RAIL SAFETY WORKER

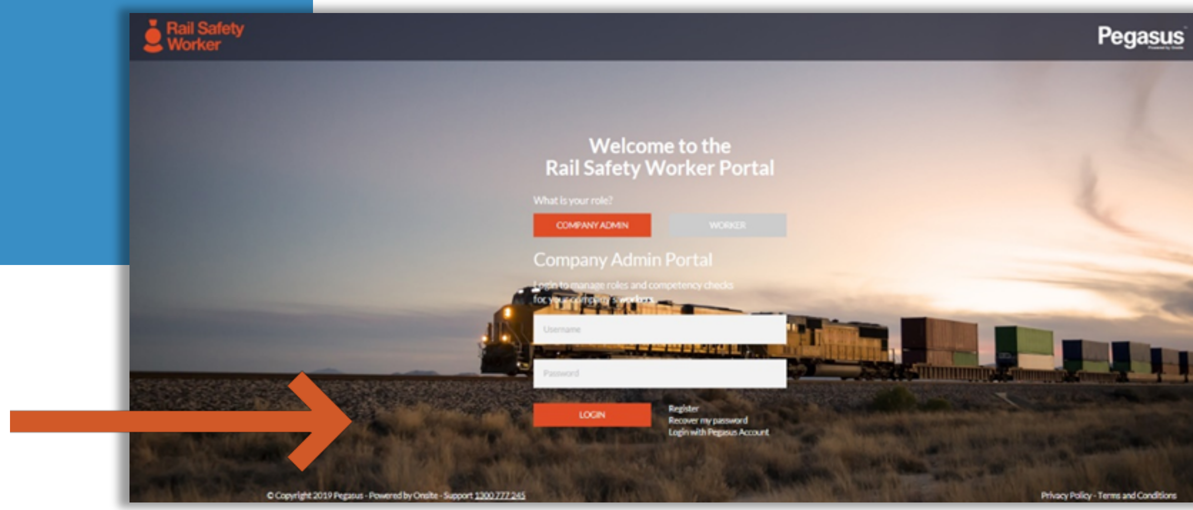
User Guide: Portal Overview

Login to the Rail Safety Worker Portal

LOGIN

Go to https://rsw.poweredbyonsite.com

Enter your username and password and click “Login”



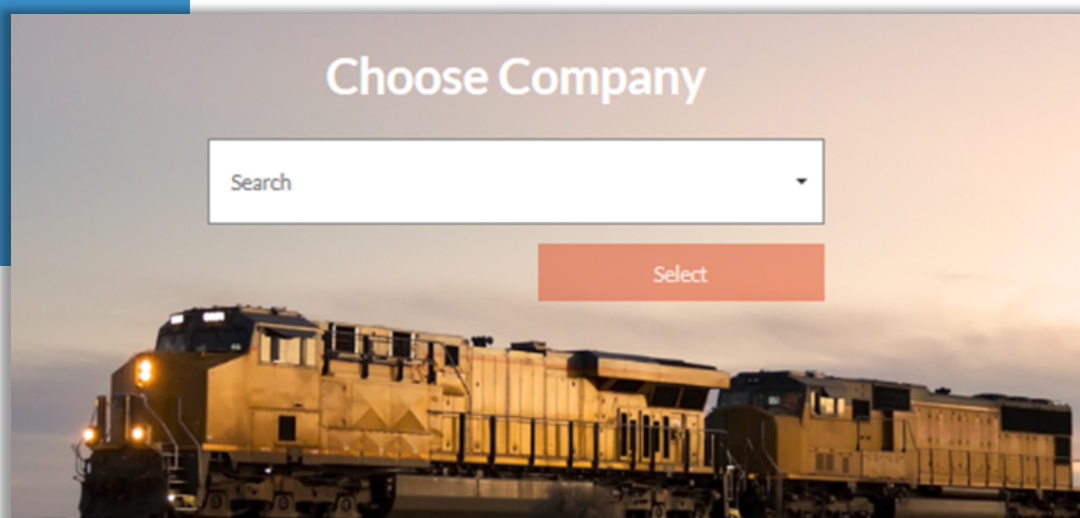
Login to the Rail Safety Worker Portal

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.

