

+PROCESS SITE / DATA ENTRY GUIDE

ONLINE SITE ENTRY REQUEST - CLEARED FOR SITE ENTRY (CONTRACTOR)

APPENDIX D

This is instruction on how to submit a Northern Star online site entry request when the person accessing site has previously been cleared for site entry i.e. short-term workers within their timeframes of being on site / long term workers who are returning to site within six months of their departure.

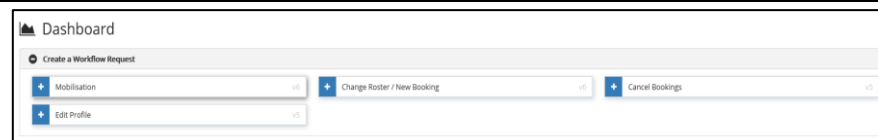
How to submit an online site entry request – Change Roster / New Booking

1. Navigate to URL: <https://inx-process.nsr ltd.com/>
+Process dashboard displays
 - Click 'Change Roster / New Booking' in the 'Create a Workflow Request' section of the dashboard
2.
 - Enter last name in 'Search For' field
 - Tick check box 'Include Inactive Profiles'
 - Click 'Search' button

Note: Cancel Request button will cancel the request and can be selected at any time until the request has been approved.

Save button will save the details without moving the request to the next screen.

Click 'My Draft' from the dashboard 'In Tray' to access a request that has been initiated but is not in the status of approved or committed.



Dashboard

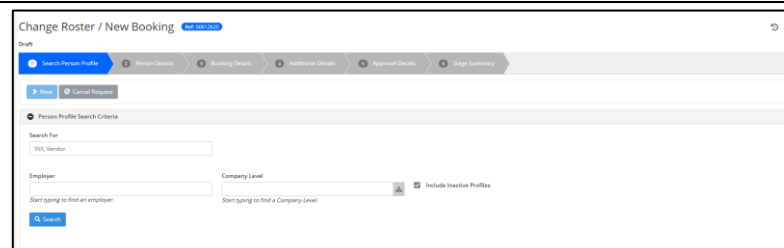
Create a Workflow Request

Mobilisation v5

Change Roster / New Booking v5

Cancel Bookings v5

Edit Profile v5



Change Roster / New Booking

Search

Person Profile Search Criteria

Search For

Employer

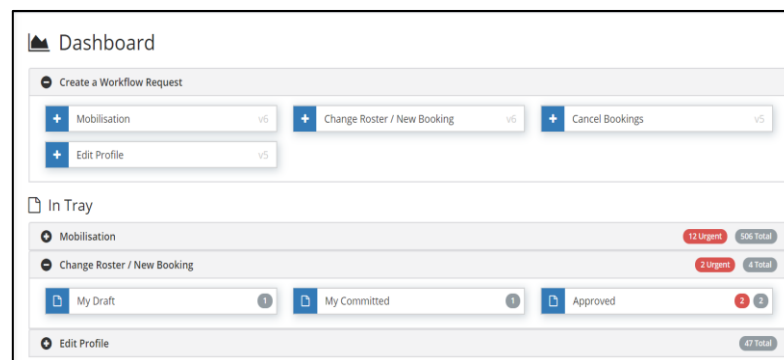
Company Level

Start typing to find an employer.

Start typing to find a Company Level.

Include Inactive Profiles

Search



Dashboard

Create a Workflow Request

Mobilisation v5

Change Roster / New Booking v5

Cancel Bookings v5

Edit Profile v5

In Tray

Mobilisation 13 Urgent 506 Total

Change Roster / New Booking 2 Urgent 6 Total

My Draft 1

My Committed 1

Approved 2

Edit Profile 47 Total

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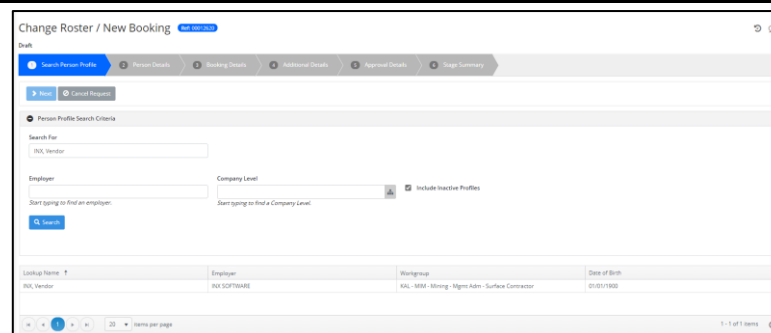
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- 3.
- Profiles matching the search will display
 - Confirm it is the correct profile
 - Double click on lookup name

Note: inactive profiles will display with 'Inactive' next to the name. If a profile is inactive then the workflow request will need to be a 'Mobilisation'. Or you will need to get the profile updated to active, by the Site Administrator.

