

# Rail Safety Worker Card Purchase Portal User Manual

The screenshot shows the user interface of the Rail Safety Worker Card Purchase Portal. At the top left is the logo for Rail Safety Worker, powered by Onsite Track Easy. A navigation bar contains links for PORTAL HOME, HELP, TERMS & CONDITIONS, and PRIVACY. The main content area is titled 'Welcome' and includes a 'Here you may' section with two bullet points: 'Apply for registration of your company with the Australian Rail Track Corporation and, once your company has been registered,' and 'Request the purchase of Rail Safety Worker cards for your employees.' Below this is a 'Register' section with instructions to click the register button if you want to, followed by three bullet points: 'Find out if your company is already registered', 'Apply to register your company', and 'Check the status of a registration application'. A 'Register' button is provided. The 'Login' section follows, with instructions to login if your company is already registered, followed by two bullet points: 'Purchase Rail Safety Worker cards for your employees' and 'Check your employee records'. A 'Login' button is also provided. The footer contains the text: 'Powered by ONSITE TRACK EASY, the easy way to track employees, contractors and visitors on your site.'

**Rail Safety Worker<sup>®</sup>**  
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PORTAL HOME | HELP | TERMS & CONDITIONS | PRIVACY

20-Sep-2011 14:13

## Welcome

Here you may

- Apply for registration of your company with the Australian Rail Track Corporation and, once your company has been registered,
- Request the purchase of Rail Safety Worker cards for your employees.

### Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

**Register**

### Login

If your company is already registered, login here if you want to:

- Purchase Rail Safety Worker cards for your employees
- Check your employee records

**Login**

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Version 2.90  
November 2011

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Revision date 03 November 2011

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## Overview

### ***What is the Rail Safety Worker Card Purchase Portal?***

The portal is a web site where you can register your company and then register employees, upload your employees required qualification documents, and then pay for your employees Rail Safety Worker (RSW) card.

The portal provides a secure mechanism for you to do this. Examples of files you may be required to upload include employee photos, driver's licenses, certification documents, trade certificates and medical certificates.

For more information on the RSW Card please go to the RSW Website:

<http://www.railwaysafetyworker.com.au>

### ***Onsite Track Easy***

Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as a company registration, employee competencies, training, activities and site access.

Data you enter and card purchases you make through the Rail Safety Worker Card Purchase Portal will be automatically entered into the Onsite Track Easy database. This is the database used by Onsite Track Easy to manage your employees' competencies and cards.

### ***Onsite Contractor***

Once you have registered your company and employees you are entitled to a free subscription to **Onsite Contractor Basic** which is a product developed by Onsite Track Easy. This is a web based solution which allows you to view basic data held on your employees in the Onsite Track Easy database on all sites where they work or have attended training. If you would like enhanced access to your data you can activate a free trial or purchase **Onsite Contractor Full**.

## The Process



To obtain a Rail Safety Worker Card you will need to complete the following steps

1. Register your company using the Rail Safety Worker Card Purchase Portal (if not already registered) including requesting a user account (see page 11).
2. Enter your company employees who will be required to receive a RSW Card (see page 23).
3. Upload all of the required files needed to have your employees certified and approved to receive a RSW card.
4. Finalise your order and pay for the cards.

For more information please see the Rail Safety Worker website - [www.railsafetyworker.com.au](http://www.railsafetyworker.com.au)

### **Onsite Track Easy Contact Details**

If you need to contact RSW Hotline for any reason please call 1300 777 245 or email [RSW@pegasus.net.au](mailto:RSW@pegasus.net.au)

## Website Navigation

### Website Access

Login to the Rail Safety Worker Card Purchase Portal using the 2 options below

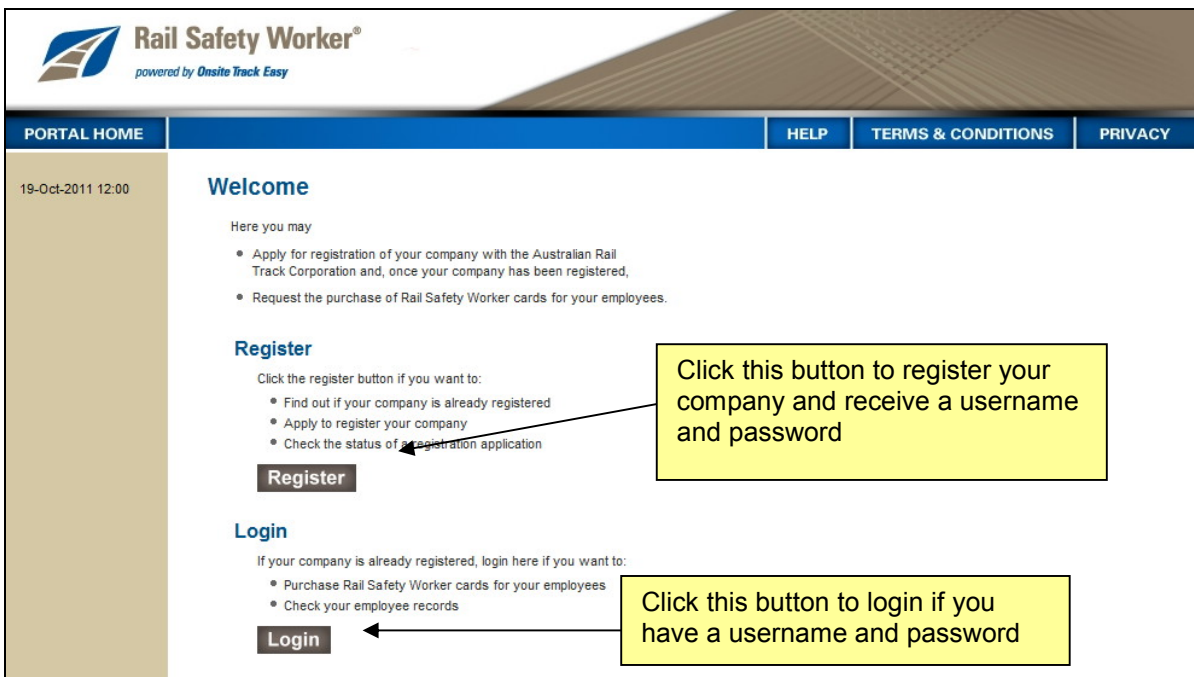
1. Access the Rail Safety Worker Website and click on the “Click Here to Get Started” Button as shown below.



2. Go directly to the portal by using the link below

<https://secure.onsitetrackeasy.com.au/portal/railSafetyWorker>

The most compatible Internet browser to use is Internet Explorer as it has been extensively tested with this website. There is no guarantee that other web browsers will be as compatible.



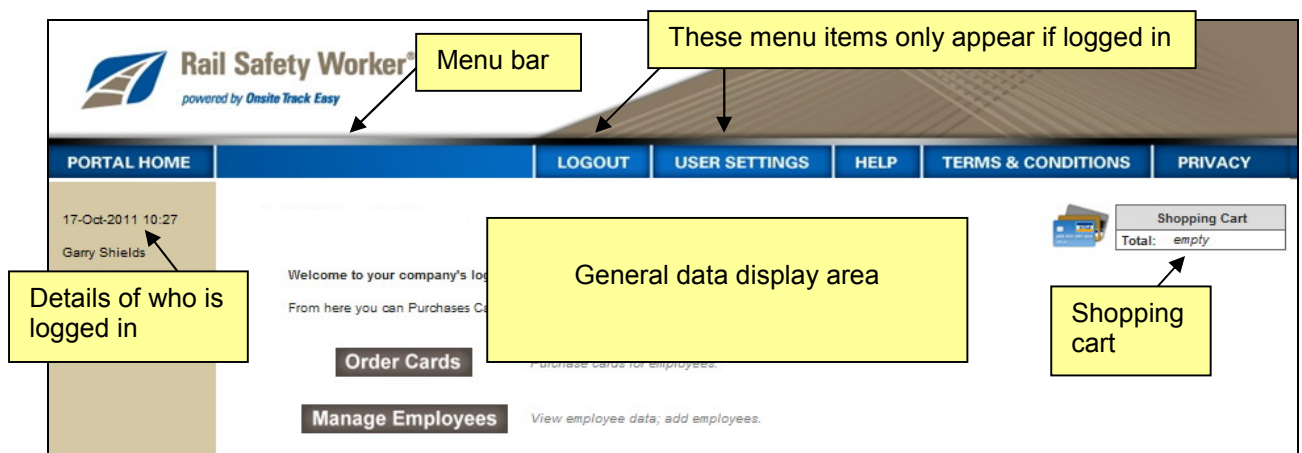
The website features public and secure areas. If your company is not registered with Onsite Track Easy then you will only be able to access the public area where you can register. Upon registration approval you will be issued a username and password which will allow you to log you into the secure area of the portal where you will be able to order cards for employees.

## Login

When you click the **login** button you are taken to the login page. The login **password is case sensitive**. Please ensure you use lower and upper case letters as appropriate.

## Standard Page Layout

The pages in the Rail Safety Worker Card Purchase Portal conform to a standard layout. Here is a typical page with the main elements highlighted.



## Menus

The RSW Card Purchase Portal website uses a menu bar, as shown above. Here are the various menus.

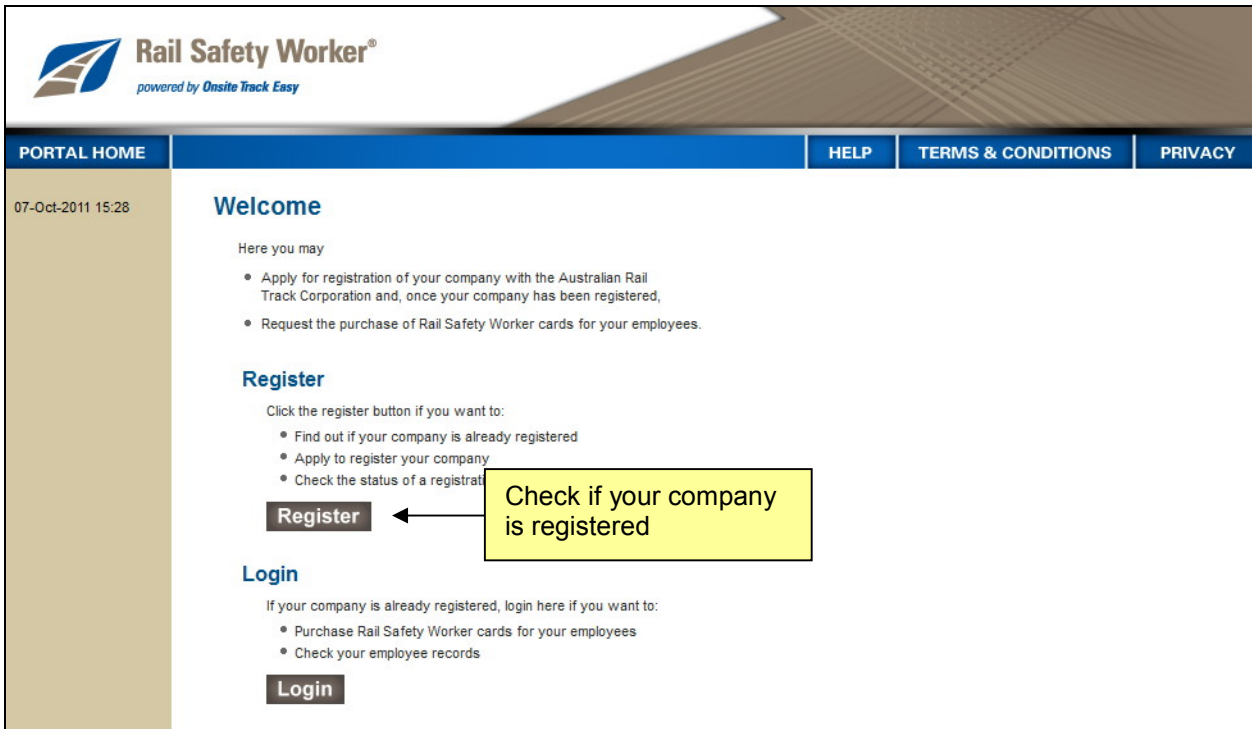
- **Portal Home**  
Go to RSW Card Purchase Portal home page.
- **Logout**  
End your RSW Card Purchase Portal user session. Only appears if logged in as a user.
- **User Settings**  
Change your username and password. Only appears if logged in as a user.
- **Help**  
Provides a user manual and information on who to contact if you need help.
- **Terms & Conditions**  
Terms and conditions for use of the RSW Card Purchase Portal.
- **Privacy**  
Onsite Track Easy privacy statement.

