RAIL SAFETY WORKER

User Guide: Managing Roles

Pegasus

Managing Roles

LOGIN

Go to https://rsw.poweredbyonsite.com

Enter your username and password and click "Login"

Managing Roles

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.
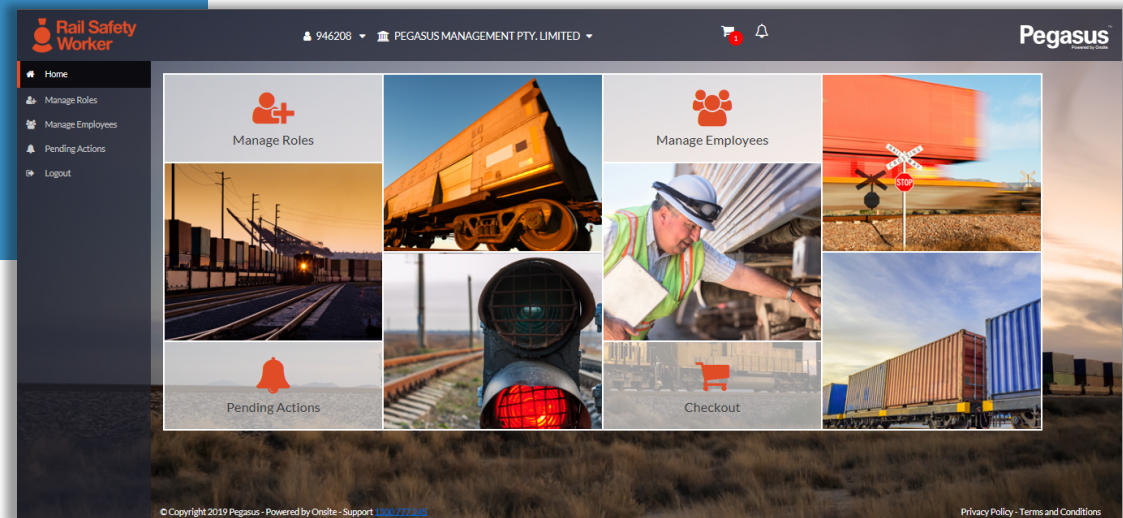
Choose Company