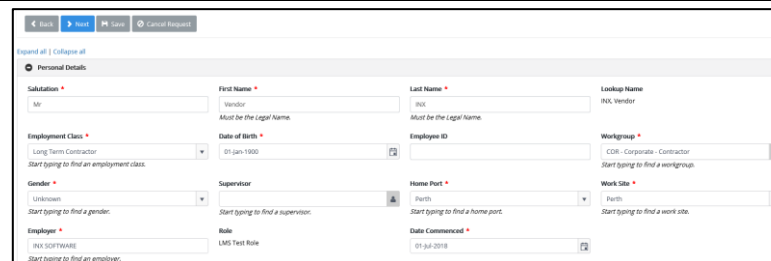
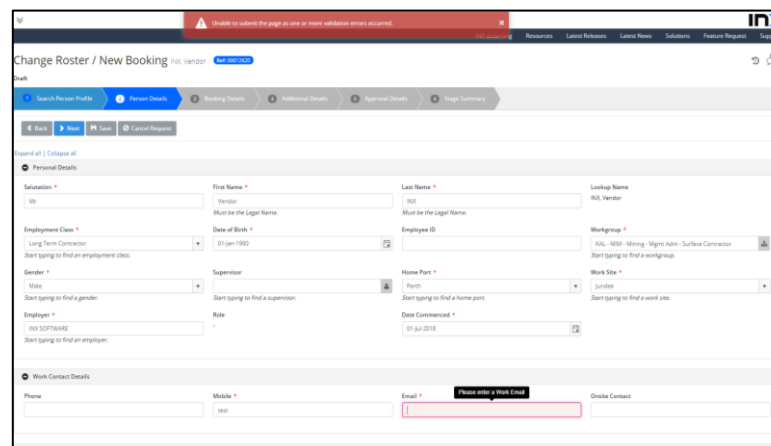


- 4.
- Person Details screen displays with details from INX person profile
- Review information, update where necessary, ensure mandatory fields are populated
 - Select **Workgroup – 'All – Site Transfers'**
 - Click 'Next' button

Note: mandatory fields have a red asterisk

If a mandatory field is not populated then an error message will display, 'Unable to submit the page as one or more validation errors occurred'.

The mandatory field requiring data, will display with a message, e.g. 'Please enter a Work Email'.

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5. 'Booking Details' - 'Roster Preview' section displays
- Click 'Add Short Term' button - 'Travel' screen displays

Navigation: [Back](#) [Next](#) [Add Roster](#) [Add Short Term](#) [Cancel Request](#)

Roster Preview

Roster Preview for Period: Nov 2019 Date From: Days (1-35): [Refresh](#) [Left Arrow](#) [Right Arrow](#)

November 2019																														
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Actual																														
Planned																														

Change Roster / New Booking

Search Person Profile | Person Details | **Booking Details** | Travel | Additional Details | Approval Details | Usage Summary

[Cancel](#) [Save Travel](#)

Roster Preview

Roster Preview for Period: Jul 2020 Date From: Days (1-35): [Refresh](#) [Left Arrow](#) [Right Arrow](#)

July 2020																															
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Proposed																															
Actual																															
Planned																															

Travel Event 1

From Date: 21-Jan-2020 [Travel In/Out Work Status](#) From Port: To Port:

Start typing to find a port. *Start typing to find a port.*

Intervening Work Status

[Intervening Work Status](#)

Travel Event 2

To Date: [Travel Out/In Work Status](#) From Port: To Port:

Start typing to find a port. *Start typing to find a port.*

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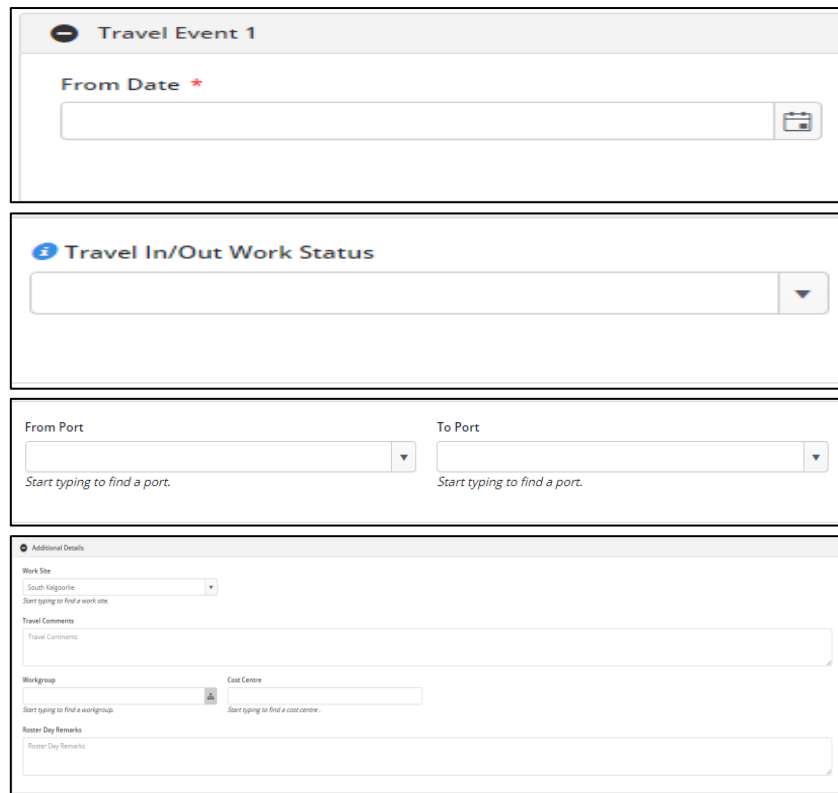
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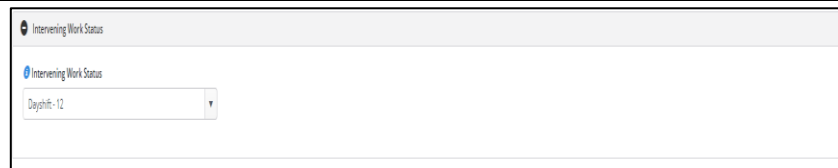
How to submit an online site entry request – Change Roster / New Booking

6. **Travel event 1:**
- Select 'From Date' – the date you will be travelling to site
 - Select 'Travel In/Out Work Status' - drive in / drive out status code or fly in / fly out status code
 - Select 'From Port' – Perth
 - Select 'To Port' – site that you are visiting
 - Select 'Work Site' – site being visited



The screenshot shows the 'Travel Event 1' form. It includes a 'From Date' field with a calendar icon, a 'Travel In/Out Work Status' dropdown menu, and two 'Port' dropdown menus labeled 'From Port' and 'To Port'. Below these are 'Additional Details' including 'Work Site' (a dropdown menu), 'Travel Comments' (a text area), 'Workgroup' (a dropdown menu), 'Cost Centre' (a dropdown menu), and 'Roster Day Remarks' (a text area).

7. **Intervening Work Status:**
When on site for more than a day
- Select a work status code, eg Dayshift – 12, Dayshift – 10, Visitor Short Term – 2.00, etc



The screenshot shows the 'Intervening Work Status' form. It includes a dropdown menu for 'Intervening Work Status' with 'Dayshift-12' selected.

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8. Travel event 2: - Select 'To Date' – the date you will be travelling from site - Select 'Travel In/Out Work Status' - drive in / drive out status code or fly in / fly out status code	
9. Proposed travel details display - Click 'Save Travel' button, 'Booking Details' screen displays - Click 'Next' button	
10. 'Additional Details' screen displays - Select travel reason, eg working onsite, meeting, visitor, delivery driver - Enter additional comments for the site administrator, if necessary - Click 'Save' button	