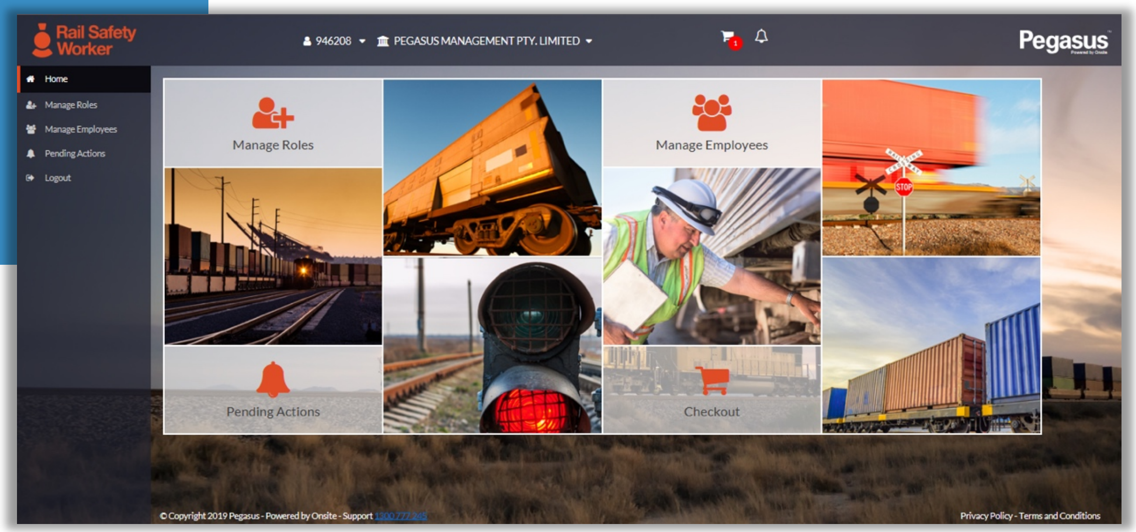


Login to the Rail Safety Worker Portal

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

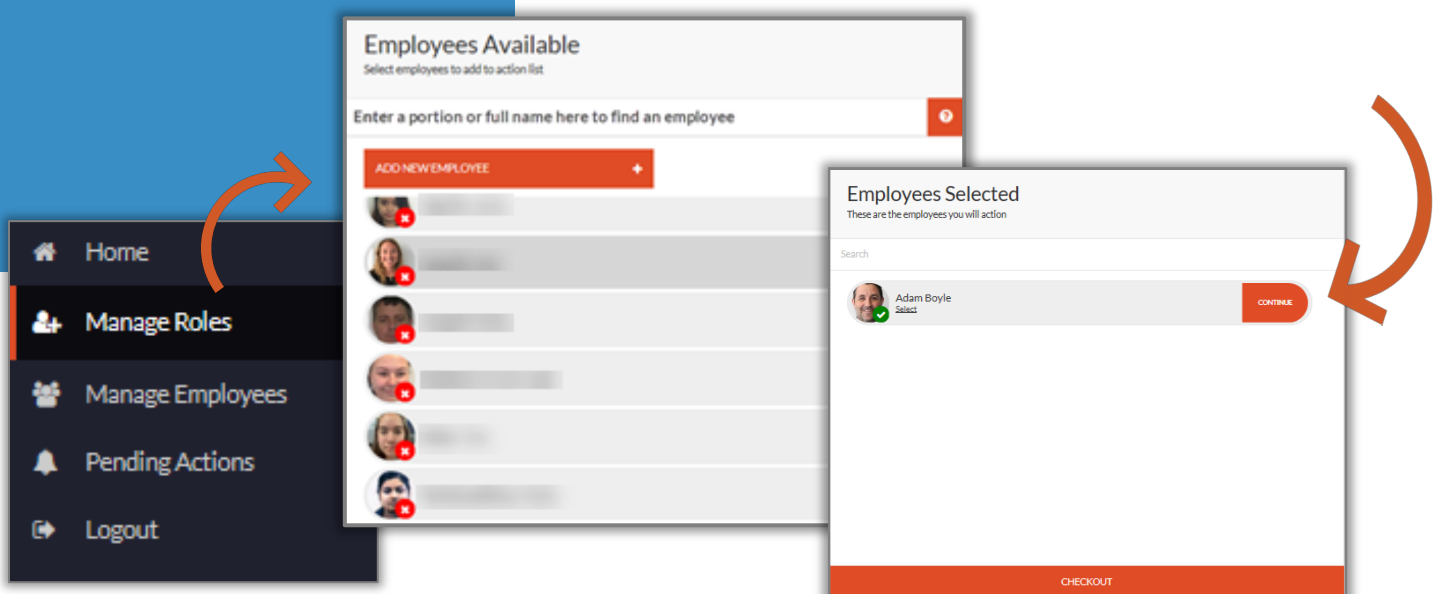
Manage Roles

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.