## Session Timeout

When you are logged into the portal a session timeout applies so your session expires after 60 minutes of inactivity.

## Company Registration

Before you can order RSW cards for your employees your company needs to be registered. This can be done from the portal home page using the **register** button.



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PORTAL HOME | HELP | TERMS & CONDITIONS | PRIVACY

07-Oct-2011 15:28

### Welcome

Here you may

- Apply for registration of your company with the Australian Rail Track Corporation and, once your company has been registered,
- Request the purchase of Rail Safety Worker cards for your employees.

### Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration

**Register** ← Check if your company is registered

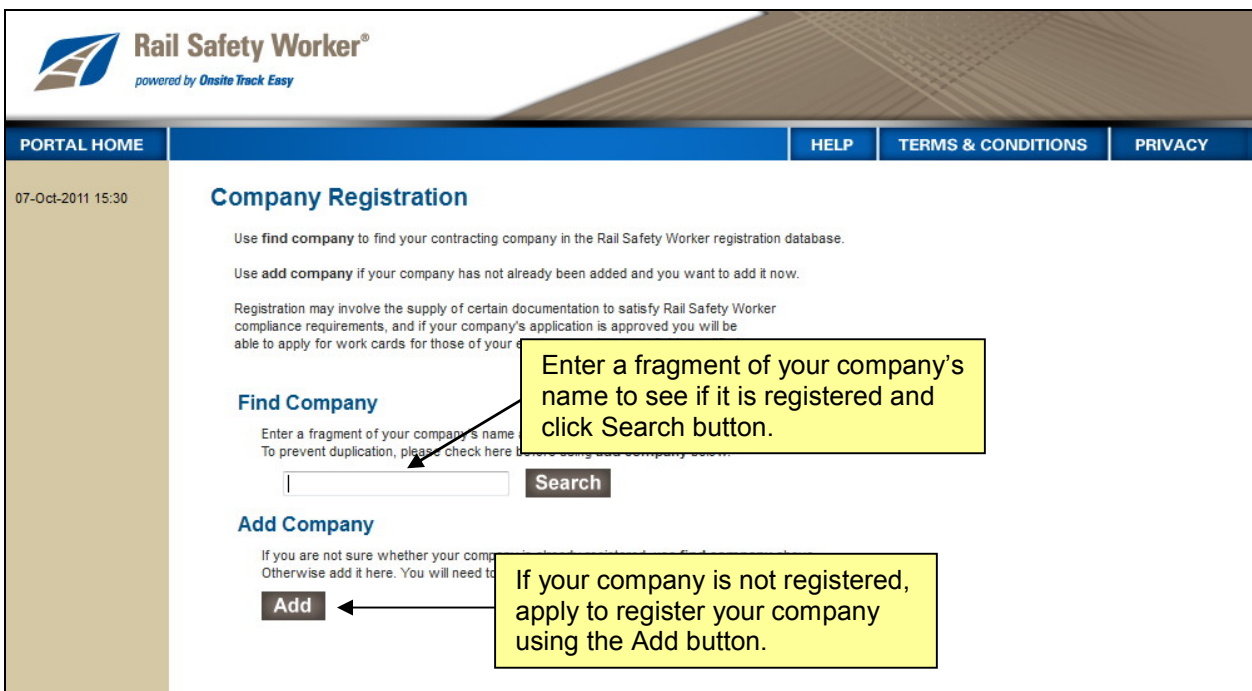
### Login

If your company is already registered, login here if you want to:

- Purchase Rail Safety Worker cards for your employees
- Check your employee records

**Login**

The register button can be used to check if your company is already registered with Onsite Track Easy, to apply to register your company, or to check the status of a registration application.



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07-Oct-2011 15:30

## Company Registration

Use **find company** to find your contracting company in the Rail Safety Worker registration database.

Use **add company** if your company has not already been added and you want to add it now.

Registration may involve the supply of certain documentation to satisfy Rail Safety Worker compliance requirements, and if your company's application is approved you will be able to apply for work cards for those of your employees.

### Find Company

Enter a fragment of your company's name. To prevent duplication, please check here before using your company name.

**Search**

Enter a fragment of your company's name to see if it is registered and click Search button.

### Add Company

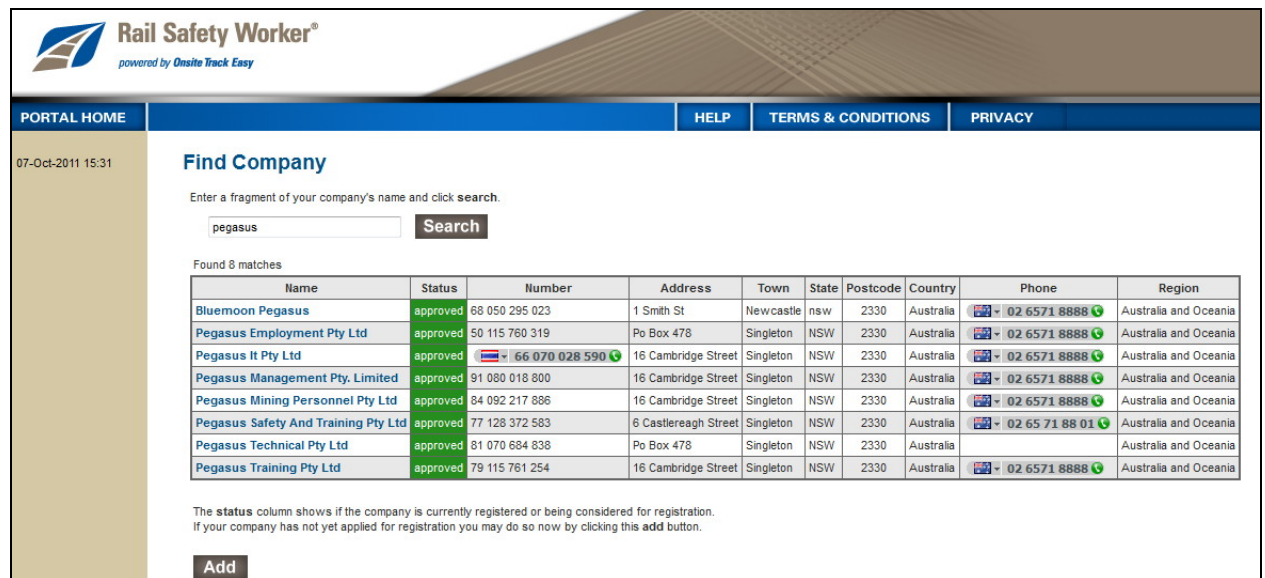
If you are not sure whether your company is already registered, please check here first. Otherwise add it here. You will need to provide certain documentation to satisfy Rail Safety Worker compliance requirements.

**Add** ← If your company is not registered, apply to register your company using the Add button.



If your company appears in the results of the **find company** search then your company is already registered or has applied for registration with Onsite Track Easy. Otherwise, use the **add** button to proceed with adding your company.

**Please Note:** Your company may already be registered with Onsite Track Easy without you having had to register through the portal. This will be the case if you are an existing Onsite Track Easy customer or you work on sites that engage Onsite Track Easy for administrative services.



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PORTAL HOME | HELP | TERMS & CONDITIONS | PRIVACY

07-Oct-2011 15:31

### Find Company

Enter a fragment of your company's name and click search.

**Search**

Found 8 matches

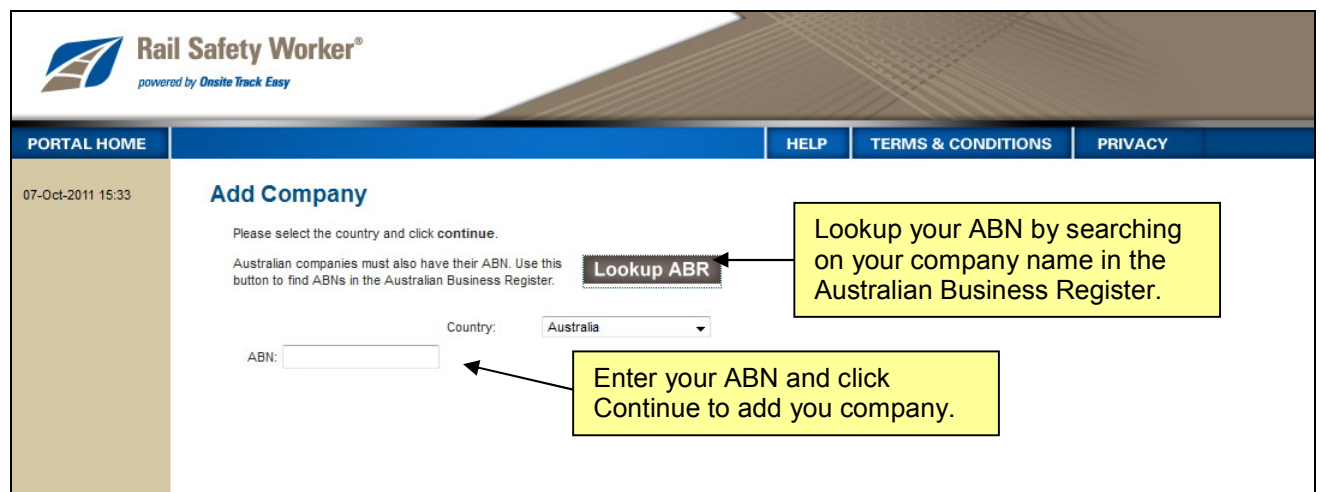
Name	Status	Number	Address	Town	State	Postcode	Country	Phone	Region
Bluemoon Pegasus	approved	68 050 295 023	1 Smith St	Newcastle	nsw	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus Employment Pty Ltd	approved	50 115 760 319	Po Box 478	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus It Pty Ltd	approved	+66 070 028 590	16 Cambridge Street	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus Management Pty. Limited	approved	91 080 018 800	16 Cambridge Street	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus Mining Personnel Pty Ltd	approved	84 092 217 886	16 Cambridge Street	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus Safety And Training Pty Ltd	approved	77 128 372 583	6 Castlereagh Street	Singleton	NSW	2330	Australia	+61 2 65 71 88 01	Australia and Oceania
Pegasus Technical Pty Ltd	approved	81 070 684 838	Po Box 478	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania
Pegasus Training Pty Ltd	approved	79 115 761 254	16 Cambridge Street	Singleton	NSW	2330	Australia	+61 2 6571 8888	Australia and Oceania

The status column shows if the company is currently registered or being considered for registration. If your company has not yet applied for registration you may do so now by clicking this add button.

**Add**

## Australian Companies

Onsite Track Easy requires a valid ABN (Australian Business Number) for all Australian companies who wish to register. If you do not know it, you can use the **lookup ABR** button to look it up from the Australian Business Register by doing a search on your company's name.



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PORTAL HOME | HELP | TERMS & CONDITIONS | PRIVACY

07-Oct-2011 15:33

### Add Company

Please select the country and click continue.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

**Lookup ABR**

Country:

ABN:

Lookup your ABN by searching on your company name in the Australian Business Register.

