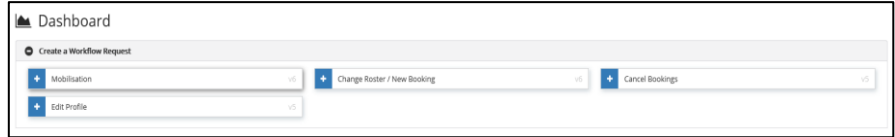
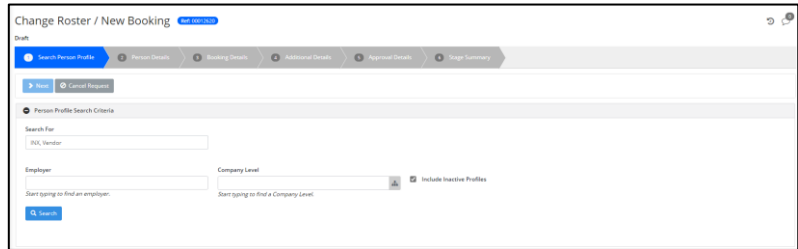
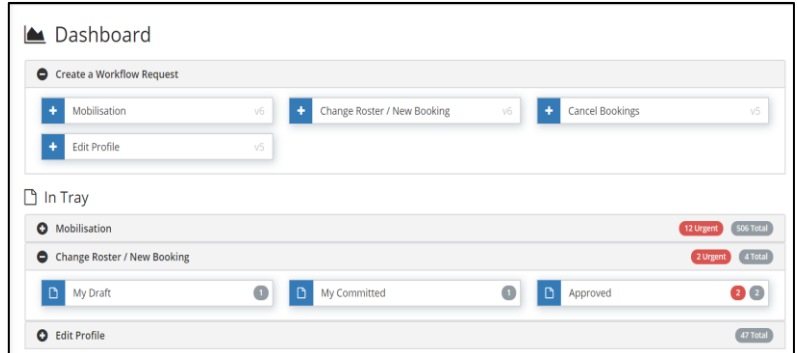


APPENDIX D

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://northernstarresources-process.inxsoftware.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.	 

Prepared by:	Jasmine Bambang	Document Status:	Controlled
		Review Date:	18/09/2028
Approved by:	Safety Superintendent	Approver's Signature:	Robin Dowell

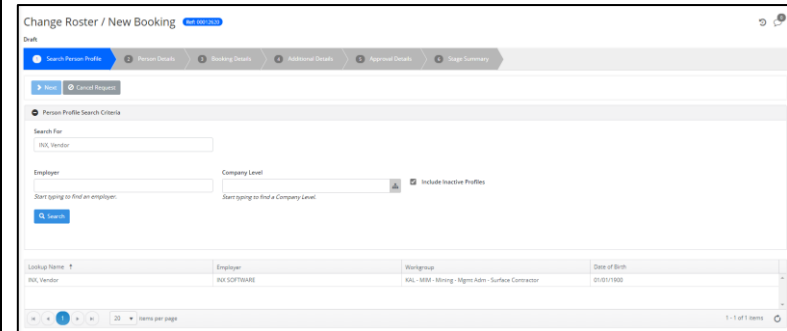
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How to submit an online site entry request – Change Roster / New Booking

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.

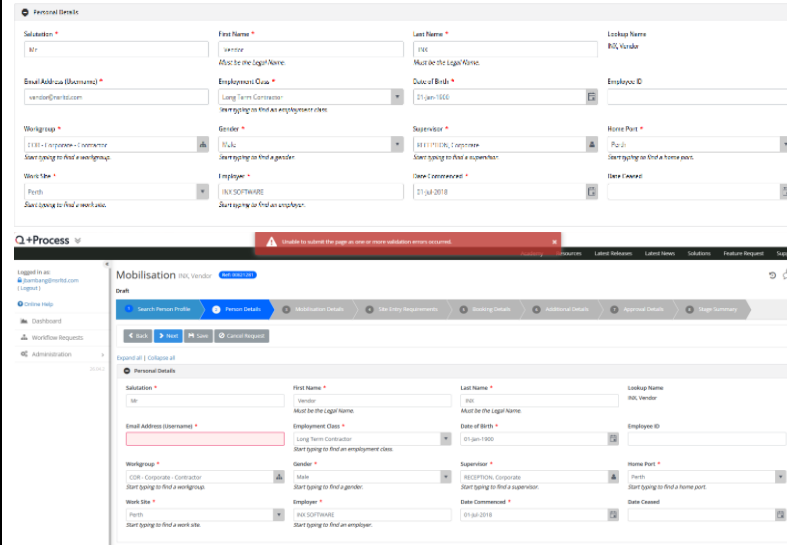


4.
 - Person Details screen displays with details from INX person profile
 - Review information, update where necessary, ensure mandatory fields are populated
 - Select **Workgroup** – 'All – Site Transfers'
 - Click 'Next' button

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'.

