodes on older card types will also scan
- If you are manually searching for a specific cardholder, enter their ID number which is found on their card, or alternatively enter their first name, surname and DOB.
- NOTE: Screens may vary slightly to those shown depending upon your permissions in the Mobile App.



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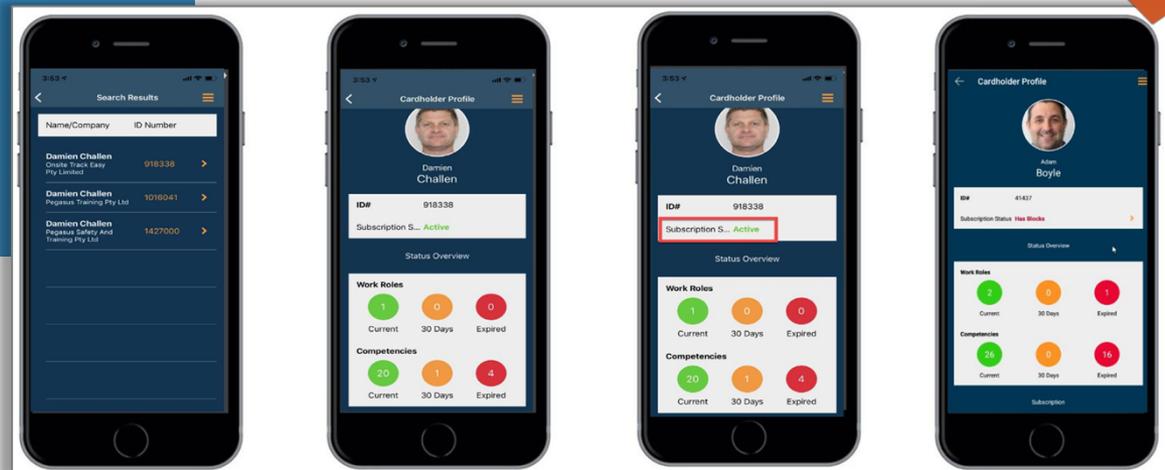
## VIEWING

At the top of the profile page you can view the cardholder's ID number, status and the company they work for.

If a cardholder's subscription has expired you will be denied access to view the profile.

This expired subscription will need to be renewed before the profile can be viewed.

- If a cardholder's profile has blocks, it will show in their profile status. To view the cardholder's blocks, select "Has blocks." See the last image below.



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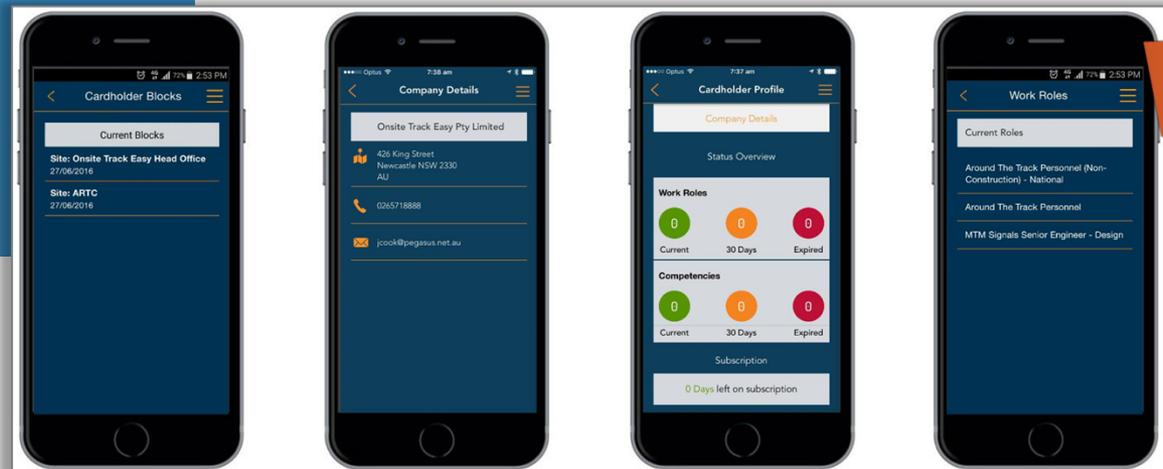


## PROFILE INFO

- Current Blocks will display the block details.
- To view the cardholder's company details and contact information, select "Company Details" on the cardholder's profile page.