Enter your ABN and click Continue to add you company.

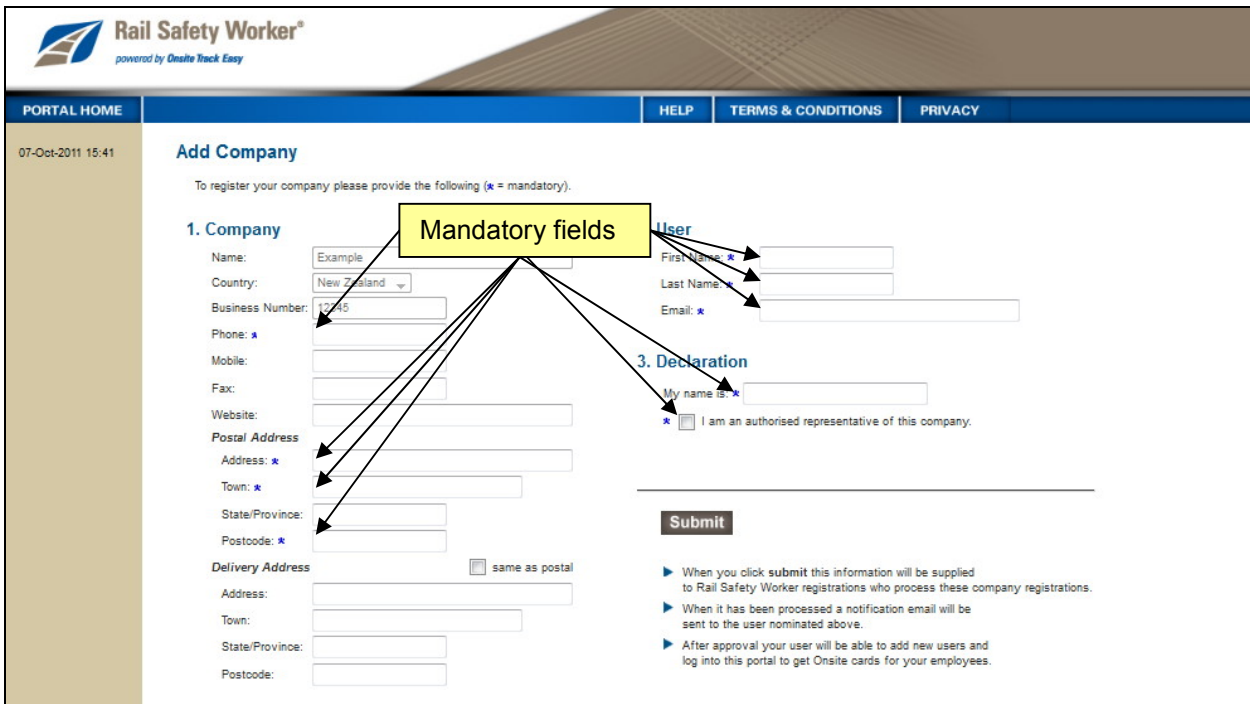
After entering an ABN, you will be presented with a list of valid business names for that ABN from the Australian Business Register. For more detail on the Australian Business Register please visit [www.abr.business.gov.au](http://www.abr.business.gov.au)

## Non Australian Companies

It is a requirement that non Australian companies are identified by a name and business number. If a registered company is not found with the entered name and business number then the registration process will continue.

## Add Company

To register your company you will need to provide the following company details (marked with an \*):



The screenshot shows the 'Add Company' form with the following sections and fields:

- 1. Company:**
  - Name: Example
  - Country: New Zealand
  - Business Number: 12345
  - Phone: \*
  - Mobile:
  - Fax:
  - Website:
  - Postal Address:
    - Address: \*
    - Town: \*
    - State/Province:
    - Postcode: \*
  - Delivery Address:  same as postal
    - Address:
    - Town:
    - State/Province:
    - Postcode:
- User:**
  - First Name: \*
  - Last Name: \*
  - Email: \*
- 3. Declaration:**
  - My name is: \*
  - I am an authorised representative of this company.

A yellow box labeled 'Mandatory fields' has arrows pointing to the fields marked with an asterisk (\*): Phone, Address, Town, Postcode, First Name, Last Name, Email, My name is, and the 'I am an authorised representative' checkbox.

### 1. Company

Your company contact details. The company phone number and postal address fields are mandatory.

### 2. User

Details of a user who you want to receive email notification of your company's registration status and login information. Login information is only emailed if your company's registration application is approved. See the section on **Users** for more information on the company user.

### 3. Declaration

You must be an authorised representative of the company you are registering.

## Users

### Website Access

All users can login to and access both the Rail Safety Worker Card Purchase Portal and Onsite Track Easy websites. This manual is predominantly only about the Rail Safety Worker Card Purchase Portal. Once a company is registered, a user ID and password is sent to the nominated person to allow them to login to the portal to order RSW cards.

### Rail Safety Worker Card Purchase Portal

The portal is a web site where you can register and order your employee Rail Safety Worker cards.

Log in at <https://secure.onsitetrackeasy.com.au/portal/railSafetyWorker>

### Onsite Track Easy

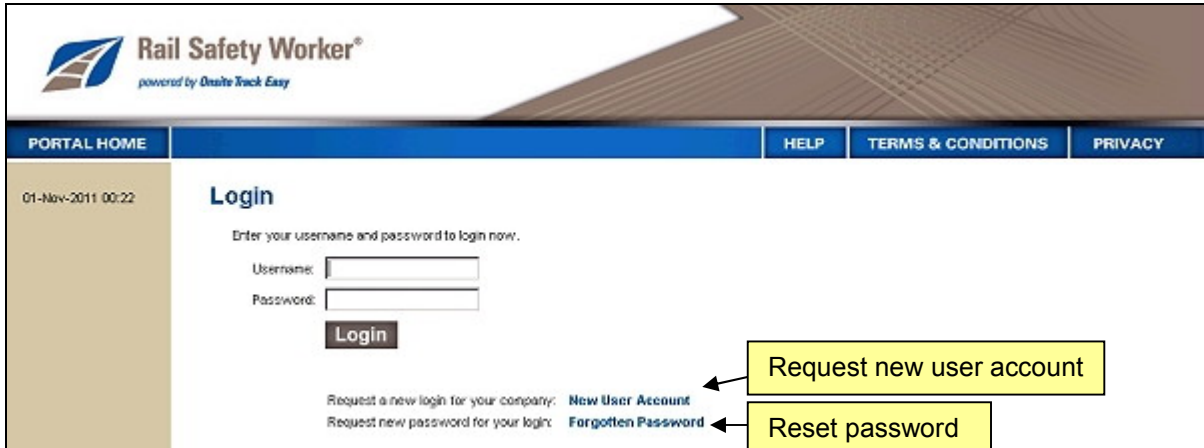
Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as company certifications, employee competencies, training, activities and site access. It is a product developed and used by Onsite Track Easy to manage your employees' training.

When your company registers with Onsite Track Easy your company will receive a free subscription to **Onsite Contractor Basic** if they don't already have one. This is a website where you can view basic data for your company from all sites using Onsite Track Easy. If you would like enhanced access to your data you can activate a Free Trial of **Onsite Contractor Full**.

Log in at <https://secure.onsitetrackeasy.com.au>.

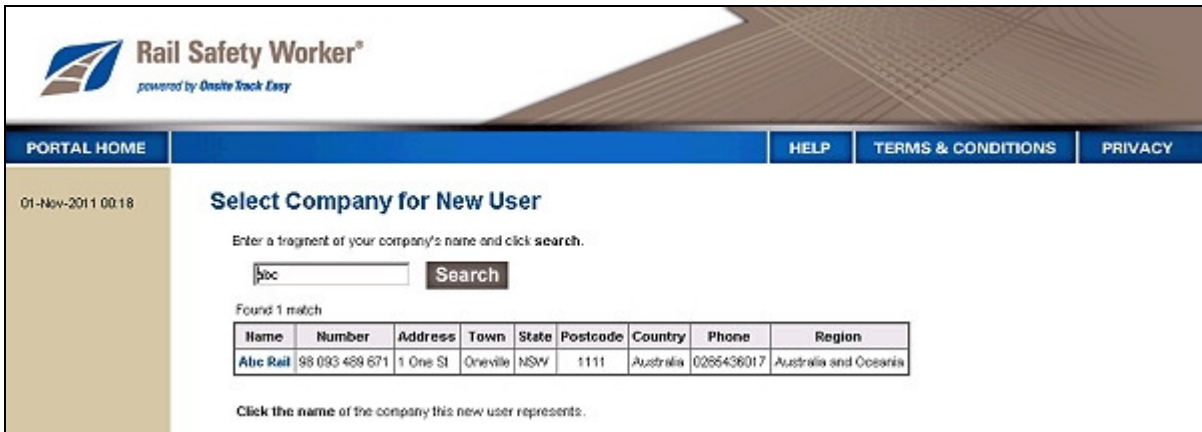
### Adding Users

Any number of user accounts can be created for representatives of your company once your company's registration has been approved. Use the **login** button on the home page to access the login page below (even if you don't have a username and password). This page has an option to request a **New User Account**.



The screenshot shows the login page for the Rail Safety Worker portal. At the top left is the logo and the text 'powered by Onsite Track Easy'. Below this is a navigation bar with 'PORTAL HOME', 'HELP', 'TERMS & CONDITIONS', and 'PRIVACY'. The main content area has a date '01-Nov-2011 00:22' on the left and a 'Login' section. The login section includes the instruction 'Enter your username and password to login now.', followed by 'Username:' and 'Password:' labels with corresponding input fields, and a 'Login' button. Below the login fields are two links: 'Request a new login for your company: **New User Account**' and 'Request new password for your login: **Forgotten Password**'. Two yellow callout boxes with arrows point to these links, labeled 'Request new user account' and 'Reset password'.

After clicking the **New User Account** link, you will be prompted to search for the company of the new user. Do a **search** on your company's name. If your company is registered it should appear in the search results, as shown in the image below.



01-Nov-2011 00:18

**Select Company for New User**

Enter a fragment of your company's name and click search.

Found 1 match

Name	Number	Address	Town	State	Postcode	Country	Phone	Region
Abc Rail	98 093 488 671	1 One St	Oneville	NSW	1111	Australia	0285436017	Australia and Oceania

Click the name of the company this new user represents.

Click on the **Name** of the company matching yours to request a **New User Account**. You will need to enter the first name, last name and email address of the user you wish to create. The user request will be emailed to user request managers from your company for approval. When a decision has been made an email containing login information will be sent to the email address you provided.