Search ▼

Select
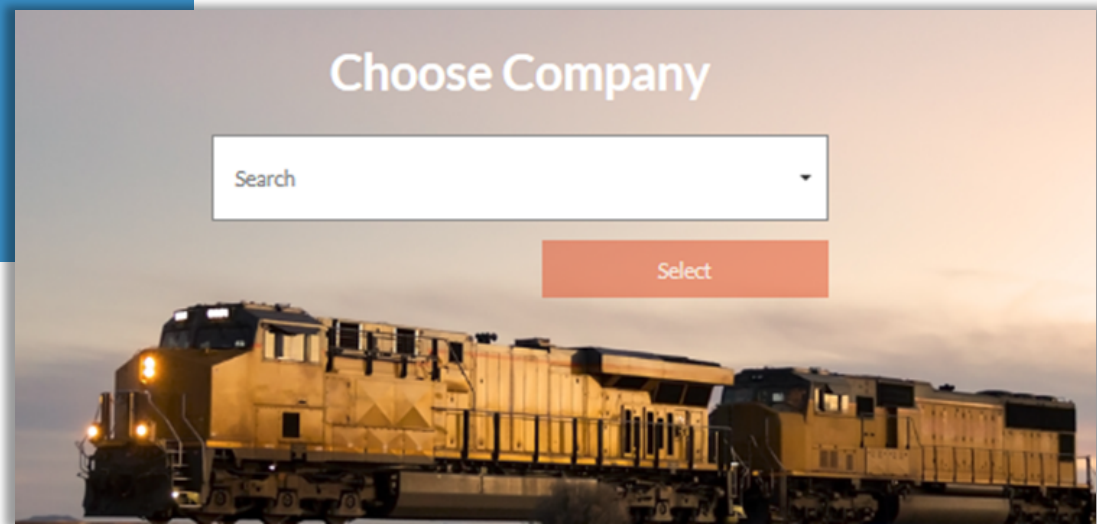
Managing Roles

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".
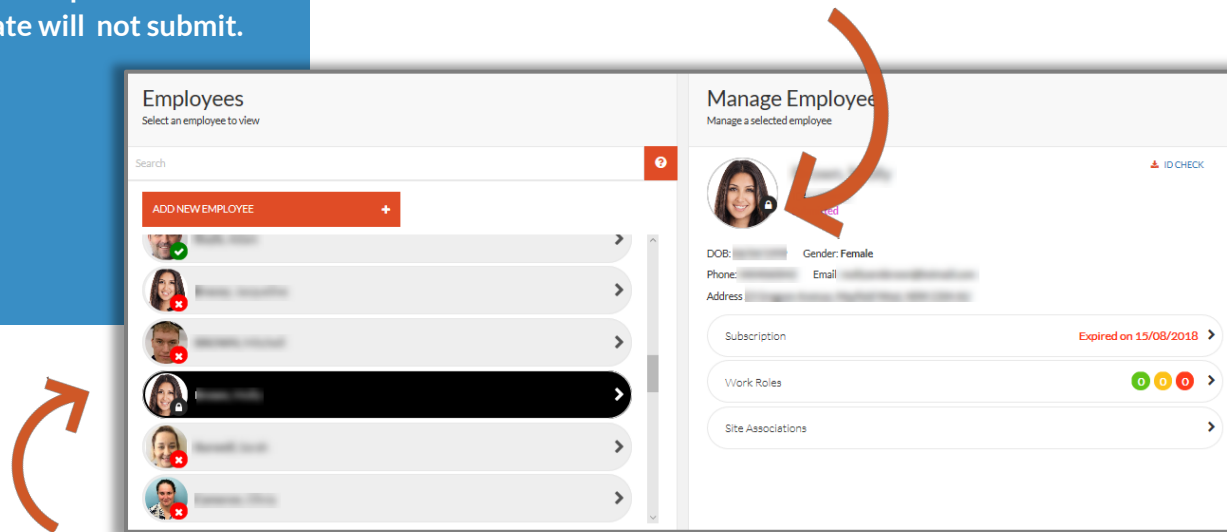
MANAGE ROLES

Manage Roles

NOTE

ALL roles applied to a worker card MUST be either deleted or have all mandatory items uploaded.

If there is a role that is incomplete or non-compliant the role update will not submit.

- If you cannot see a padlock icon on the worker profile after you have added roles and uploaded all items, the profile has not been submitted.

- Pegasus will not have access to process the data if is not submitted, the updated information cannot be verified and added to the worker profile/card.

- This is the same for all new card orders, updates to existing cards and additional roles added to existing cards.
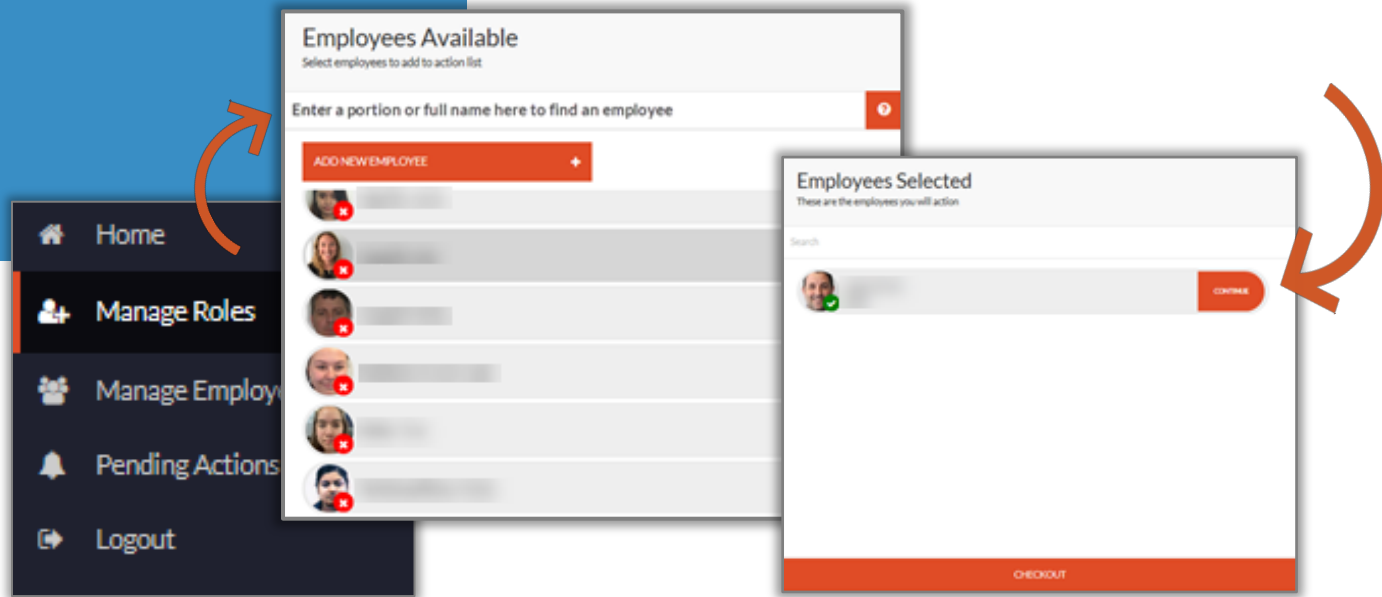
Manage Roles