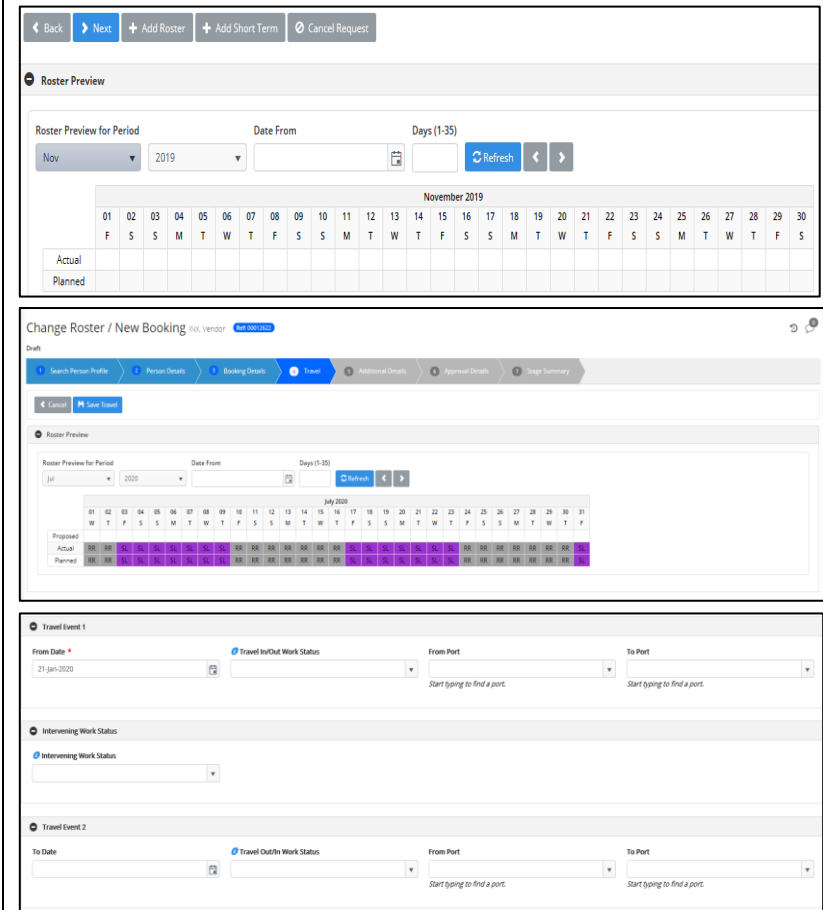


Prepared by:	Jasmine Bambang	Document Status:	Controlled
Approved by:	Safety Superintendent	Review Date:	18/09/2028
		Approver's Signature:	Robin Dowell

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



The screenshot shows the 'Roster Preview' section with a calendar for November 2019. The calendar has columns for days of the week and rows for dates. The 'Actual' row shows 'F S S M T W T F S S M T W T F S S M T W T F S' and the 'Planned' row is empty. Below the calendar is a 'Change Roster / New Booking' section with a 'Travel' tab selected. The 'Travel' tab shows a 'Travel Event 1' section with fields for 'From Date' (21 Jan 2020), 'Travel In/Out Work Status', 'From Port', and 'To Port'. Below this is a 'Travel Event 2' section with similar fields. The 'Travel Event 1' section also has a 'Travel Out/In Work Status' field.

Prepared by:	Jasmine Bambang	Document Status:	Controlled
Approved by:	Safety Superintendent	Review Date:	18/09/2028
		Approver's Signature:	Robin Dowell

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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

Travel Event 1

From Date *

Travel In/Out Work Status

From Port **To Port**

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

Additional Details

Work Site

Start typing to find a work site.

Travel Comments

Workgroup **Cost Centre**

Start typing to find a workgroup. Start typing to find a cost centre.