### Email Address and Password

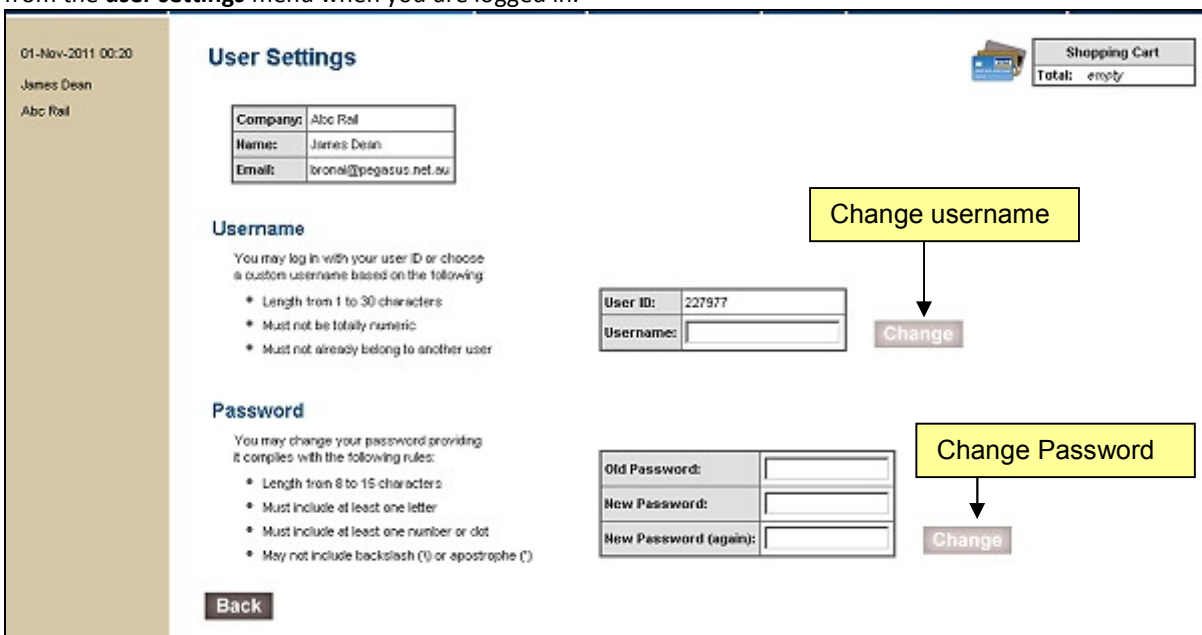
Each user needs a valid email address for the delivery of their login information which contains their username and password. All passwords are generated automatically.

### Reset User Password

Use the **login** button on the home page to access the login page. This page has an option to request a new password for your login. Click the **forgotten password** link and a new automatically generated password will be emailed to you. You will need to enter your first name, last name and email making sure to use the **exact spelling** you used when first setting up your user account.

### Change Username or Password

If you are an existing user you have the option to change your username and password. This may be done from the **user settings** menu when you are logged in.



01-Nov-2011 00:20  
James Dean  
Abc Rail

**User Settings**

Shopping Cart  
Total: empty

Company:	Abc Rail
Name:	James Dean
Email:	jronal@pegasus.net.au

**Username**

You may log in with your user ID or choose a custom username based on the following

- Length from 1 to 30 characters
- Must not be totally numeric
- Must not already belong to another user

User ID: 227977  
Username:

**Password**

You may change your password providing it complies with the following rules:

- Length from 8 to 15 characters
- Must include at least one letter
- Must include at least one number or dot
- May not include backslash (\) or apostrophe (')

Old Password:   
New Password:   
New Password (again):

## Example Login Email

Following is an example of the email you will receive containing your login details (next page).

Dear James Brown,

Thank you for your registration with ARTC Rail Safety Worker registration service.  
You have been given the following login to represent **ABC Rail**.

**Username:** 227978  
**Password:** XXUD5192

This allows you to access both the **Rail Safety Worker** portal and the **Onsite Track Easy** website.



Login to register your employees with the ARTC Rail Safety Worker registration service.

**Login at:** <http://horse-belinda:8080/portal/railSafetyWorker>

To change your username and password, login and click User Settings in the menu.  
For further assistance please contact **Rail Safety Worker registrations**.

**Email:** RSW@pegasus.net.au  
**Phone:** 1300 777 245 (1300 77RAIL)



Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as company certifications, employee competencies, training, activities and site access.

You have been given a login to **Onsite Contractor Basic**. This is a website where you can view basic data for your company from all sites using Onsite Track Easy. If you would like enhanced access to your data you can activate a Free Trial of **Onsite Contractor Full**.

Login to Onsite with the same username and password listed above.

**Login at:** <http://horse-belinda:8080>

For help with logging in or using Onsite please email [support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)  
For more information about Onsite Track Easy see [www.onsitetrackeasy.com.au](http://www.onsitetrackeasy.com.au)

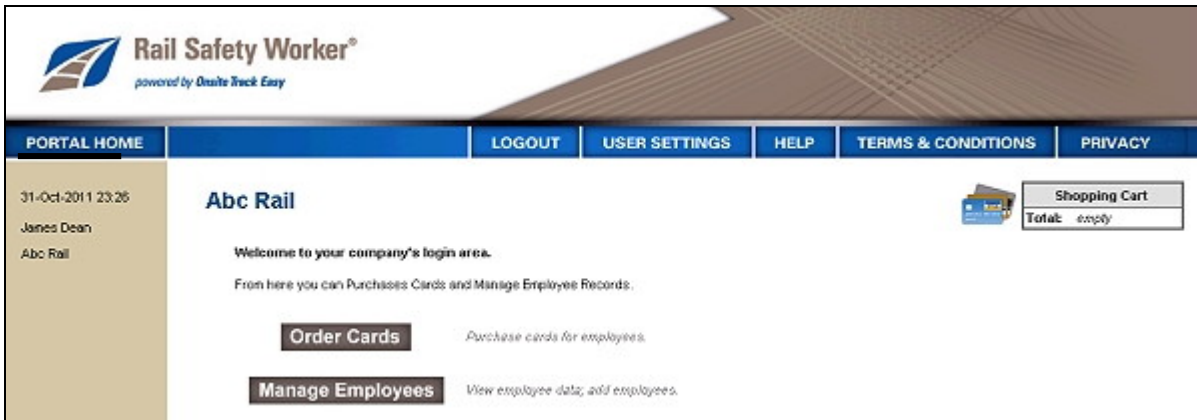
Automatically generated message. The sending address is not monitored. Ref:227977

### Please Note

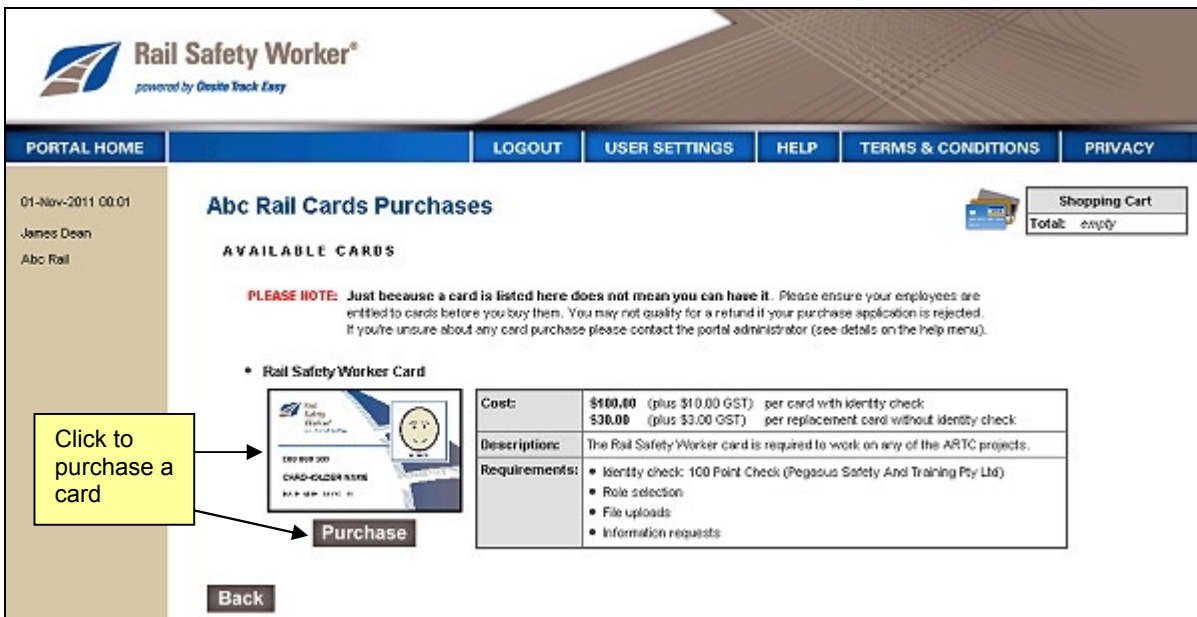
You have also been sent a **plain text version** of this email in case you could not receive html emails  
To stop the text versions so Onsite only sends html emails to **pegasus.net.au** please click the link b  
<http://horse-belinda:8080/action.jsp?params=YWN0aW9uSWQ9MSZ1c2VySWQ9MjBOTc4JmRvbWV>

## Ordering Cards


To order RSW cards, use the **Order Cards** button on the portal home page. This will bring up a list of requirements that are required for the allocation of Rail Safety Worker card.



Click on the purchase button or the picture of the card (see below) to progress to the employee selection screen.



Do an employee **search** to select one or more existing employees or click **Add Employee** to add a new employee (see page 23). Click the **Buy** button when you are ready to purchase the card. You can select multiple employees to process and purchase a card for.



PORTAL HOME
LOGOUT
USER SETTINGS
HELP
TERMS & CONDITIONS
PRIVACY

01-Nov-2011 00:03

James Dean


Abc Rail

## Card Purchase

**Shopping Cart**  
 Total: empty

---

### RAIL SAFETY WORKER CARD



<b>Cost:</b>	<b>\$108.00</b> (plus \$10.00 GST) per card with identity check; <b>\$30.00</b> (plus \$3.00 GST) per replacement card without identity check
<b>Description:</b>	The Rail Safety Worker card is required to work on any of the ARTC projects.
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>Identity check: 100 Point Check (Pegasus Safety And Training Pty Ltd)</li> <li>Role selection</li> <li>File uploads</li> <li>Information requests</li> </ul>

Back

#### EMPLOYEES LIST

Search
Enter a name fragment (blank for all) and click search to list your employees for buying this card

Found 4 matches

Buy
Tick one or more employee **Buy** boxes and then click **Buy** button to buy this card
Add Employee
Buy this card for an employee not yet in your employees list

Buy	Last Name	First Name	Email	Card History	Reason Unavailable
<input type="checkbox"/>	Kramer	Cosmo	brona@pegasus.net.au		Current pending card print
<input type="checkbox"/>	Smart	Cosmo	brona@pegasus.net.au		Current pending card purchase
<input type="checkbox"/>	Smart	Maxwell			
<input type="checkbox"/>	Smith	John		Purchase started...	

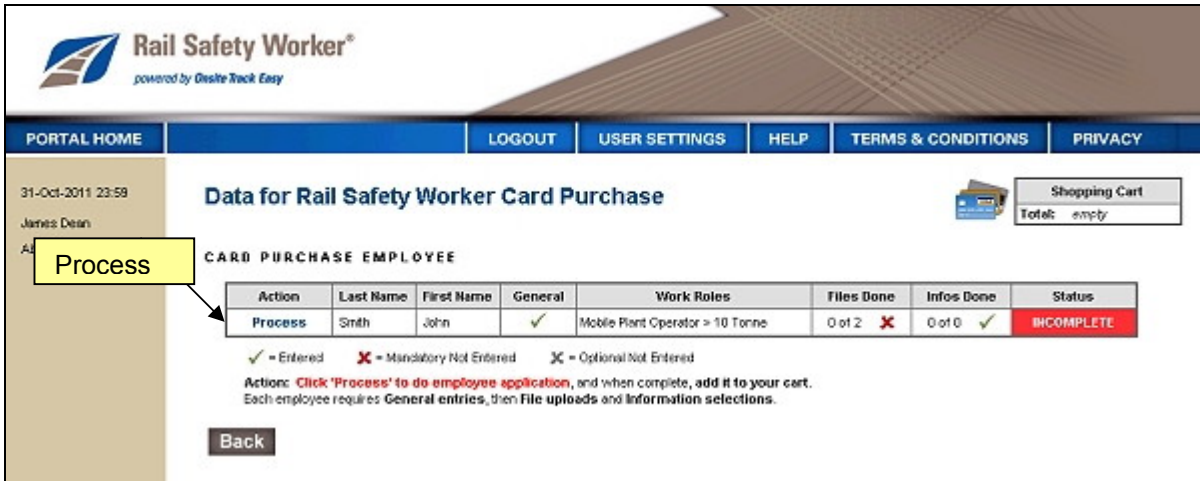
Add new employee

Employee search results

Select employees

## Employee Card Purchase Data

Once you have selected the employee/s from the list and clicked on the **Buy** button, you will be shown a screen that outlines the data requirements for each employee's RSW card purchase.