To return to the cardholder's profile page, select the yellow back arrow in the top left hand corner.

- At the bottom of the profile page, you can view the cardholder's status details, including their work roles, competencies and subscription details.
- To view a cardholder's roles, select the "Work Roles" section.
- To view a specific Role, Click on the colour button.
- **Green** = Current
- **Amber** = Expiring under 30 days
- **Red** = Expired



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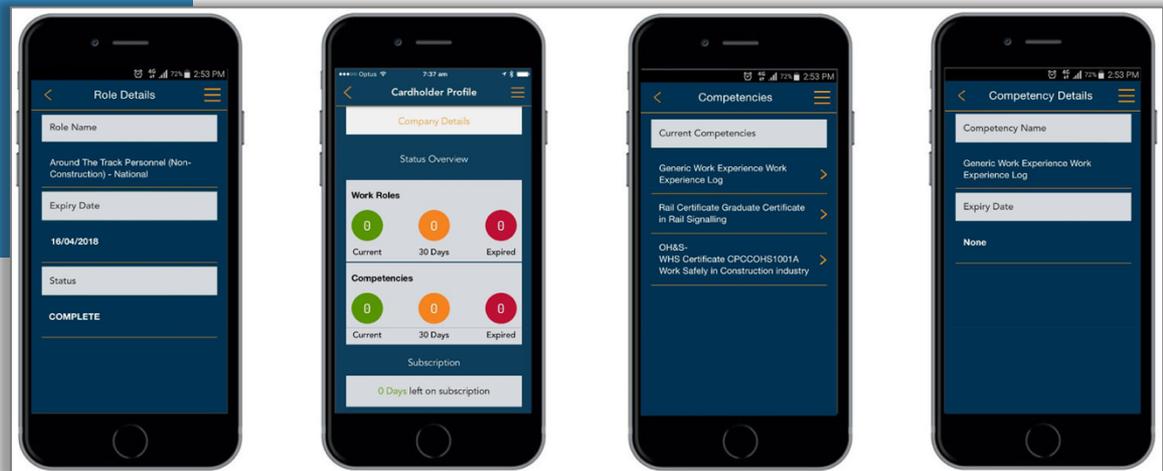


## PROFILE INFO

In the Role Details, you can view the name of the role, the expiry date and the status.

Once on the profile page, you can view any other specifics of their profile including their work roles, competencies and subscription details.

- By selecting "Competencies" in the cardholder's profile, you can view each of the cardholder's current competencies. You can then select a specific competency to view its details.
- In the Competency Details, you can view the name of the competency and the expiry date.



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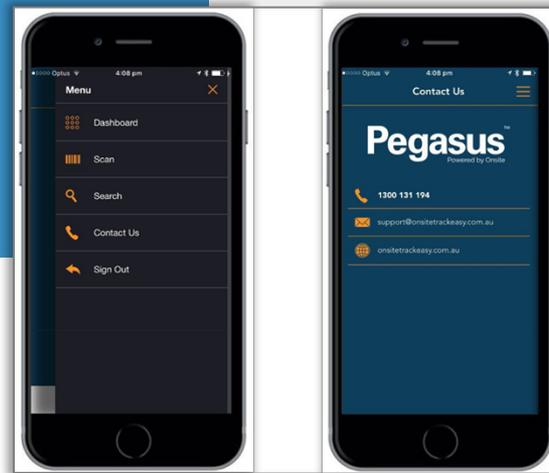


## MENU AND CONTACT US

To return to the dashboard or the search function, select the menu button in the top right hand corner.

Select the function you wish to continue to.

- To contact RSW, select the menu button in the top righthand corner. Select “Contact Us” from the menu.
- To exit the menu, select the yellow cross in the top right hand corner.





FOR ASSISTANCE

CALL **1300 309 566**

EMAIL **rsw@pegasus.net.au**

VISIT **railsafetyworker.com.au**