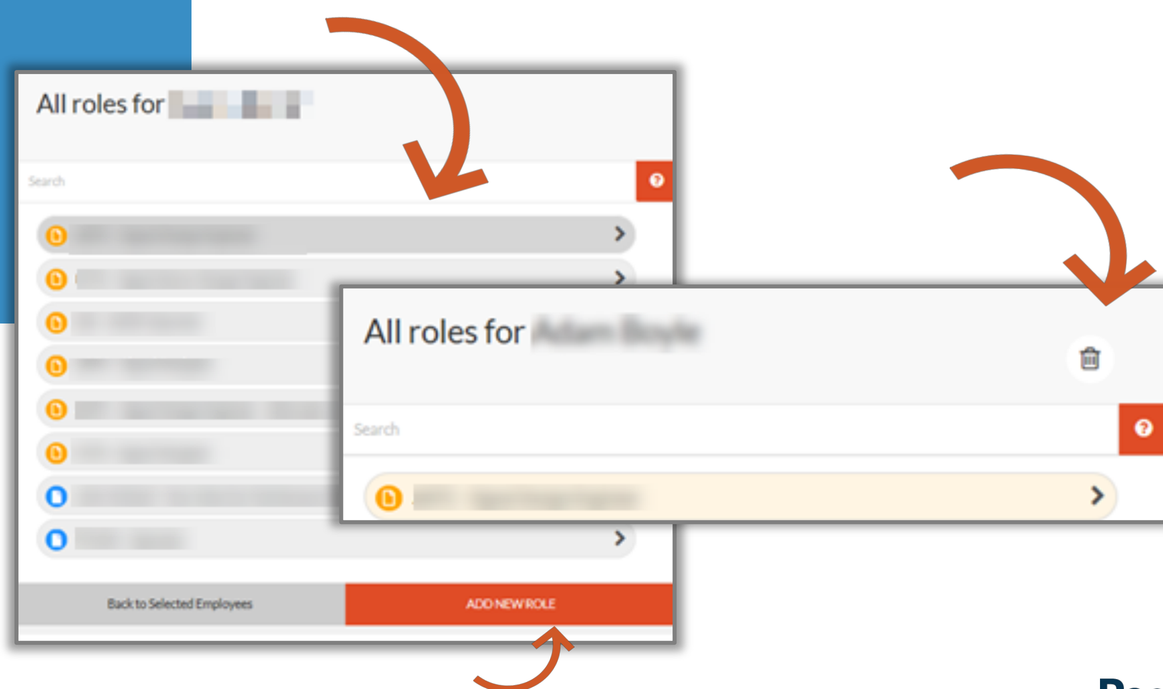
Manage Roles

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.

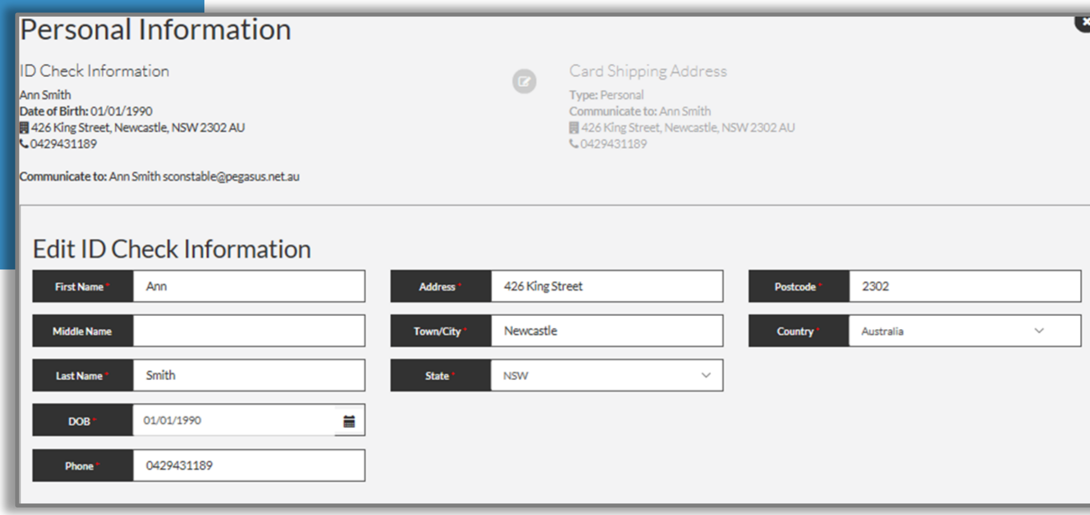


Manage Roles

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.