31-Oct-2011 23:58  
James Dean

**Data for Rail Safety Worker Card Purchase**

Shopping Cart  
Total: empty

**Process**

**CARD PURCHASE EMPLOYEE**

Action	Last Name	First Name	General	Work Roles	Files Done	Infos Done	Status
Process	Smith	John	✓	Mobile Plant Operator > 10 Tonne	0 of 2 ✗	0 of 0 ✓	INCOMPLETE

✓ = Entered   ✗ = Mandatory Not Entered   ✕ = Optional Not Entered

Action: Click 'Process' to do employee application, and when complete, add it to your cart.  
Each employee requires: General entries, then File uploads and Information selections.

Back

Click on **Process** to start the ordering process. There are 3 sets of data required to complete a card purchase:

### 1. General

This includes specification of the following:

- work role/s
- who to communicate to regarding card purchase
- declaration regarding agreement to privacy statement and terms & conditions
- shipping address and who to communicate to regarding card shipment
- name and date of birth to use for identity check and who to communicate to regarding identity check

### 2. Files

The file upload requirements are dependent on the role/s you select in the general data section. When attempting to purchase a card for role/s with file requirements, detailed information on what the requirements are will be displayed.

### 3. Information


The information requests are dependent on the role/s you select in the general data section. When attempting to purchase a card for role/s with information requests, detailed information on the request requirements will be displayed.

Initially after you first click Process only the General section will be shown. Once that data set is completed and saved the Files and Information sections will appear for completion. You can see the completion status for each data section in the Card Purchase Employee table in the 'General', 'Files Done' and 'Infos Done' columns. Some file and information requests are optional so even though the completion status columns may indicate that data is complete, you may want to continue to upload optional files and answer optional information requests.



## General

You need to complete all of the details in the **Card Purchase**, **Card Shipment** and **Identity Check** sub sections. Once this is done use the **Save** button to save your changes.




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PORTAL HOME
LOGOUT
USER SETTINGS
HELP
TERMS & CONDITIONS
PRIVACY

31-Oct-2011 23:42  
 James Dean  
 ABC Rail

### Data for Rail Safety Worker Card Purchase



**Shopping Cart**  
 Total: empty

**CARD PURCHASE EMPLOYEE**

Action	Last Name	First Name	General	Work Roles	Files Done	Infos Done	Status
Processing ▶	Smith	John	✓	Mobile Plant Operator > 10 Tonne	0 of 2 ✗	0 of 0 ✓	INCOMPLETE


✓ = Entered    ✗ = Mandatory Not Entered    ✕ = Optional Not Entered

**APPLICATION FOR JOHN SMITH**    [Back](#)    [Add to Cart](#)

**GENERAL\*** (Hide general) ⌵

---

**Card Purchase**

Work Roles:  Mobile Plant Operator > 10 Tonne

Communicate To:  Name of person

Communicate By:

Email:

Mobile:  in

Declaration:  I agree with the Terms & Conditions and Privacy menus

**Card Shipment**

Communicate To:

Communicate By:

Email:

Mobile:  in

Attention To:

Address:

Town:

State/Province:

Postcode:

Country:

**Identity Check**

Before the card can be issued this person **must pass an Identity Check**. Full details will be provided on completion of the purchase. How should we communicate regarding this process?

Communicate To:

Communicate By:

Email:

Mobile:  in

**The following values must all be correct or the identity check will not pass.**

First Name:

Last Name:

Middle Name:  Optional

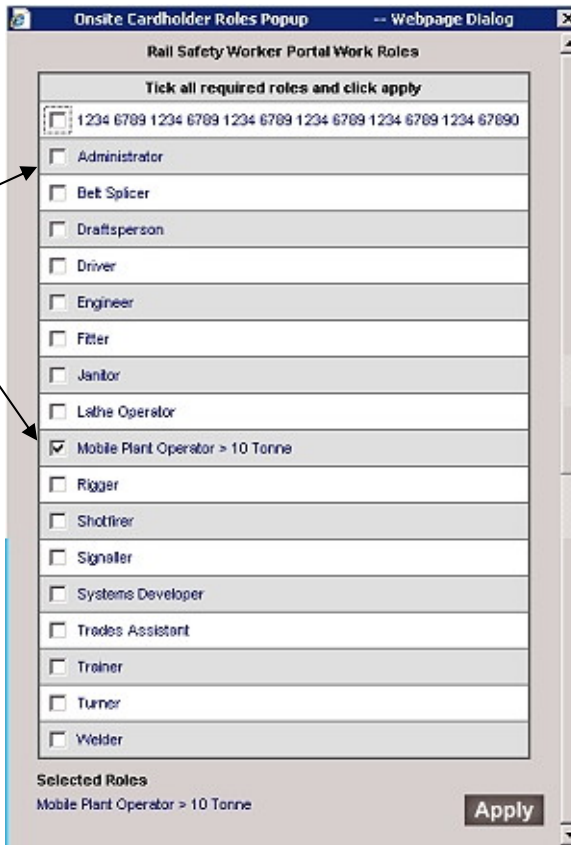
Date of Birth:

[Edit](#)

## Work Roles



Click the roles icon (shown left) to select one or more roles for the employee whom the RSW Card is being purchased for. The role selection determines what the file upload and information requests are for the card purchase for this employee. The roles icon is found in the General section in the Card Purchase sub section. You may choose not to select any roles. In this case you will be warned that you have not selected a role, but you will not be prevented from proceeding with the card purchase.



Onsite Cardholder Roles Popup -- Webpage Dialog

Rail Safety Worker Portal Work Roles

Tick all required roles and click apply

1234 6789 1234 6789 1234 6789 1234 6789 1234 6789 1234 6789

- Administrator
- Bolt Splicer
- Draftsperson
- Driver
- Engineer
- Fitter
- Janitor
- Lathe Operator
- Mobile Plant Operator > 10 Tonne
- Rigger
- Shotfirer
- Signaller
- Systems Developer
- Trades Assistant
- Trainer
- Turner
- Welder

Selected Roles  
Mobile Plant Operator > 10 Tonne

Apply

Tick one or more roles

## Communications

Onsite Track Easy will communicate via email and/or SMS regarding the following components of your card purchase:

- **Card purchase**  
A communication will be sent when your card purchase has been processed by Onsite Track Easy.
- **Card shipment**  
A communication will be sent on card dispatch containing Australia Post tracking number and shipping address.
- **Identity check**  
Communication will be sent on identity check enrolment (including an information pack on the procedure for undergoing an identity check) and on processing by Onsite Track Easy. Reminder communications may also be sent if the identity check has been pending for too long.

You may choose the same communication settings regarding all three components or you may set them differently. You may want the card purchase communications to go to the user making the booking on behalf of an employee, but you may want the card shipment and identity check communications to go directly to the employee. The communications options are completely flexible and it is up to you how you use them.

### **Declaration**

In order to complete the card purchase you must make a **declaration** that you agree to the Onsite Track Easy terms & conditions and privacy statements. These are accessible from the **terms & conditions** and **privacy** links in the portal menu bar.

### **Card Shipment**

The card shipment section allows you to specify the address you would like the RSW card shipped to and who to attention the package to. If you are purchasing cards for multiple employees and do not want to ship to them individually, but rather to a company address for example, then if you enter the same card shipment address and attention to details for each employee's card purchase these cards (which are all going to the same shipping address) will be sent together in the one package.

### **Identity Check**

An identity check is a requirement for the purchase of a RSW card. As part of this process you must enter the employee's first name, middle name (optional), last name and date of birth as will be verified by the identity check. The values entered must exactly match the values used in any identity check process or the identity check will not pass. Upon card purchase an identity check information pack and a 100 point checklist will be sent to the communication contact.

## **Files**

Once the general details have been completed and saved, the next step is to upload any required files. These files are role specific.

### **Types**

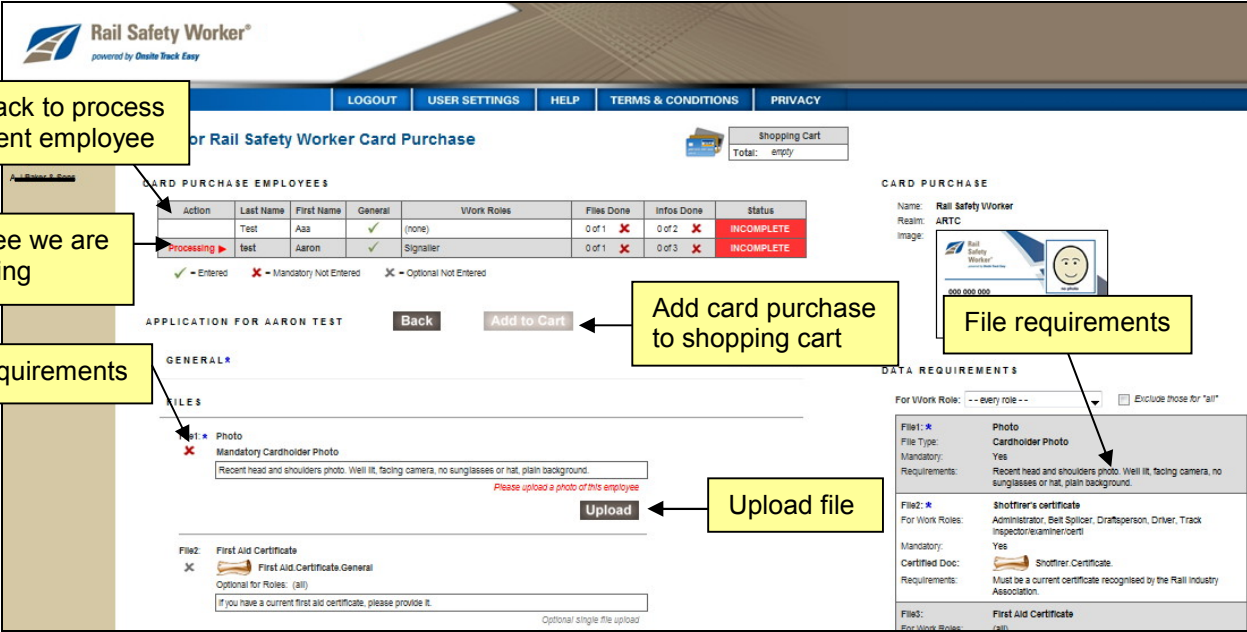
You can upload any of the following types of files providing they do not exceed 2,000,000 bytes each:

- JPEG image files
- PDF files
- Text files
- Word document files (\*.doc and \*.docx). **Note:** File names must be less than 50 characters.

### **Managing Card Purchase Files**

For employees that have file requirements you will be taken to a page similar to the following image which provides information on

1. The file requirements
2. A summary of the employees in your booking
3. The number of files uploaded for each employee.



The screenshot shows the 'Rail Safety Worker Card Purchase' interface. Key elements highlighted by callout boxes include:

- Click back to process a different employee:** Points to the 'Back' button in the 'APPLICATION FOR AARON TEST' section.
- Employee we are processing:** Points to the 'Processing' status in the 'CARD PURCHASE EMPLOYEES' table.
- File requirements:** Points to the 'DATA REQUIREMENTS' section on the right.
- Add card purchase to shopping cart:** Points to the 'Add to Cart' button.
- Upload file:** Points to the 'Upload' button for a file requirement.

