



# RAIL SAFETY WORKER

User Guide: Portal Overview

# 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

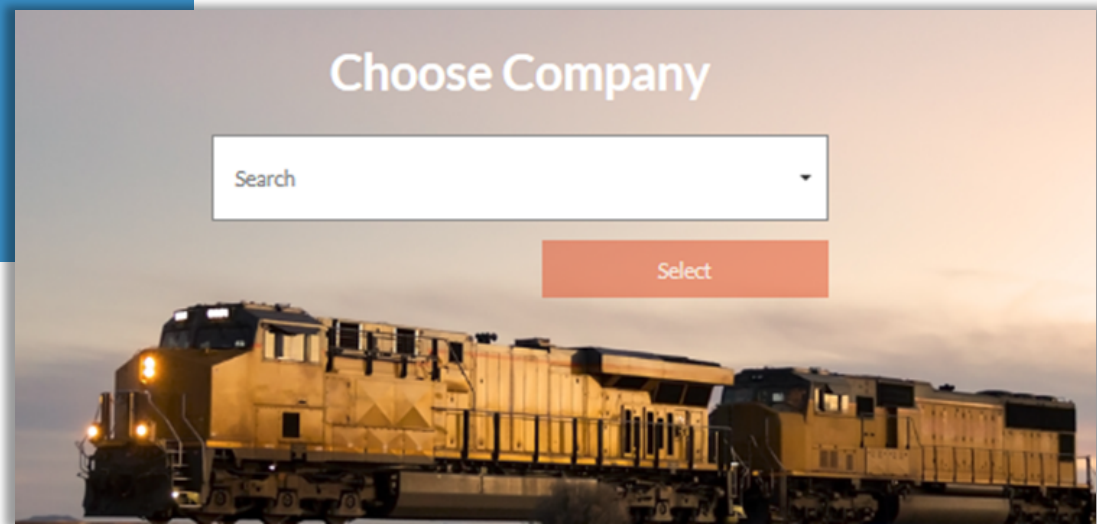


## LOGIN

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.



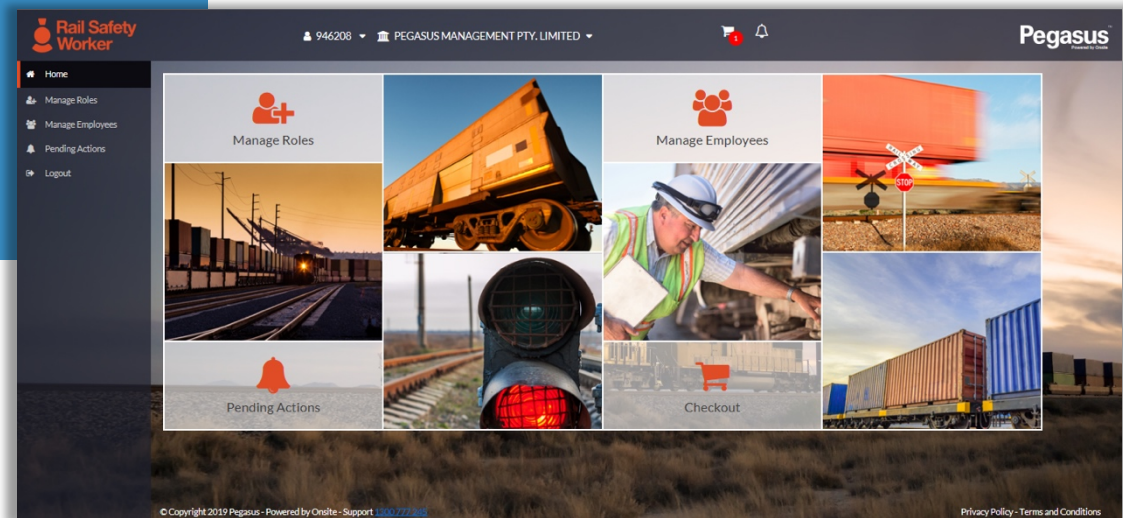
# Login to the Rail Safety Worker Portal