Roster Day Remarks

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

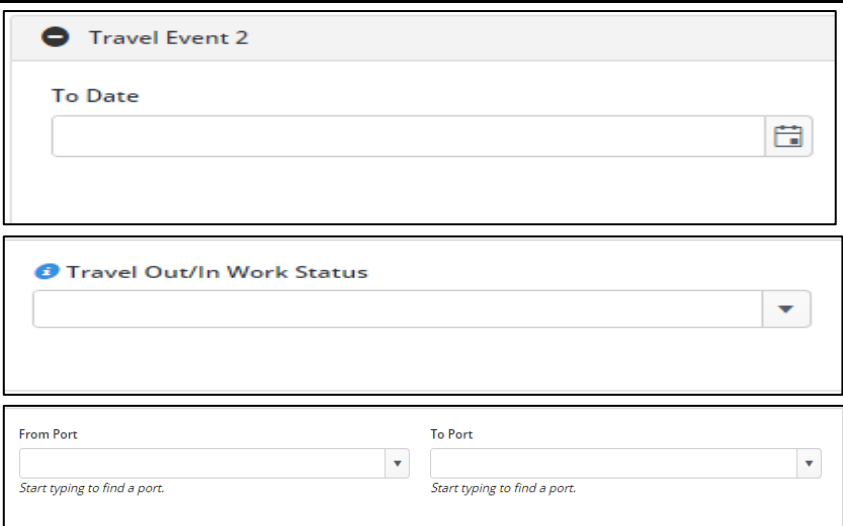
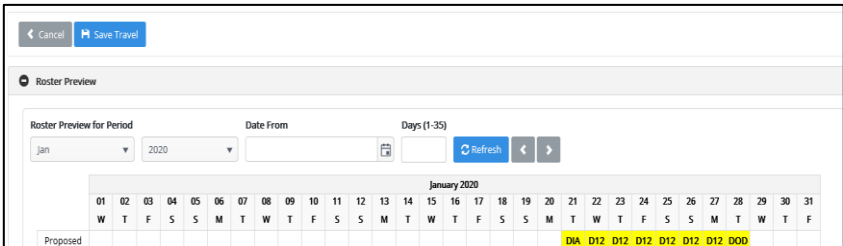
Intervening Work Status

Intervening Work Status

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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	 The screenshot shows the 'Travel Event 2' form. It includes a 'To Date' field with a calendar icon, a 'Travel Out/In Work Status' dropdown menu, and two 'From Port' and 'To Port' dropdown menus with a提示 'Start typing to find a port.'
9.	Proposed travel details display - Click 'Save Travel' button, 'Booking Details' screen displays - Click 'Next' button	 The screenshot shows the 'Roster Preview' screen. It includes a 'Roster Preview for Period' section with a calendar view for January 2020. The calendar shows days of the week and dates. A 'Proposed' label is visible at the bottom left of the calendar.
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	 The screenshot shows the 'Additional Details' form. It includes a 'Reason for Travel' dropdown menu, a 'Comments' text area, and an 'Attachments' section with a 'Select Files...' button.

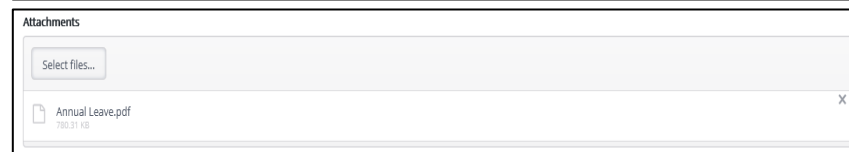
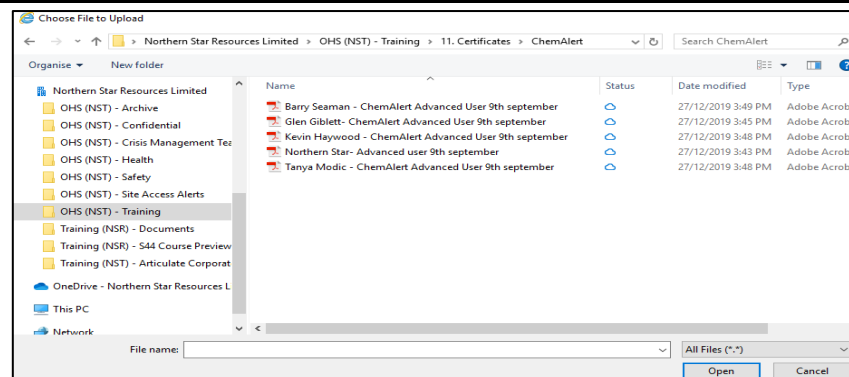
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How to submit an online site entry request – Change Roster / New Booking

- 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.