MANAGE EMPLOYEES

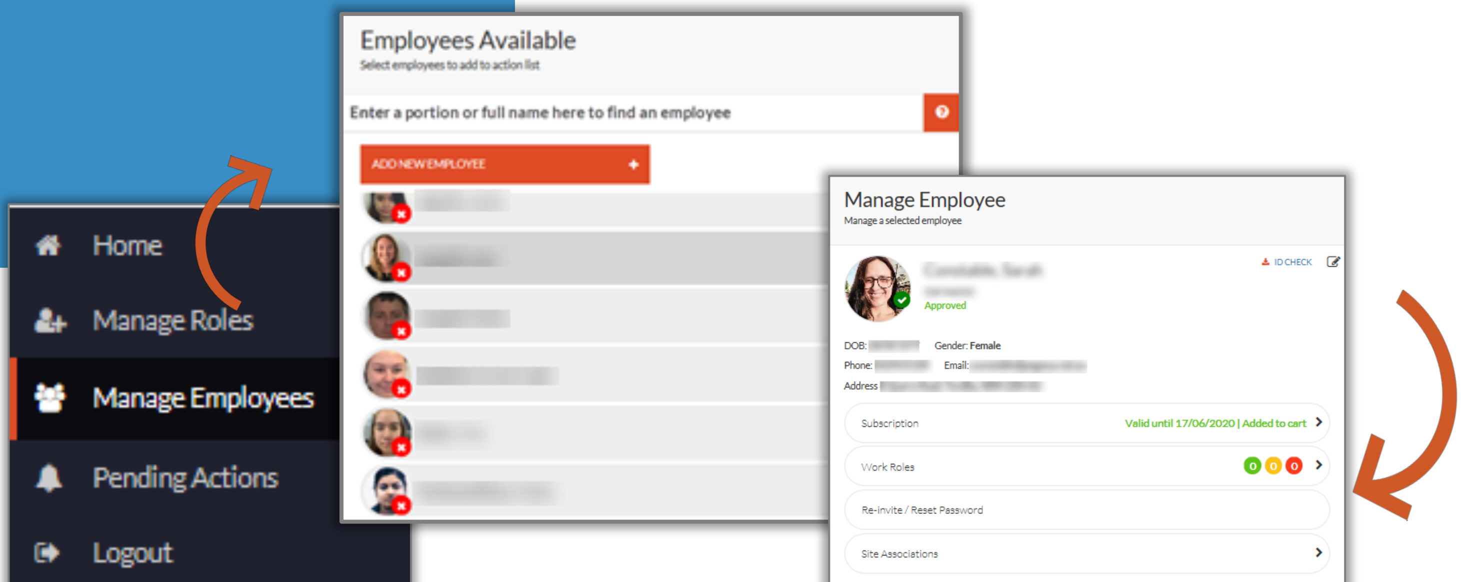
Manage Employees

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.

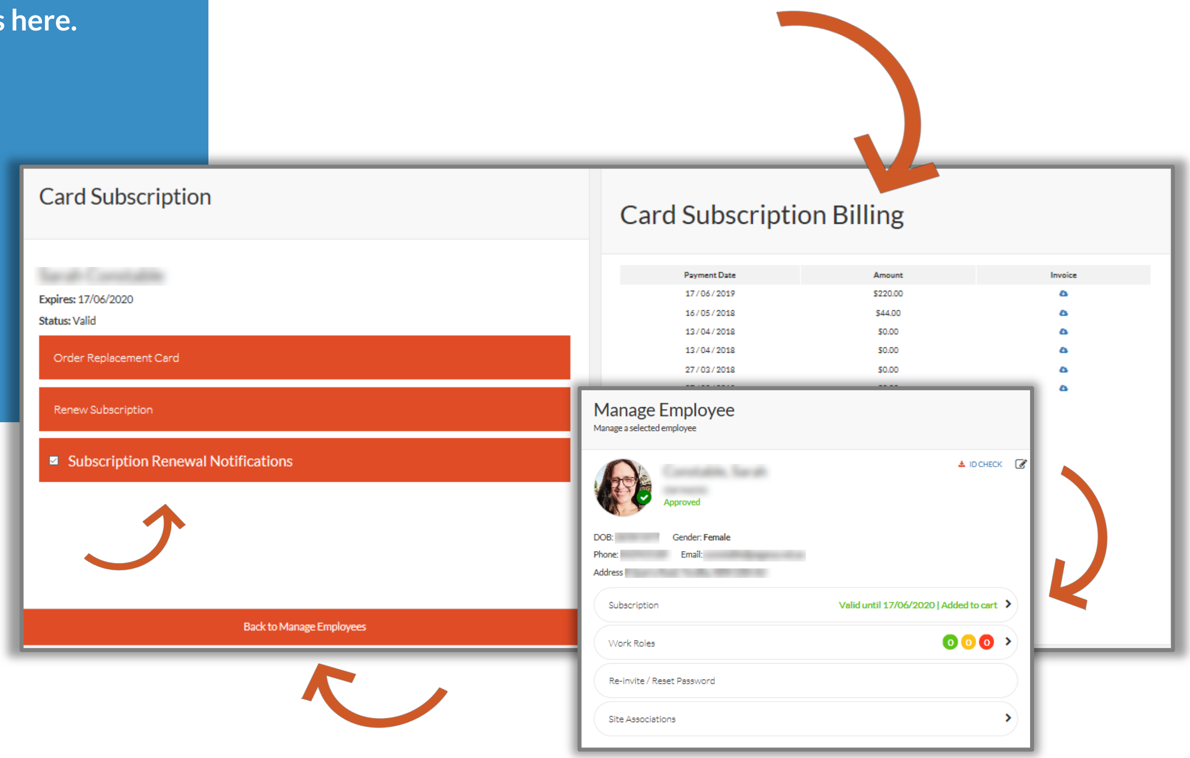


Manage Employees

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.