Step 1

Click on "Manage Roles" to add or remove roles to a cardholders profile.

When you see the person's profile bar, click on them and then click on "Continue".

- This is where all site requirements will be met when selecting roles.

- Each role will have National safety requirements and site specific safety requirements (set by the Site Operator/Owner).

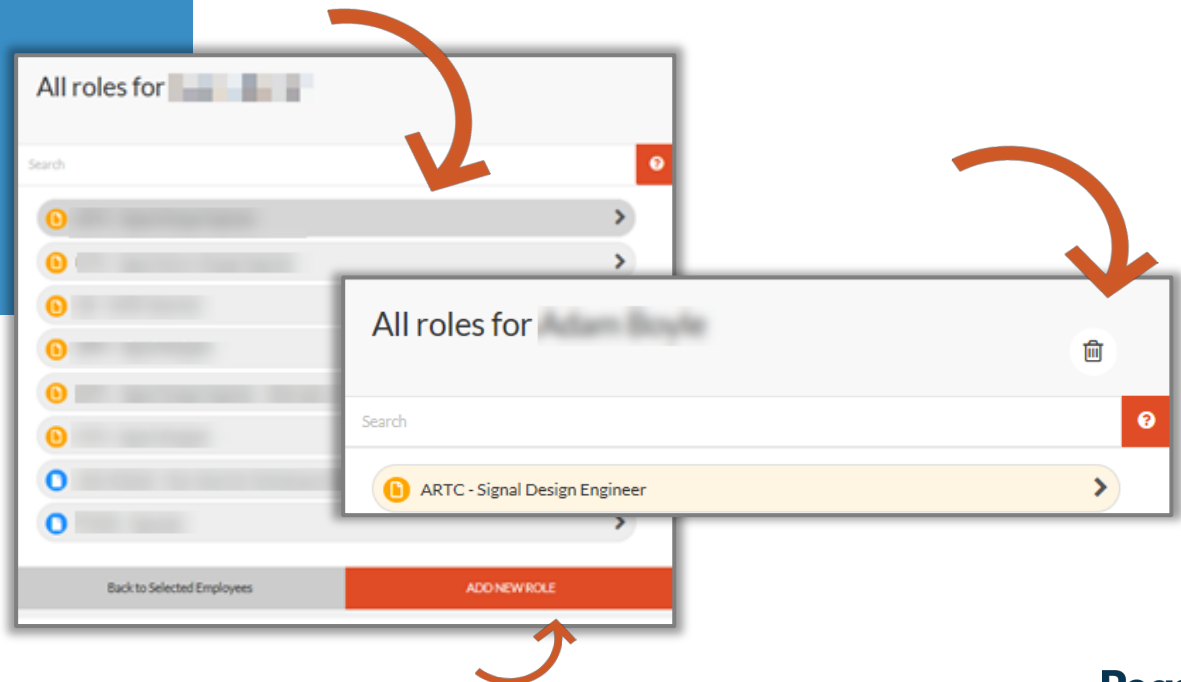- Roles can be added, removed and updated through this section.

Manage Roles

Step 2

Click on the role you want to remove or update.

Click on "Add New Role".

- To remove a role – click on the role to select it then click on the bin icon located at the top of the roles list.