## 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”.





# MANAGE ROLES

# 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.

The screenshot displays the 'Manage Roles' interface. On the left is a dark sidebar with navigation options: Home, Manage Roles (highlighted with an orange bar), Manage Employees, Pending Actions, and Logout. An orange arrow points from the 'Manage Roles' option to the main content area. The main content area is divided into two panels. The top panel, 'Employees Available', has the subtitle 'Select employees to add to action list' and a search bar with the placeholder text 'Enter a portion or full name here to find an employee'. Below the search bar is an orange 'ADD NEW EMPLOYEE +' button and a list of employee profile cards, each with a red 'x' icon. The bottom panel, 'Employees Selected', has the subtitle 'These are the employees you will action' and a search bar. It shows one selected employee, Adam Boyle, with a green checkmark icon and a 'Select' label. An orange arrow points from the 'Continue' button next to Adam Boyle's profile to the 'CONTINUE' button in the top right corner of the 'Employees Selected' panel. At the bottom of the 'Employees Selected' panel is an orange 'CHECKOUT' button.

# Manage Roles

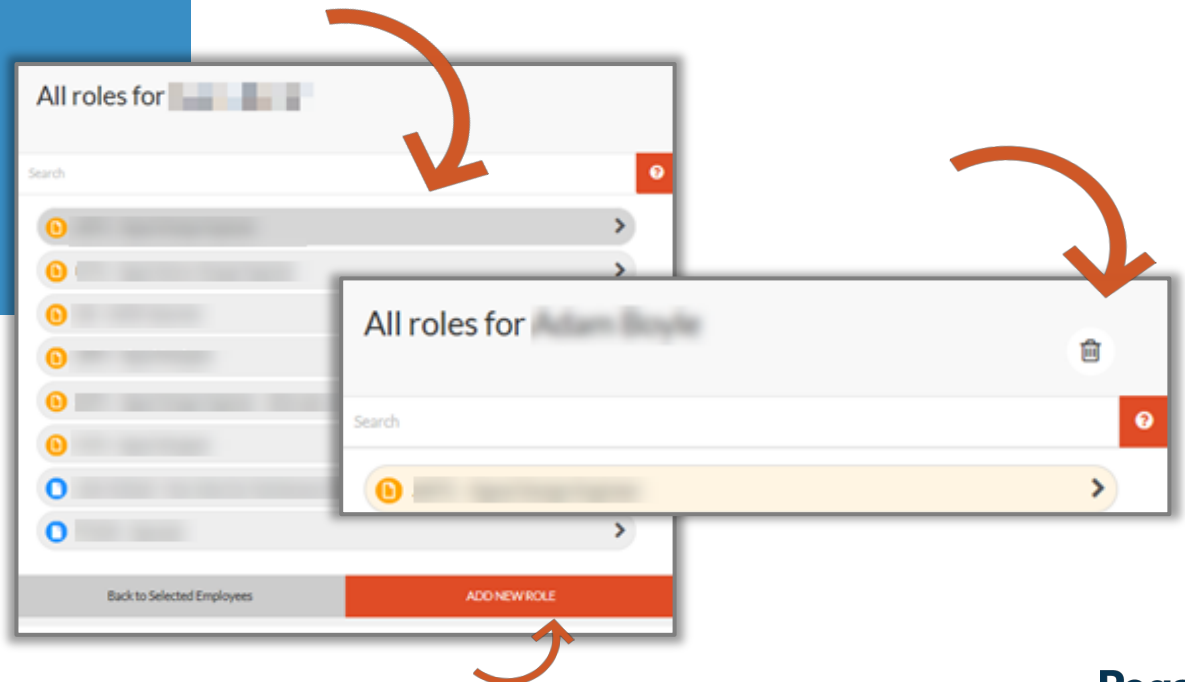


## Step 2

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.



# Manage Roles



## NOTE:

When you see this pop-up window, click through to confirm communication and postal details for the cardholder.

- In this area you can add the employees address for record keeping but then opt for the card to be delivered to a site or office on the following screen. Once you have entered or confirmed both, click to close this window.

### Personal Information

#### ID Check Information

Ann Smith  
Date of Birth: 01/01/1990  
426 King Street, Newcastle, NSW 2302 AU  
0429431189

Communicate to: Ann Smith [sconstable@pegasus.net.au](mailto:sconstable@pegasus.net.au)

#### Card Shipping Address

Type: Personal  
Communicate to: Ann Smith  
426 King Street, Newcastle, NSW 2302 AU  
0429431189

#### Edit ID Check Information

First Name *	Ann	Address *	426 King Street	Postcode *	2302
Middle Name		Town/City *	Newcastle	Country *	Australia
Last Name *	Smith	State *	NSW		
DOB *	01/01/1990				
Phone *	0429431189				





# MANAGE EMPLOYEES

# Manage Employees



## Steps:

Click on “Manage Employee” to add or add a new cardholder or to update an existing cardholders details.