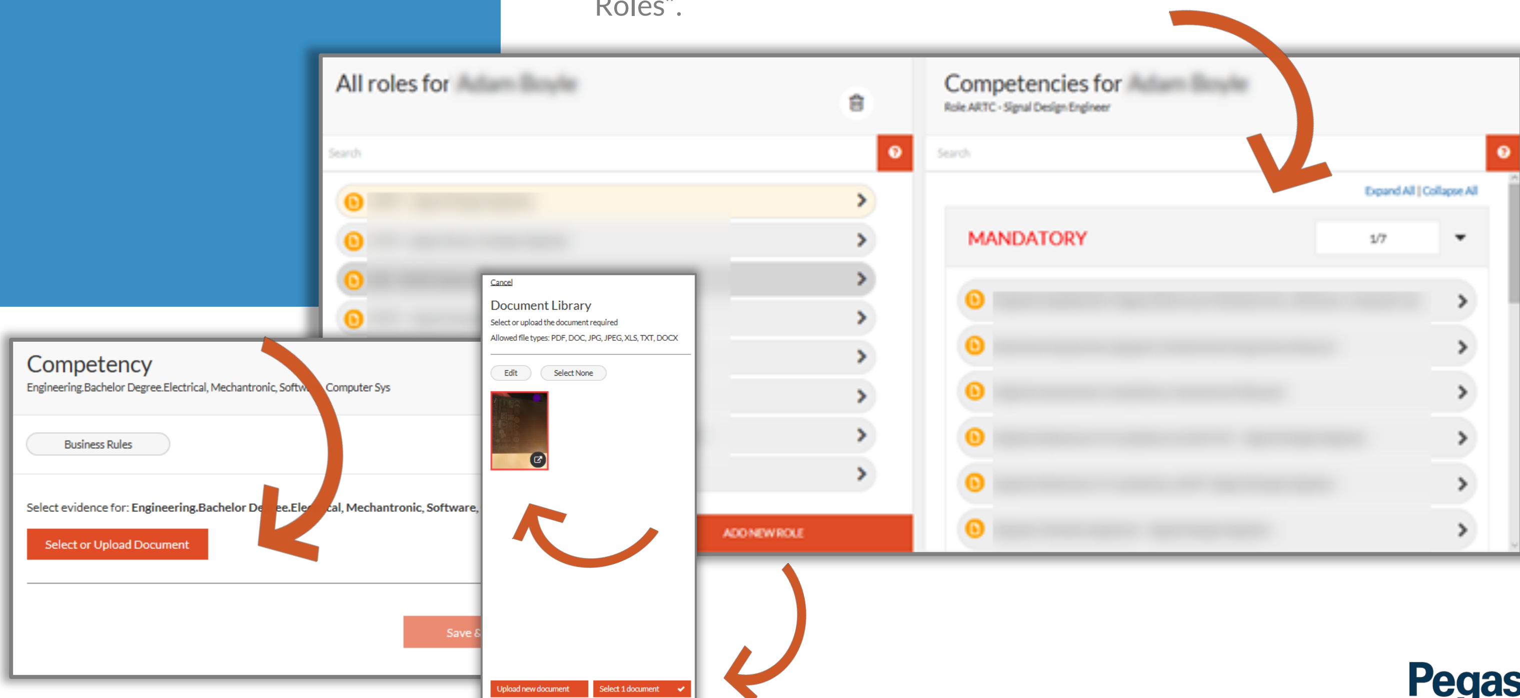


Manage Employees

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".



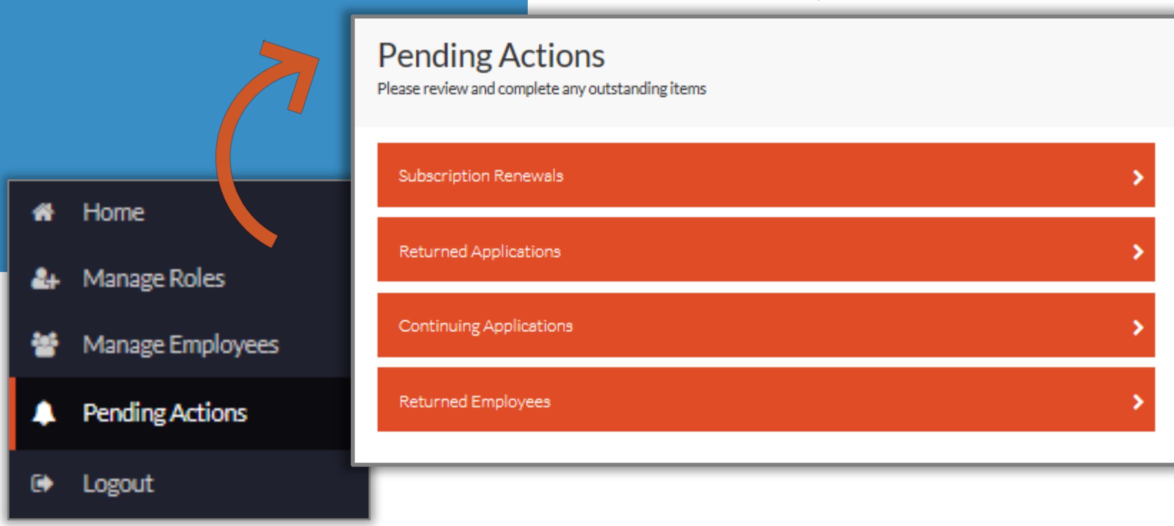
PENDING ACTIONS

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.