Action	Last Name	First Name	General	Work Roles	Files Done	Infos Done	Status
Processing	Test	Aaa	✓	(none)	0 of 1 ✗	0 of 2 ✗	INCOMPLETE
	test	Aaron	✓	Signaller	0 of 1 ✗	0 of 3 ✗	INCOMPLETE

This page allows you to upload files for an employee against each file requirement for the roles selected. To upload a file against a file requirement use the relevant **upload** button. For information on uploading files see page 24.

If you do not complete uploading files, then files that you have already uploaded will remain in the system until you're ready to register your employee at a later date.

### Information

You could also be asked to answer some questions as part of the card purchase process. Use the **Edit** button at the bottom of the screen to change to edit mode and enter answers to the questions. Select the **Save** button once completed.

**INFORMATION**

---

**Info1: \*** Are you an Australian citizen.  
✗ **Mandatory** for Roles: Administrator, Janitor, Lathe Operator, Rigger, Shotfirer, Signaller, Systems Developer, Trades Assistant, Trainer, Turner, Welder Please enter this information

**Info2: \*** Do you speak and read everyday English?  
✗ **Mandatory** for Roles: (all) Please enter this information

**Info3: \*** Please describe your experience working in the rail industry.  
✗ **Mandatory** for Roles: (all) Please enter this information

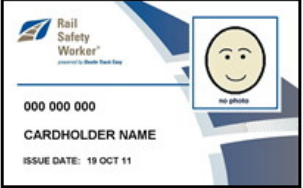
**Edit**

## Add To Cart

Once all of your employee's general data, mandatory files and information requests have been uploaded you will see green ticks for all of the card purchase requirements for this employee in the Card Purchase Employee summary table at the top of the screen. Even though the card purchase appears complete, you may also want to upload some of the non-mandatory files and information requests if appropriate before adding your card purchase to the cart. Once you are ready, use the **Add To Cart** button (found immediately below the Card Purchase Employee summary table) to add your purchases to the shopping cart. Click on the **review** link to proceed to the checkout review area (see page 24 for more information on the shopping cart) once you are complete and wish to purchase the card/s.


### Card Purchase

RAIL SAFETY WORKER CARD



000 000 000  
CARDHOLDER NAME  
ISSUE DATE: 19 OCT 11

<b>Cost:</b>	<b>\$100.00</b> (plus \$10.00 GST) per card
<b>Description:</b>	The Rail Safety Worker card is required to work on any of the ARTC projects.
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>Identity check: 100 Point Check (Pegasus Safety And Training Pty Ltd)</li> <li>Role selection</li> <li>File uploads</li> <li>Information requests</li> </ul>


Shopping Cart  
 Total: \$110.00 [review](#)

Click to proceed to the shopping card purchase area.

[Back](#)

Once you have purchased the card/s, you are entered into the Onsite Track Easy database as having pending card purchase/s. This order needs to be approved by Onsite Track Easy. If there are any file upload requirements, Onsite Track Easy personnel will check the validity of these before approving your card purchase/s. The card purchase communication contact/s will be notified by email and/or SMS when your purchase has been processed, and if approved, the shipping communication contact/s will be notified with details of the posting of the RSW card/s.

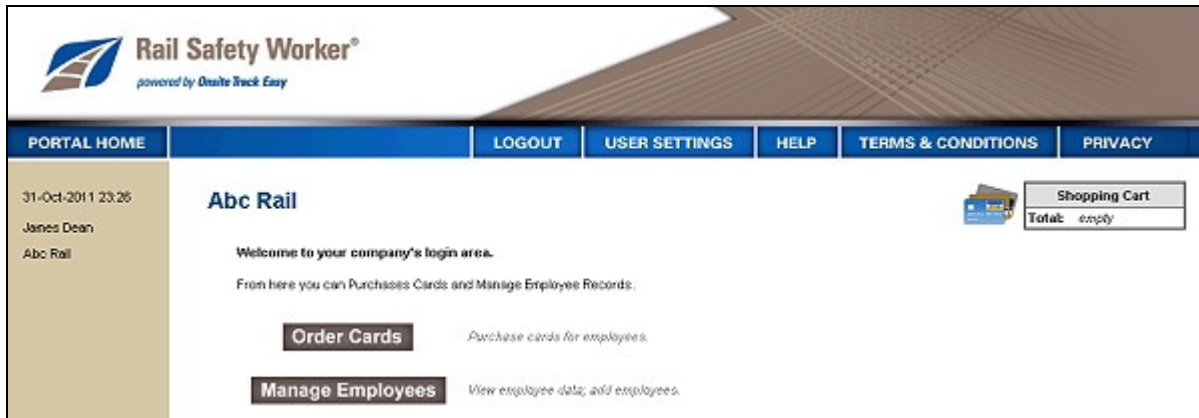
## Returned Card Purchases

If Onsite Track Easy personnel require you to supply some more information or files before they approve your purchase they may return it to you for completion. You will be notified by email of any additional requirements. You will then need to log back in to the Rail Safety Worker Card Purchase Portal to amend your purchase based on the feedback given. On your home page you should see any returned items listed.

## Employees

### Employee Manage/Search

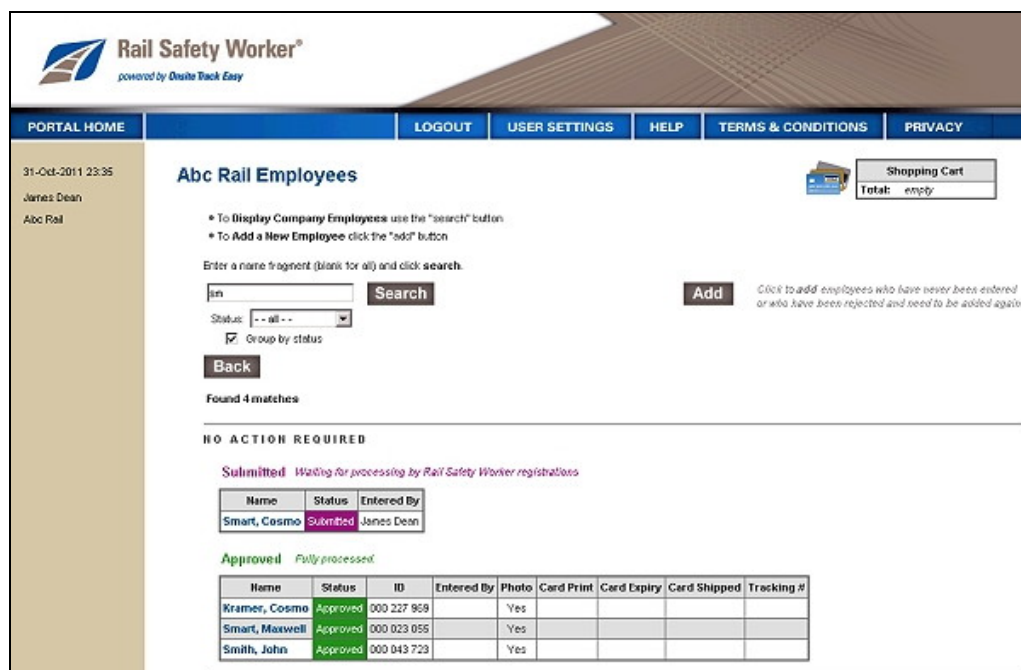
Use the **Manage Employees** button on the home page to search for all employees from your company that are registered or have applied for registration with Onsite Track Easy. Leave search box blank to list all employees.



The search results are divided into two categories:

- **Action Required**  
Consists of returned applications that need amendment and re-submission.
- **No Action Required**  
Consists of submitted (awaiting processing by Onsite Track Easy), approved and rejected applications.

In each case use the **Name** link to view details of your employee. In the case of returned employees you will be able to edit their data and re-submit it.

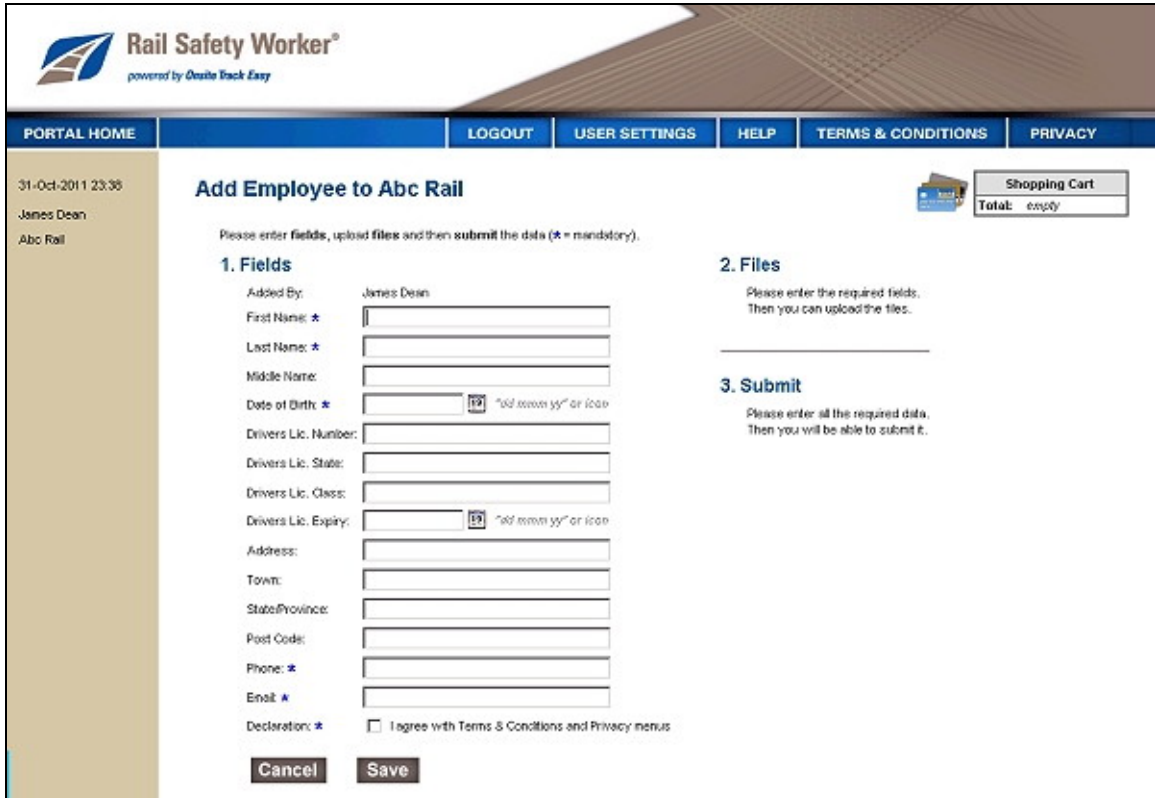


## Adding Employees

There are two access points for adding new employees.

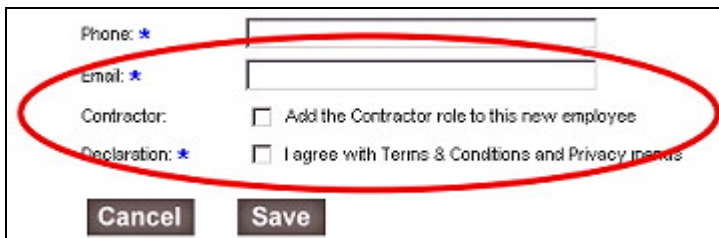
- From the **Manage Employees** button on the home page.
- Whilst purchasing a card (see page 17)

Before attempting to add an employee you need to do a search to make sure they do not exist first. If they do not exist, then use the **add** button. You will need to complete all mandatory fields before your entry can be submitted. Mandatory fields are denoted with an asterix.