Click on the profile bars to enter sections of the cardholder profile.

- 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 illustrates the 'Manage Employees' workflow in the Pegasus system. On the left, a dark sidebar contains navigation links: Home, Manage Roles, Manage Employees (highlighted with an orange bar), Pending Actions, and Logout. An orange arrow points from the 'Manage Employees' link to the main content area. The main content area is divided into two sections. The top section, 'Employees Available', prompts the user to 'Select employees to add to action list' and provides a search bar. Below the search bar is a red 'ADD NEW EMPLOYEE' button and a list of employee profile bars, each with a red 'x' icon. An orange arrow points from one of these profile bars to the 'Manage Employee' section. The 'Manage Employee' section, titled 'Manage a selected employee', displays a profile card for a selected employee. The card includes a photo, a green 'Approved' status, and fields for DOB, Gender (Female), Phone, Email, and Address. Below the profile card are several action buttons: 'Subscription' (with a green checkmark and 'Valid until 17/06/2020 | Added to cart'), 'Work Roles' (with three colored circles: green, yellow, and red), 'Re-invite / Reset Password', and 'Site Associations'.

# Manage Employees



## Subscription Renewals

You can order replacements cards, renew annual subscriptions or opt in and out of subscription renewal reminders here.

- This screen is accessed by clicking the subscription bar on the employees profile.
- Click Back to Manage Employees to return to the previous page.

**Card Subscription**

Expires: 17/06/2020  
Status: Valid

- Order Replacement Card
- Renew Subscription
- ☒ Subscription Renewal Notifications

Back to Manage Employees

**Card Subscription Billing**

Payment Date	Amount	Invoice
17/06/2019	\$220.00	<a href="#">Invoice</a>
16/05/2018	\$44.00	<a href="#">Invoice</a>
13/04/2018	\$0.00	<a href="#">Invoice</a>
13/04/2018	\$0.00	<a href="#">Invoice</a>
27/03/2018	\$0.00	<a href="#">Invoice</a>

**Manage Employee**  
Manage a selected employee

Approved

DOB: [Redacted] Gender: Female  
Phone: [Redacted] Email: [Redacted]  
Address: [Redacted]

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

Work Roles 1 0 0 >

Re-invite / Reset Password >

Site Associations >

# Manage Employees



## Updating Work Roles

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

- 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.
- To view the role adding process, see the previous section “Manage Roles”.

The screenshots illustrate the workflow for updating work roles. The top panel shows the main interface with 'All roles for Adam Boyle' and 'Competencies for Adam Boyle'. The bottom-left panel shows the 'Competency' details for 'Engineering Bachelor Degree Electrical, Mechantronic, Software Computer Sys', highlighting the 'Select or Upload Document' button. The bottom-right panel shows the 'Document Library' modal, which allows users to 'Upload new document' or 'Select 1 document'. Orange arrows indicate the flow from the main interface to the competency details and then to the document upload process.