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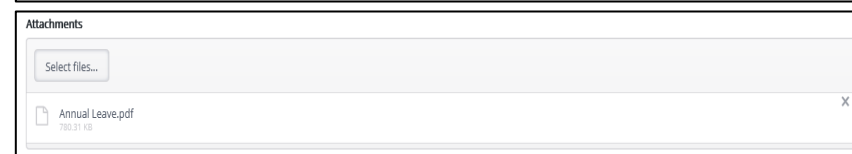
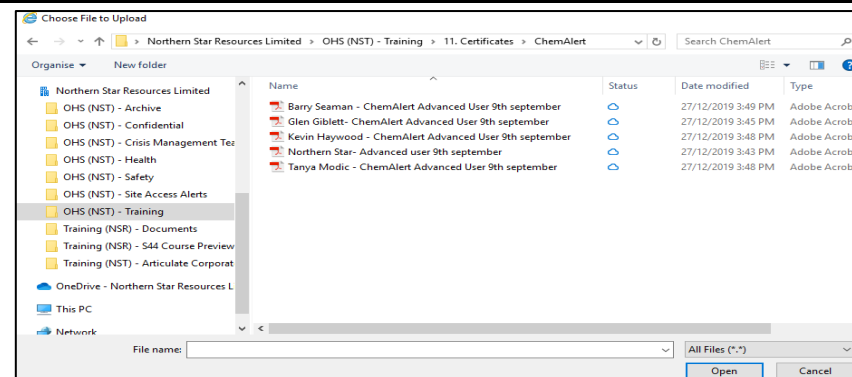
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- 11.
- Upload additional documents, if required
 - Click 'Select files'
 - Select document, repeat until all required documents attached
 - Click 'Save' button, after each document attached
 - Click 'Next' button
- 12.
- 'Approval details' screen displays
- Select the relevant site administration in both 'Approver' fields, eg ADMINISTRATION, CDO, ADMINISTRATION, Jundee, ADMINISTRATION, SKO, ADMINISTRATION, EKJV NSR, ADMINISTRATION, TBO, ADMINISTRATION, KCGM (as applicable)
 - Click 'Next' button



Configure Approvals

Approval Stage	Responsible Role(s)	Approver *
Approval Level 1	Approver	Start typing to find an approver.
Approval Level 2	ApproverLevel2	Start typing to find an approver.

Approver *

Start typing to find an approver.

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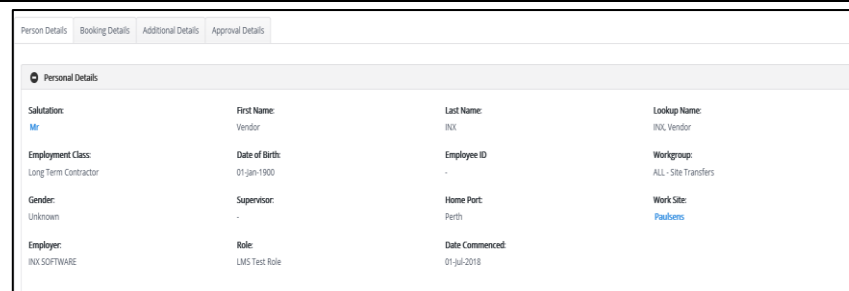
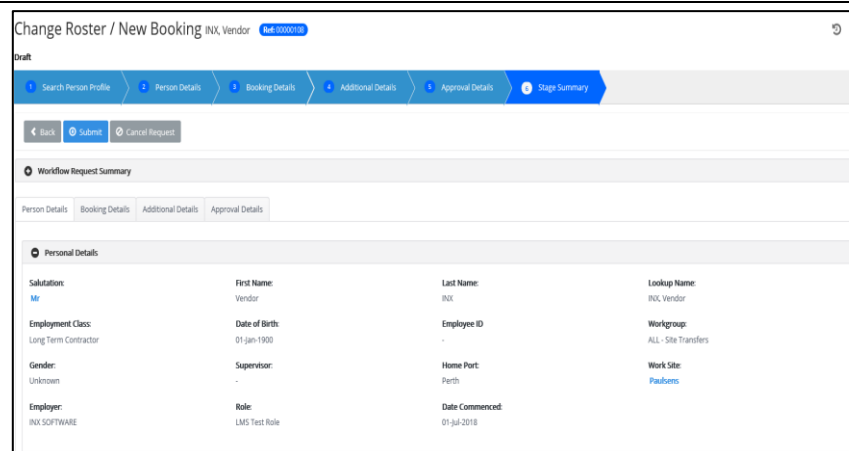
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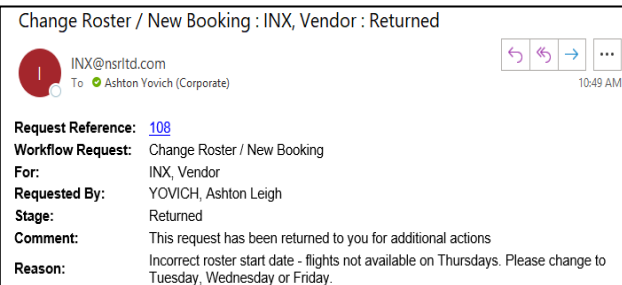
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13. Stage summary screen displays
- Click on each tab to review the details
 - If changes need to be made, click 'Back' button
- Note:** all changes / amendments to the profile will be highlighted in blue.
- 14.
- Click 'Submit' button
- An automated email notification will send to the email address associated with the 'Approver Level 1' selected. When approved, a further email notification will go to 'Approver Level 2' selected advising of the request (Site Admin). They would then **Approve and Commit** or **Decline/Cancel** the request (you would receive a notification when this occurs).
- Click 'Dashboard' in the navigation menu to exit the request.