The screenshot shows the 'Add Employee to ABC Rail' form. The header includes the Rail Safety Worker logo and navigation links: PORTAL HOME, LOGOUT, USER SETTINGS, HELP, TERMS & CONDITIONS, and PRIVACY. The left sidebar shows the user's name (James Dean) and the current site (ABC Rail). The main form area is titled 'Add Employee to ABC Rail' and includes a shopping cart icon showing 'Total: empty'. The form instructions state: 'Please enter fields, upload files and then submit the data (\* = mandatory)'. The form is divided into three sections: 1. Fields, 2. Files, and 3. Submit. Section 1. Fields contains the following fields: Added By (James Dean), First Name (\*), Last Name (\*), Middle Name, Date of Birth (\*), Drivers Lic. Number, Drivers Lic. State, Drivers Lic. Class, Drivers Lic. Expiry (\*), Address, Town, State/Province, Post Code, Phone (\*), and Email (\*). There is also a Declaration checkbox for 'I agree with Terms & Conditions and Privacy menus'. Section 2. Files contains instructions: 'Please enter the required fields. Then you can upload the files.' Section 3. Submit contains instructions: 'Please enter all the required data. Then you will be able to submit it.' At the bottom of the form are 'Cancel' and 'Save' buttons.

Any employees you add here will be set up as contractors in the database unless you have your own Onsite realm or site, in which case you will have an extra tickbox, as shown below.

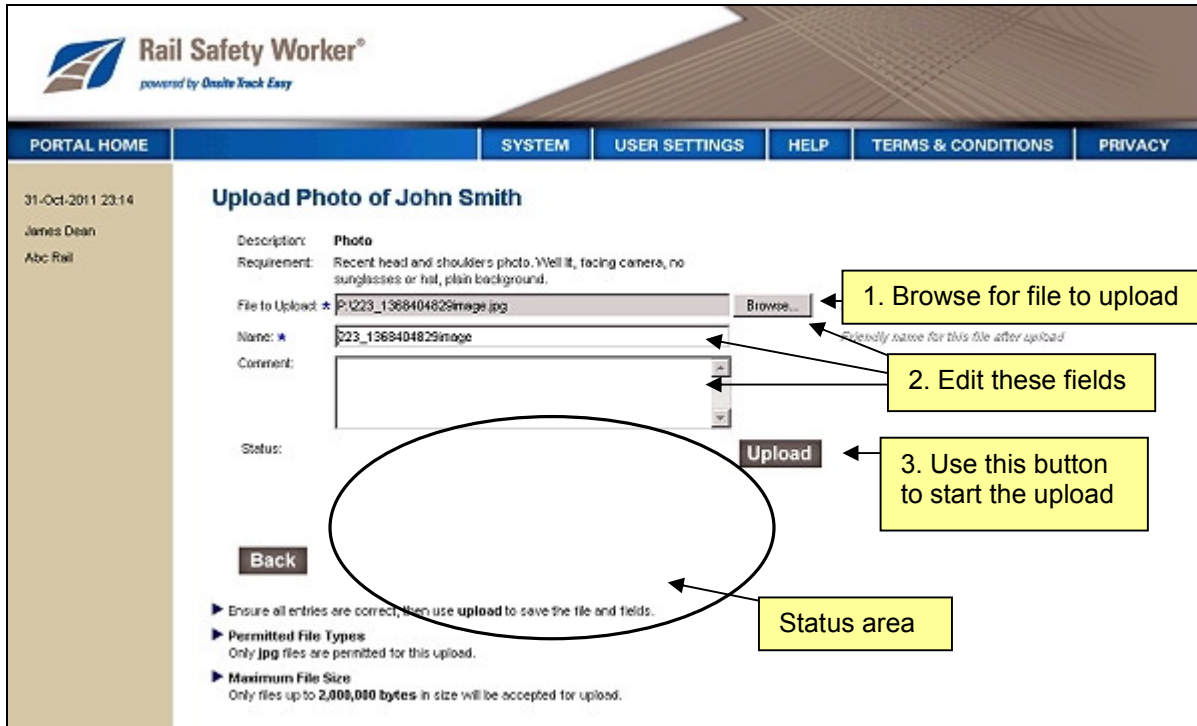


This close-up shows the 'Contractor' checkbox, which is circled in red. The checkbox is currently unchecked. The text next to it reads: 'Contractor:  Add the Contractor role to this new employee'. Below it is the 'Declaration' checkbox: 'Declaration: \*  I agree with Terms & Conditions and Privacy menus'. At the bottom are 'Cancel' and 'Save' buttons.

Tick that box to allow your employee to be visible as a contractor in other sites, or leave it un-ticked if you want your employee to only appear in realms and sites where your company is an employer.

## Uploading a File

Here is the page used to upload a file. You can access this page with the **upload** button when processing card purchase files or uploading a photo for an employee.



The screenshot shows a web interface for uploading a photo. The page title is "Upload Photo of John Smith". The form includes the following fields and buttons:

- Description:** Photo
- Requirement:** Recent head and shoulders photo. Well lit, facing camera, no sunglasses or hat, plain background.
- File to Upload:** A text field containing the file path "F:\223\_1368404829image.jpg" and a "Browse..." button. A callout "1. Browse for file to upload" points to the "Browse..." button.
- Name:** A text field containing "223\_1368404829image". A callout "2. Edit these fields" points to this field.
- Comment:** A large text area for additional information.
- Status:** A text area for displaying upload progress or errors. A callout "3. Use this button to start the upload" points to the "Upload" button, and another callout "Status area" points to the status text area.
- Buttons:** "Back" and "Upload".

Additional instructions at the bottom of the form:

- Ensure all entries are correct, then use **upload** to save the file and fields.
- Permitted File Types:** Only **jpg** files are permitted for this upload.
- Maximum File Size:** Only files up to **2,000,000 bytes** in size will be accepted for upload.

Click the **Browse** button to locate the file on your local file system. The full file path and name will appear in the **File to Upload** field and the file's name will appear in the **Name** field. You can then edit the name to make it whatever you want this file to be known as, and whatever you want to be the default filename whenever the file is downloaded in future. The **Comment** field is for any supplementary information you wish to record with this file.

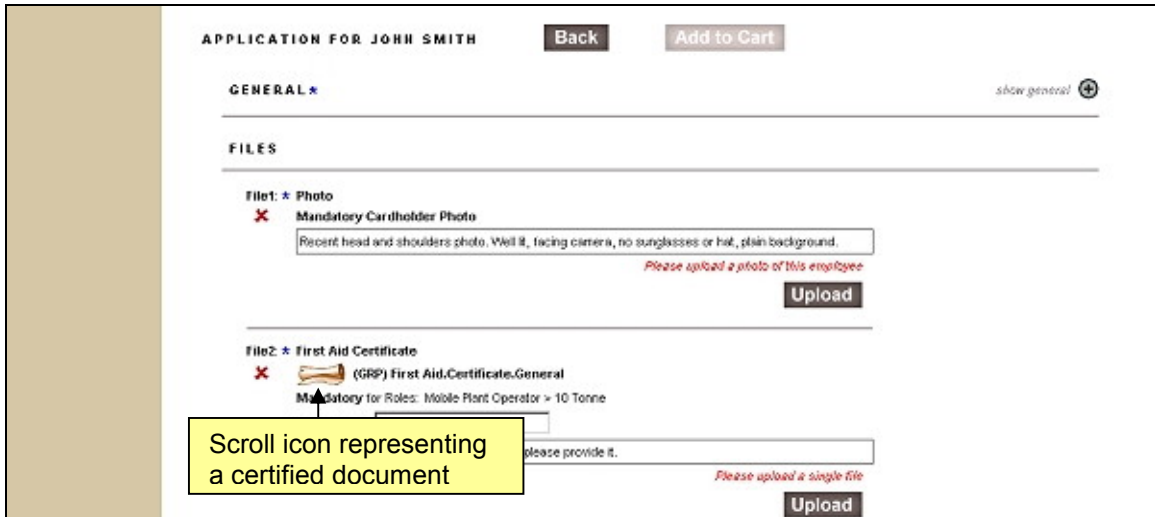
When you are ready to proceed, click the **upload** button. If you have chosen an unpermitted file type or a file that is too big, the upload will be rejected and an explanation displayed in the **Status** area. If the file is accepted, it will be uploaded and progress information displayed in the **Status** area.

The rate at which a file uploads depends on the speed of your Internet connection so it is recommended that you use a fast broadband connection when uploading files.



## Certified Documents

Some of the files you are required to upload may be classed as **certified documents**. Certified documents are documents which certify that your employee has a particular skill, licence or competency and are denoted with the scroll symbol.



APPLICATION FOR JOHN SMITH Back Add to Cart

**GENERAL \*** show general +

---

**FILES**

**File1: \* Photo**

**✗ Mandatory Cardholder Photo**


Recent head and shoulders photo. Well lit, facing camera, no sunglasses or hat, plain background.

Please upload a photo of this employee

**Upload**

---

**File2: \* First Aid Certificate**

**✗**  **(GSP) First Aid.Certificate.General**

**Mandatory** for Roles: Mobile Plant Operator > 10 Tonne

please provide it.

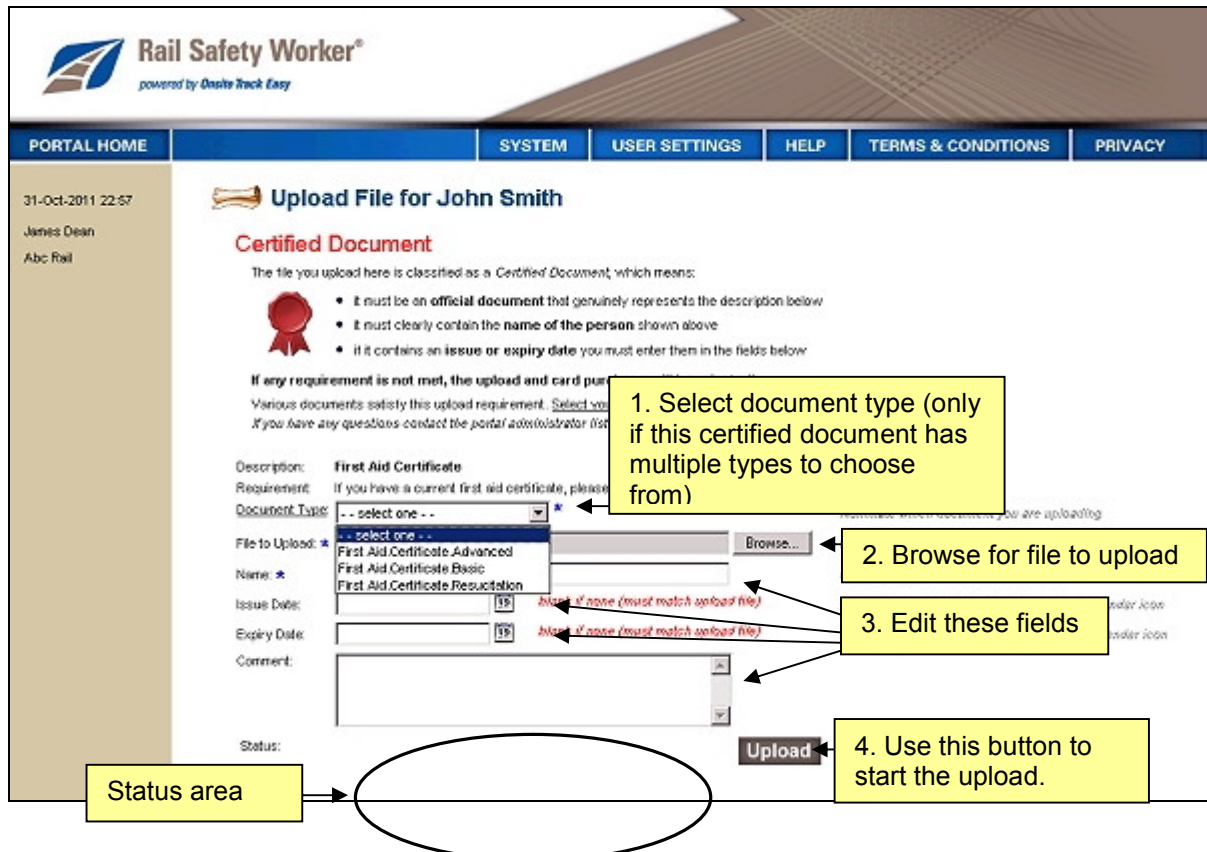
Please upload a single file

**Upload**

Scroll icon representing a certified document

When you upload one of these documents you must ensure the following:

- The document is an **official document** that genuinely represents the file requirement description.
- The document clearly contain your employee’s name.
- If the document contains an issue or expiry date you must enter them exactly as they appear.