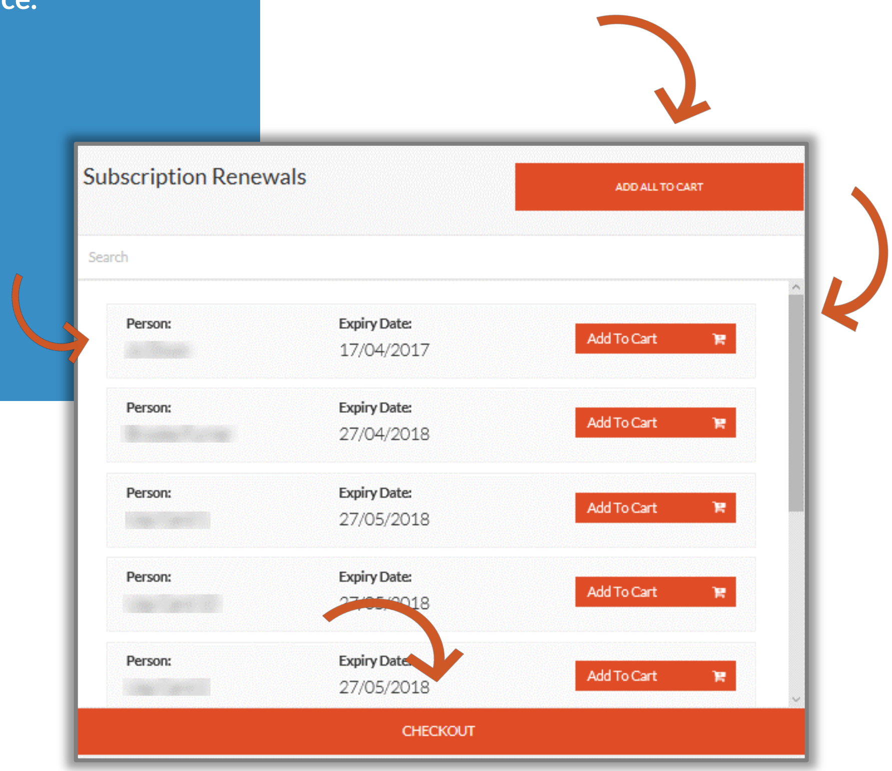


Pending Actions

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.

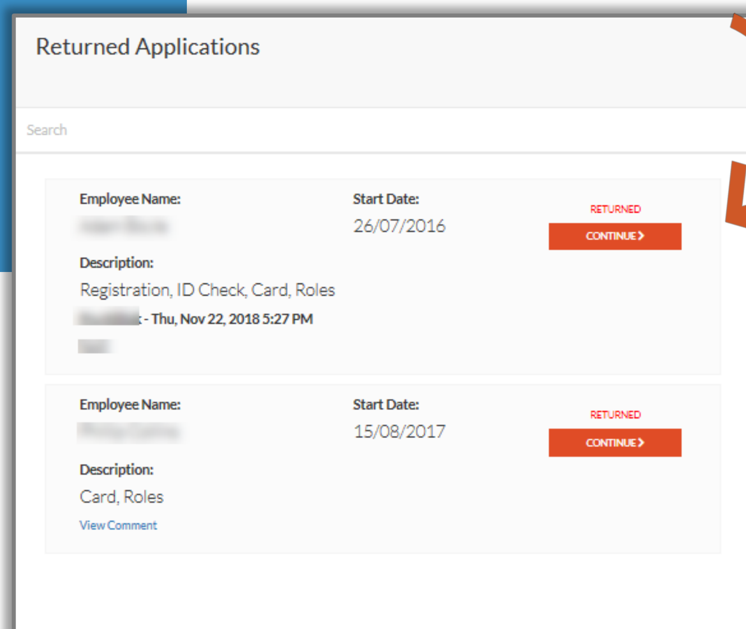


Pending Actions

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.

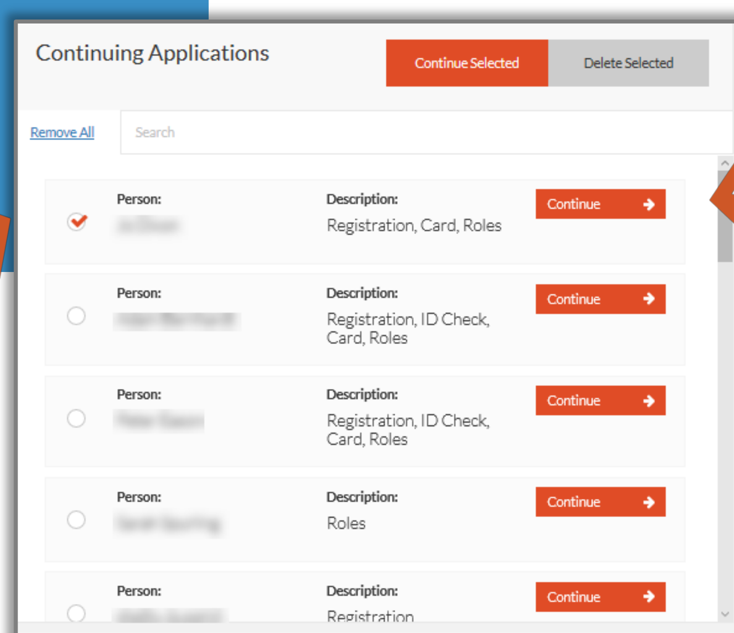


Pending Actions

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.