Approval Notifications:

15. **Returned for Editing:**
- If the change roster / new booking request has been returned the following email notification will be sent.
- Within the email refer to the comments and the reason behind the return.
- You will need to go back into the request, (click on the request reference number to open the profile), edit the profile as requested and then re-submit for approval.



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Approval Notifications:	
16. Committed: If the change roster / new booking request has been approved the following email notification will be sent. All roster / travel changes have uploaded into INX and no further action is required for this request.	Change Roster / New Booking : INX, Vendor : Committed  INX@nsrltd.com To: Sarah Rosiewicz (Corporate) Request Reference: 141 Workflow Request: Change Roster / New Booking For: INX, Vendor Requested By: ROSIEWICZ, Sarah Stage: Committed Comment: This request has been completed
17. Declined or Cancelled: If the change roster / new booking request has been declined or cancelled the following email notifications will be sent and the request will then be closed in the system and will not upload to INX. For further information regarding the decline or cancellation please see the site administrator.	Change Roster / New Booking : INX, Vendor : Declined  INX@nsrltd.com To: Ashton Yovich (Corporate) Request Reference: 108 Workflow Request: Change Roster / New Booking For: INX, Vendor Requested By: YOVICH, Ashton Leigh Stage: Declined Reason: Change in roster / new travel booking request has been declined. Comment: This request has been declined Change Roster / New Booking : INX, Vendor : Cancelled  INX@nsrltd.com To: Ashton Yovich (Corporate) Request Reference: 112 Workflow Request: Change Roster / New Booking For: INX, Vendor Requested By: YOVICH, Ashton Leigh Stage: Cancelled Comment: This request has been cancelled

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Messaging Site Administrator

At any stage you would like to communicate or leave a message for the administrator you are able to insert a comment within the request.

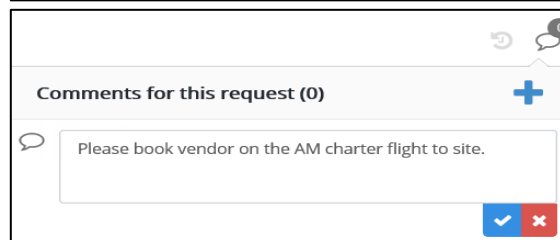
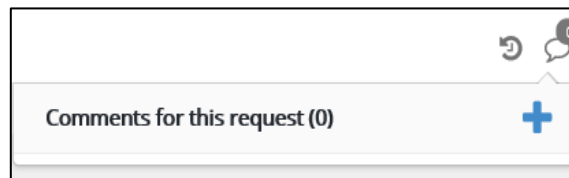
At the top right-hand corner of the profile there is a speech bubble that will show all communication / comments.

Once a comment has been added to the system it cannot be deleted and will remain within the profile where both the administrator and initiator will be able to view.

Note: email notifications will not occur for internal comments. Once a comment has been added, to view the person must click on the speech bubble icon within the request.

Notifications for comments will only occur via email when the profile has been declined or returned to the initiator.

To create a new comment, click on the speech bubble and a notification drop down box will appear, click on the blue + button to add a new comment. Once a comment has been added click on the blue tick to save or on the red cross to delete.



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