**Rail Safety Worker<sup>®</sup>**  
powered by Onsite Track Easy

PORTAL HOME SYSTEM USER SETTINGS HELP TERMS & CONDITIONS PRIVACY

31-Oct-2011 22:57  
James Dean  
Abc Rail

### Upload File for John Smith

**Certified Document**

The file you upload here is classified as a 'Certified Document', which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

**If any requirement is not met, the upload and card purchase will be cancelled.**

Various documents satisfy this upload requirement. [Select your document](#)

If you have any questions contact the portal administrator list

Description: **First Aid Certificate**

Requirement: If you have a current first aid certificate, please upload it.

Document Type: **-- select one --** \*

File to Upload: \* **-- select one --** Browse...

Name: \*

Issue Date:  Must be of none (must match upload file)

Expiry Date:  Must be of none (must match upload file)

Comment:

Status: **Upload**

1. Select document type (only if this certified document has multiple types to choose from)

2. Browse for file to upload

3. Edit these fields

4. Use this button to start the upload.

Status area

---

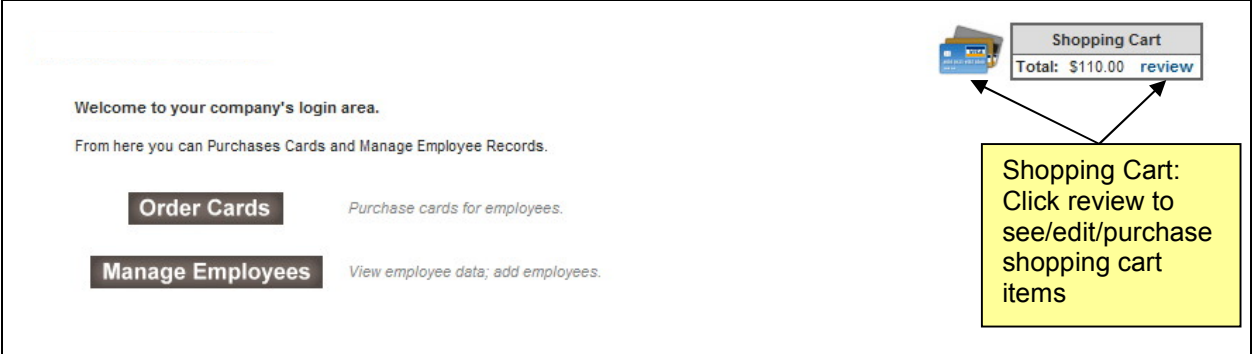
Use the same procedure for uploading a normal file to upload a certified document.

Sometimes a certified document can have multiple types. For example a certified document called “First Aid Certificate – General” might have types: “First Aid Certificate – Basic” and “First Aid Certificate – Advanced”. If a certified document has multiple types you will need to select the type you are uploading a file against.

When Onsite Track Easy processes your employee’s card request they will also certify that the document uploaded genuinely represents the file requirements description, that it represents your employee and that the issue and/or expiry dates you entered are correct and match those in the uploaded document. If any of these requirements are not met, the card purchase will be returned or rejected. However, if the requirements are met, and an Onsite Track Easy representative certifies the document, then a competency representing the document will be assigned to your employee in the Onsite Track Easy database with the issue and expiry date specified. These certified document competencies can be tracked in Onsite Track Easy by ARTC and will be available across all projects your employee works on. This means the certified document representing the competency will only be required to be uploaded once for your employee, rather than each time they work on a new project.

## Shopping Cart

If you are logged in, the current total of items in your shopping cart should appear underneath the menus in the upper right hand corner of every web page you access in the portal.



Welcome to your company's login area.

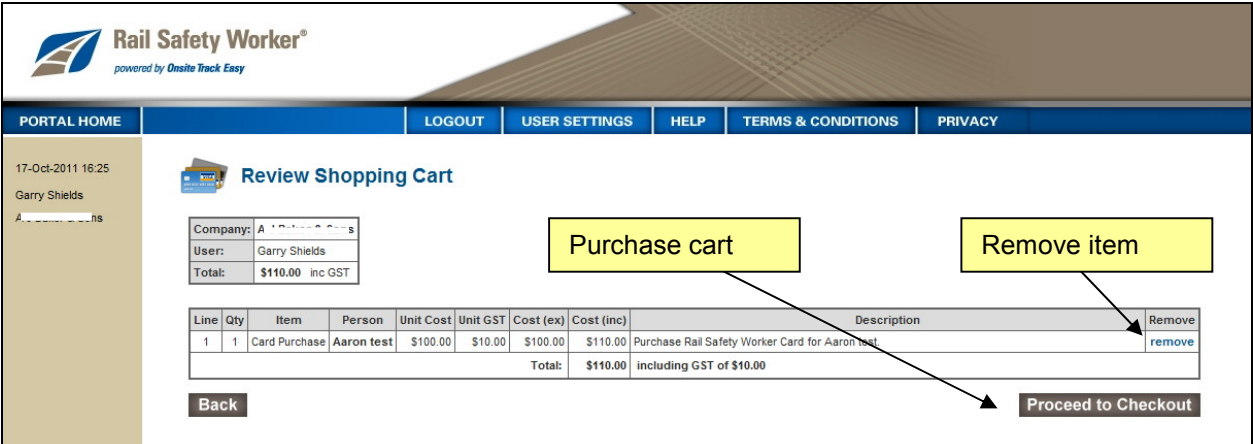
From here you can Purchases Cards and Manage Employee Records.

**Order Cards** Purchase cards for employees.

**Manage Employees** View employee data; add employees.

**Shopping Cart:**  
Click review to see/edit/purchase shopping cart items

At any point you may manage the items in your shopping cart by clicking on the credit cards icon or the shopping cart **review** link.



**Rail Safety Worker**  
powered by Onsite Track Easy

PORTAL HOME | LOGOUT | USER SETTINGS | HELP | TERMS & CONDITIONS | PRIVACY

17-Oct-2011 16:25  
Garry Shields  
A...

**Review Shopping Cart**

Company: A...  
User: Garry Shields  
Total: \$110.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Card Purchase	Aaron test	\$100.00	\$10.00	\$100.00	\$110.00	Purchase Rail Safety Worker Card for Aaron test	remove
Total:							\$110.00	including GST of \$10.00	

Back | Proceed to Checkout

**Purchase cart** (points to item)


**Remove item** (points to remove link)

**Proceed to Checkout** (points to button)

Use the **remove** link to remove items from your shopping cart. To purchase all items in your shopping cart use the **Proceed to Checkout** button. There are two methods for payment:

- **Credit Card**  
Available to all companies.
- **Purchase Order**  
Limited availability by prior arrangement. If your company is not approved to pay by purchase order you will not see this option.

<a href="#">LOGOUT</a>	<a href="#">USER SETTINGS</a>	<a href="#">HELP</a>	<a href="#">TERMS &amp; CONDITIONS</a>	<a href="#">PRIVACY</a>
------------------------	-------------------------------	----------------------	--	-------------------------



### Checkout Shopping Cart

Company:	A.....S
User:	Garry Shields
Total:	\$110.00 inc GST

**PURCHASE**

Credit Card ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number:

Card Type:

Card Expiry:  /

Card CVV:

Cardholder Name:

**Back** **Continue**


If your company has been pre-approved to pay on an account a purchase order number will need to be provided.

**Enter credit card details**

CURRENTLY OPERATING IN TEST MODE

These auto populated credit card values should produce a successful payment


After your purchase order or credit card has been processed, the screen will show details regarding the status of your transaction. If successful you will be emailed a receipt/tax invoice which can also be downloaded from the payment summary screen, see below.

 <b>Rail Safety Worker<sup>®</sup></b> <small>powered by Onsite Track Easy</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><a href="#">PORTAL HOME</a></td> <td style="text-align: center;"><a href="#">LOGOUT</a></td> <td style="text-align: center;"><a href="#">USER SETTINGS</a></td> <td style="text-align: center;"><a href="#">HELP</a></td> <td style="text-align: center;"><a href="#">TERMS &amp; CONDITIONS</a></td> <td style="text-align: center;"><a href="#">PRIVACY</a></td> </tr> </table>	<a href="#">PORTAL HOME</a>	<a href="#">LOGOUT</a>	<a href="#">USER SETTINGS</a>	<a href="#">HELP</a>	<a href="#">TERMS &amp; CONDITIONS</a>	<a href="#">PRIVACY</a>
<a href="#">PORTAL HOME</a>	<a href="#">LOGOUT</a>	<a href="#">USER SETTINGS</a>	<a href="#">HELP</a>	<a href="#">TERMS &amp; CONDITIONS</a>	<a href="#">PRIVACY</a>		

17-Oct-2011 16:26

Garry Shields

A.....S



### Checkout Shopping Cart

Company:	A.....S
User:	Garry Shields
Total:	\$110.00 inc GST

Payment Successful

Payment Results

- 1 Card Purchase has been generated. 1 Identity Check Booking has been emailed and can also be downloaded here.  

Download

copy of booking file for Aaron test.
- Receipt/Tax Invoice 002480 contains purchase details. It has has been emailed to you and can also be downloaded here.  

Download

copy of the Receipt/Tax Invoice.

Logout

Download Receipt/Tax Invoice

Continue

When you **logout**, any items in your shopping cart will be discarded.

---

## Frequently Asked Questions

### ***Company Registration***

- 1. How do I know if my company is registered or has applied for registration?**  
Please see page 8 of this user manual regarding doing a company search.
- 2. Why have I not received notification of my registration status?**  
Your email address may have been entered incorrectly. Please contact the RSW hotline.
- 3. My company is Australian, but they do not have an ABN. Can I register?**  
No. You will need to apply for an ABN first.
- 4. How long does it take for a registration to be approved?**  
Company registrations are usually approved within 1 week of submission. Please contact Onsite Track Easy if you need your registration approved in a shorter time frame.

### ***Users***

- 1. How do I get a username and password?**  
First check if your company is registered with Onsite Track Easy. Please see page 8 of this user manual regarding doing a company search. If your company is not registered, you may register them. The registration process allows you to enter user details. If your company is registered then see page 11 in this user manual for information on adding users.
- 2. Why have I not received my login details?**  
Your email address may have been entered incorrectly. Please contact the RSW hotline.
- 3. Why can't I login?**  
First check that you are entering your username and password exactly as specified in your login email. The password is case sensitive. If this doesn't work try resetting your password. If you still can't login then please contact the RSW hotline.
- 4. I have forgotten my username. How can I find it out?**  
Please contact your company's user manager. If you do not know who they are please contact the RSW hotline.
- 5. I have forgotten my password. How can I find it out?**  
No-one can look up your password as this is protected information. However, a new password can be issued. Please see page 12 in this manual for information on how to do this.
- 6. Can my company have more than one user login?**  
Yes. Please see page 11 for information on requesting new user accounts.
- 7. Why did my session time out?**  
Your user session will timeout after 60 minutes of inactivity.