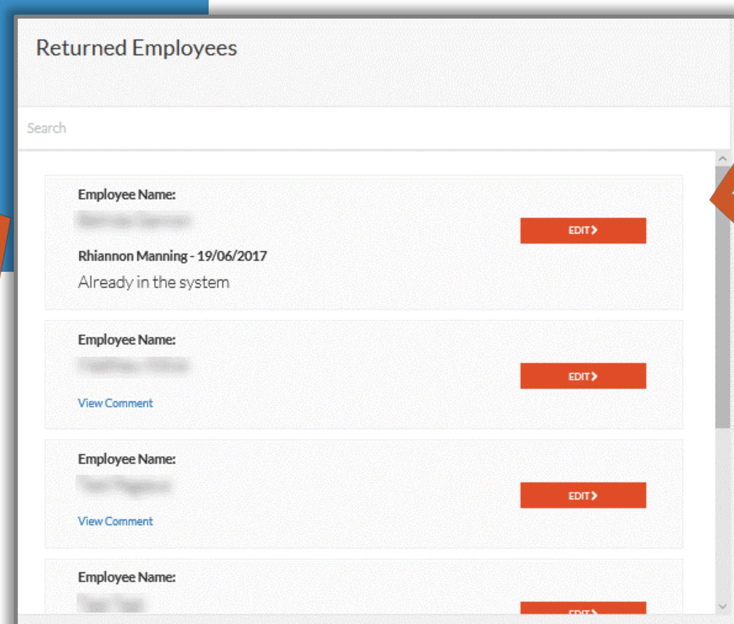


Pending Actions

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.



CHECKOUT

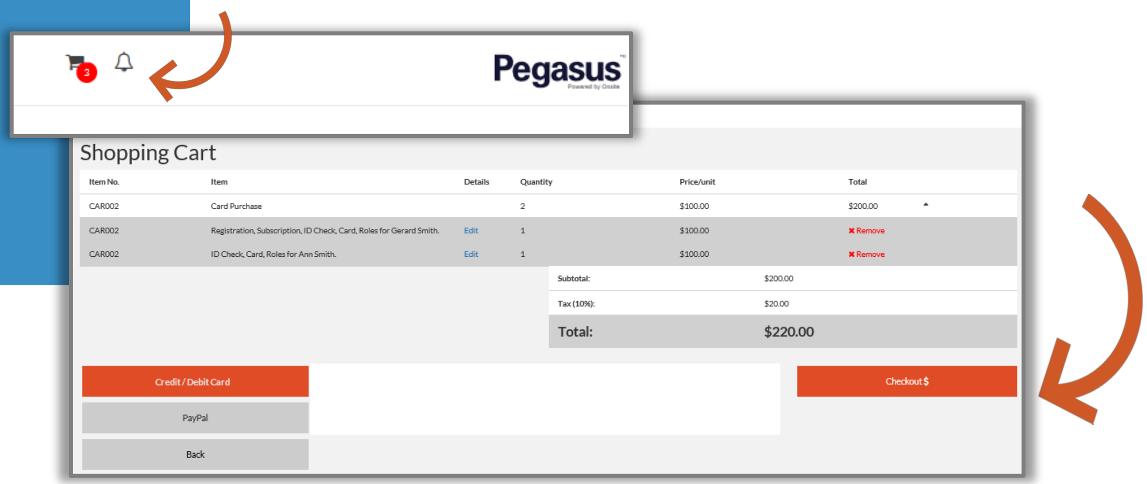
Checkout

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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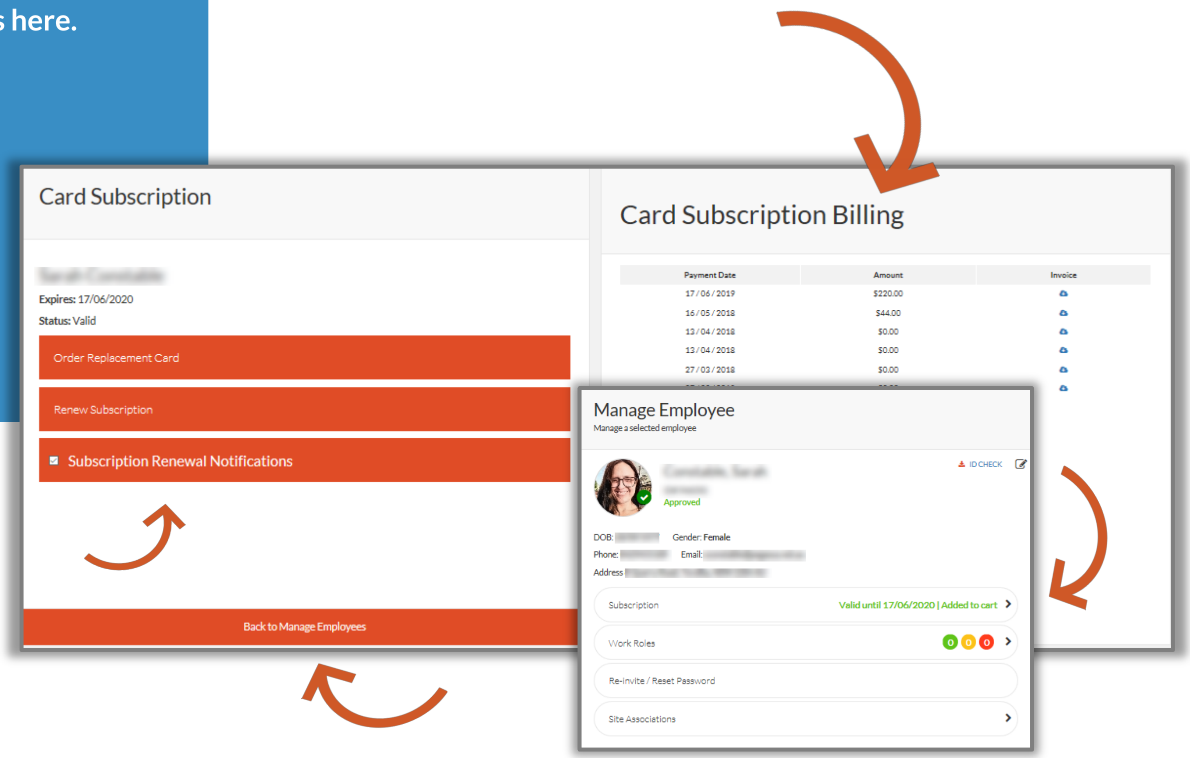