# PENDING ACTIONS

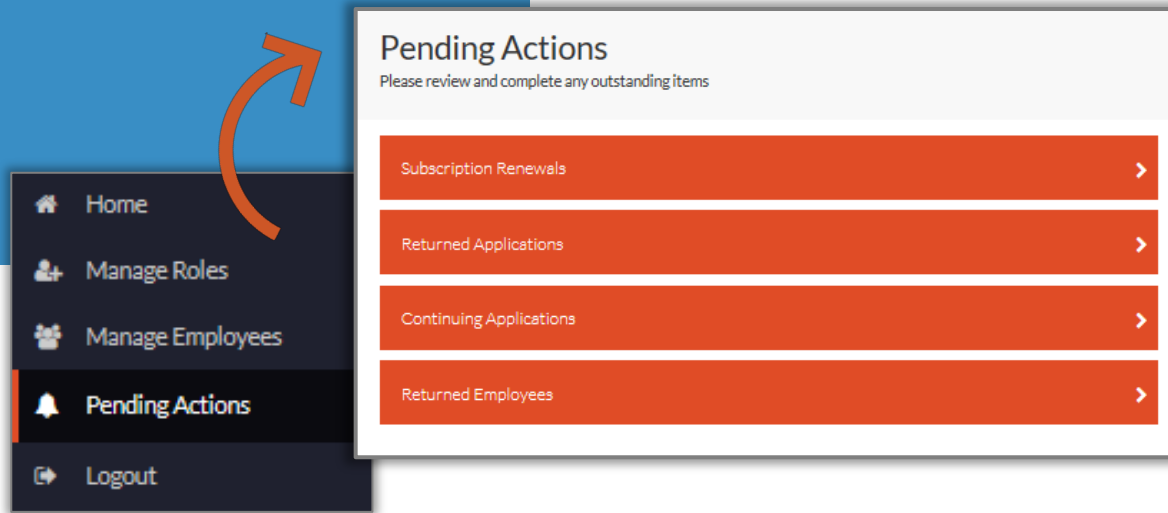
# Pending Actions



## 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.

Subscription Renewals

ADD ALL TO CART

Search

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

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



# 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
<a href="#">Remove All</a> 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 >
Rhannon Manning - 19/06/2017 Already in the system	
Employee Name: [Redacted]	EDIT >
View Comment	
Employee Name: [Redacted]	EDIT >
View Comment	
Employee Name: [Redacted]	EDIT >



**CHECKOUT**

# Checkout



## Steps:

Click on the “Checkout” icon located at the top of the portal screen to process payments of Rail Safety Worker card orders, any relevant paid training and subscription renewals.

Choose your preferred payment method and click on “Checkout”

- When you are processing an update or new card order you will have Checkout buttons in the persons profile but you can always access the checkout form anywhere in the portal by clicking the icon.
- You will be able to download the tax invoice straight after a successful checkout process however, the system will email one to the company administrator email also.

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Powered by Oracle

### Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR002	Card Purchase		2	\$100.00	\$200.00
CAR002	Registration, Subscription, ID Check, Card, Roles for Gerard Smith.	<a href="#">Edit</a>	1	\$100.00	\$100.00 <a href="#">✖ Remove</a>
CAR002	ID Check, Card, Roles for Ann Smith.	<a href="#">Edit</a>	1	\$100.00	\$100.00 <a href="#">✖ Remove</a>
Subtotal:				\$200.00	
Tax (10%):				\$20.00	
Total:				\$220.00	

[Credit / Debit Card](#)

[PayPal](#)

[Back](#)

[Checkout \\$](#)

# Checkout



## Subscription Renewals

You can order replacements cards, renew annual subscriptions or opt in and out of subscription renewal reminders here.

- This screen is accessed by clicking the subscription bar on the employees profile.
- Click Back to Manage Employees to return to the previous page.

### Card Subscription

Expires: 17/06/2020  
Status: Valid

- Order Replacement Card
- Renew Subscription
- ☒ Subscription Renewal Notifications

Back to Manage Employees

### Card Subscription Billing

Payment Date	Amount	Invoice
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13/04/2018	\$0.00	<a href="#">Invoice</a>
27/03/2018	\$0.00	<a href="#">Invoice</a>

### Manage Employee

Manage a selected employee

**Cardholder, Sarah**  
Approved

DOB:  Gender: Female  
Phone:  Email:   
Address:

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

Work Roles 1 0 0

Re-invite / Reset Password

Site Associations

# Checkout



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

- 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”.
- You can also add new roles from here too. Just click the “Add New Role” button.
- To view the role adding process, see the previous section “Manage Roles”.

The screenshot illustrates the workflow for updating work roles. The main interface shows a list of roles and competencies. A modal titled 'Competency' is open, displaying details for 'Engineering Bachelor Degree Electrical, Mechanical, Software, Computer Systems'. Below the details, there is a 'Select or Upload Document' button. Another modal titled 'Document Library' is open, showing a list of documents and a 'Select 1 document' button. Arrows indicate the sequence of actions: clicking on a competency in the main list, opening the 'Competency' modal, clicking 'Select or Upload Document', opening the 'Document Library' modal, and finally clicking 'Select 1 document'.



FOR ASSISTANCE

CALL **1300 309 566**

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