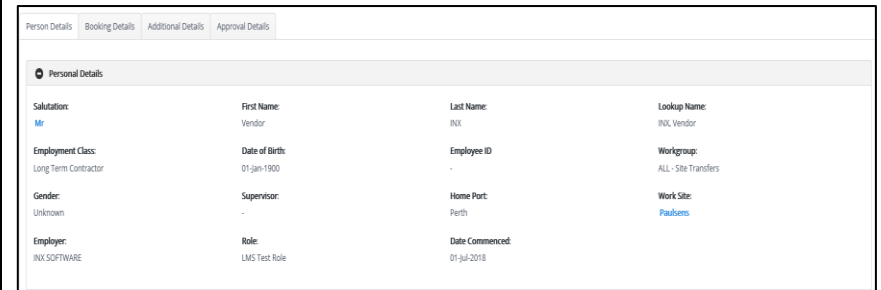
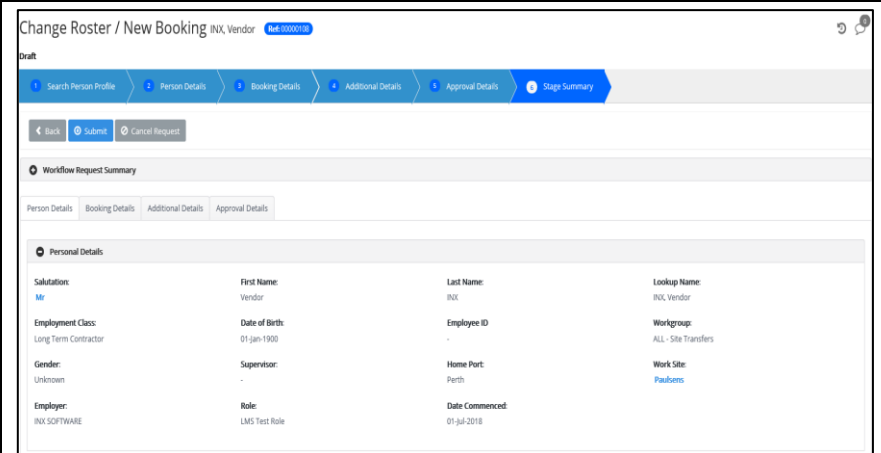
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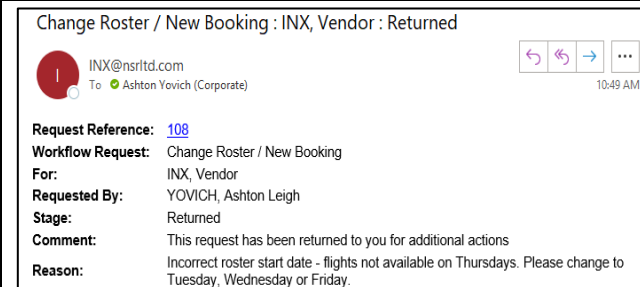
How to submit an online site entry request – Change Roster / New Booking

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.

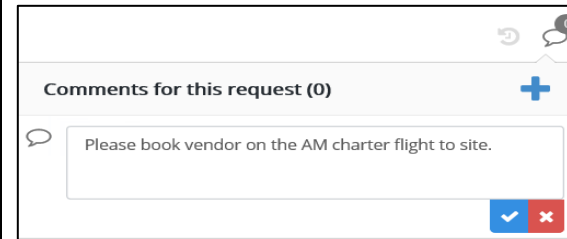
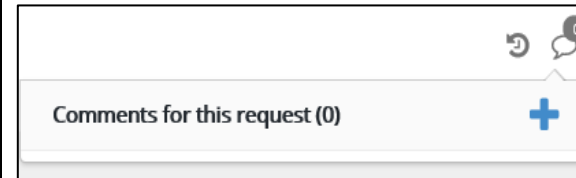
At the top right-hand corner of the profile there is a speech bubble that will show all communication / comments.

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.



REVISION HISTORY

Revision Number	Date	Changes made to document
5.0	18/09/2026	Updated +Process link and added screenshot to include new Username field.

Prepared by:	Jasmine Bambang	Document Status:	Controlled
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