Checkout

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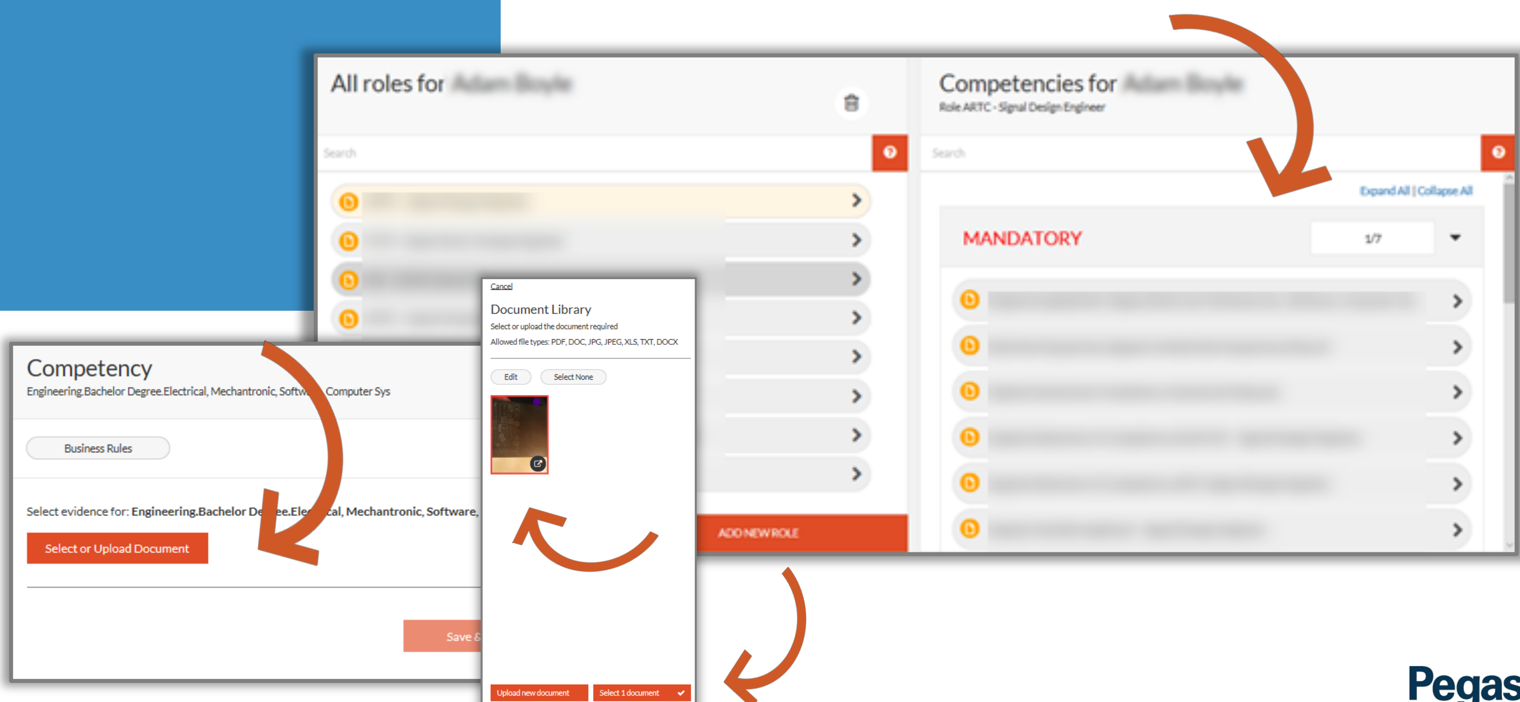

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