- To update a role – click on the role to select it and follow the prompts on the right side of the screen. These steps to come.

- To add a role – click "Add New Role" and select from the list.

All roles for

Search

ADD NEW ROLE

Back to Selected Employees

All roles for

Search

ARTC - Signal Design Engineer

Manage Employees

Step 3

You can upload new documentation by clicking on the role and then the competency you want to edit.

To upload a renewed document, click on the competency and then the document renewal button.

You can also add new roles here at any time.

- By clicking on the competency the upload option for this item appears on the right of the screen. Click to upload as many pages as is required.

- Select the pages needed for that competency and click "Select # Document/s". Once uploaded you will see a "Submit" button to allow the data to be verified.

- You can also add new roles from here too. Just click the "Add New Role" button.

- The worker's profile will be locked for changes until all updates or new roles have been verified.
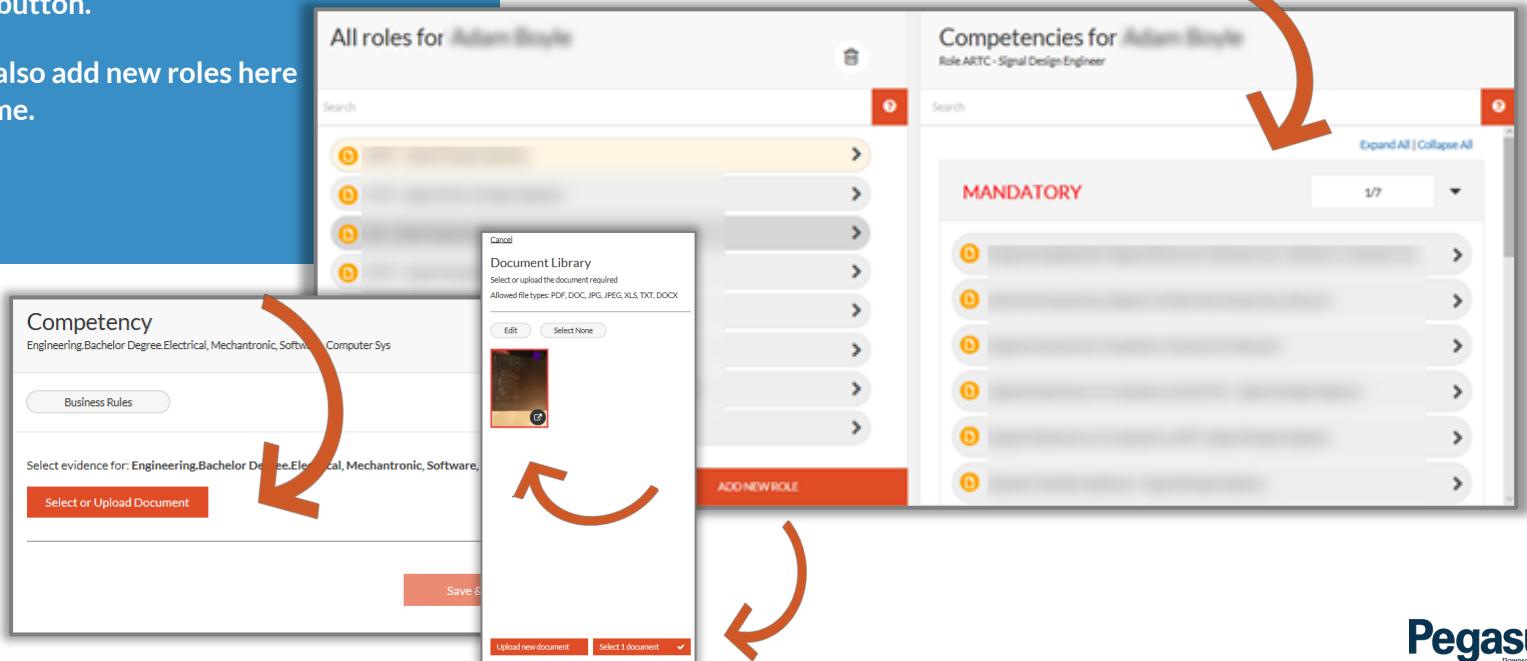
FOR ASSISTANCE

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VISIT **railsafetyworker.com.au**

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