

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

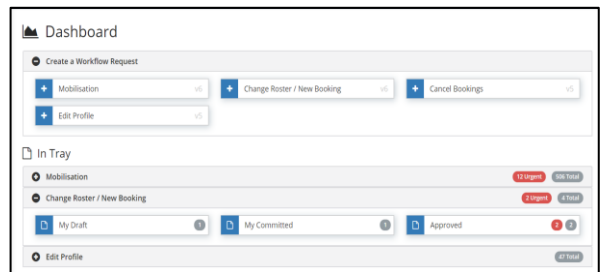
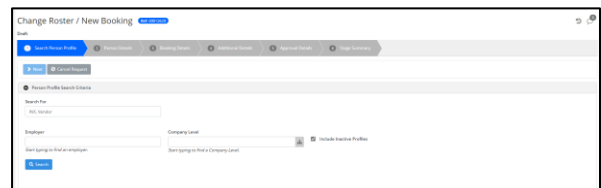
1. Navigate to URL: <https://inx-process.nsrftd.com/>
+Process dashboard displays

- 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

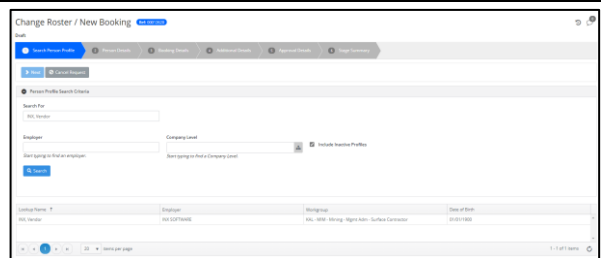
Note:
Cancel Request button will cancel the request and can be selected at any time until the request has been approved.
Save button will save the details without moving the request to the next screen.
Click 'My Draft' from the dashboard 'In Tray' to access a request that has been initiated but is not in the status of approved or committed.



3. Profiles matching the search will display

- Confirm it is the correct profile
- Double click on lookup name

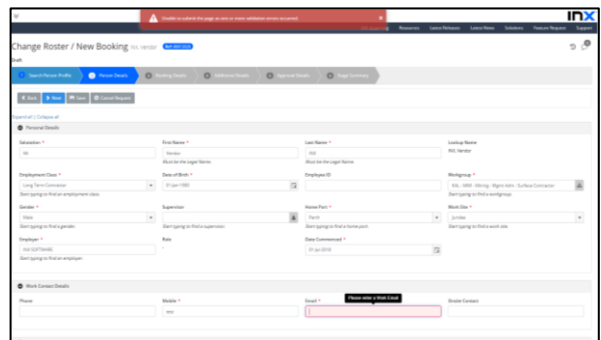
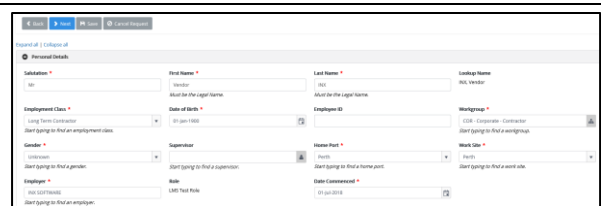
Note: inactive profiles will display with 'Inactive' next to the name. If a profile is inactive then the workflow request will need to be a 'Mobilisation'. Or you will need to get the profile updated to active, by the Site Administrator.



4. Person Details screen displays with details from INX person profile

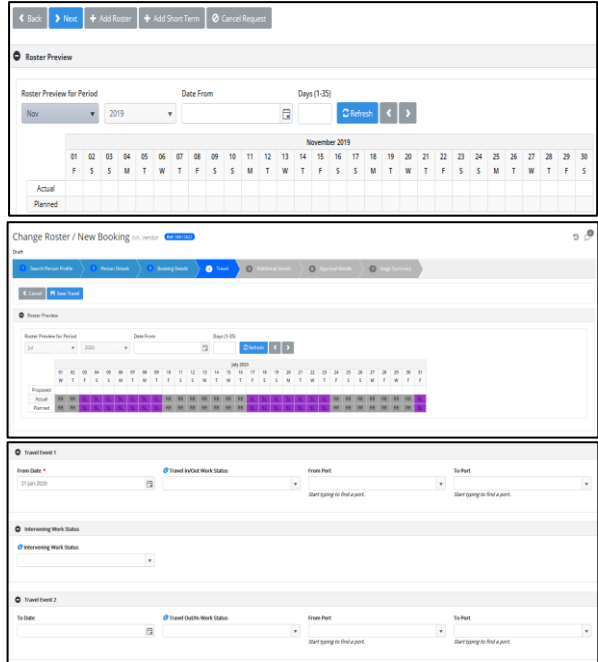
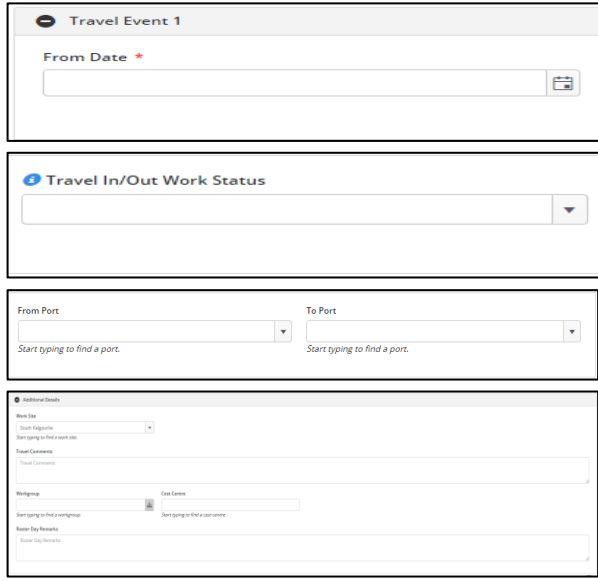

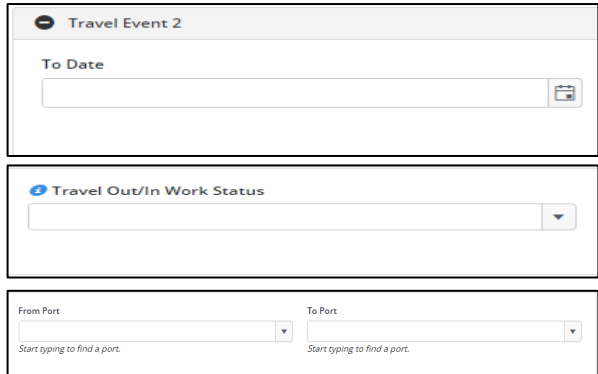
- Review information, update where necessary, ensure mandatory fields are populated
- Select **Workgroup – 'All – Site Transfers'**
- Click 'Next' button

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'.



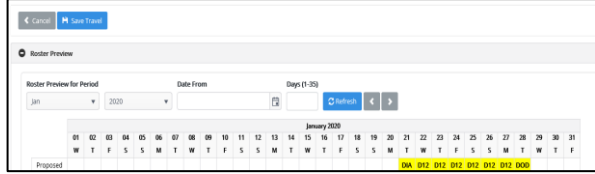

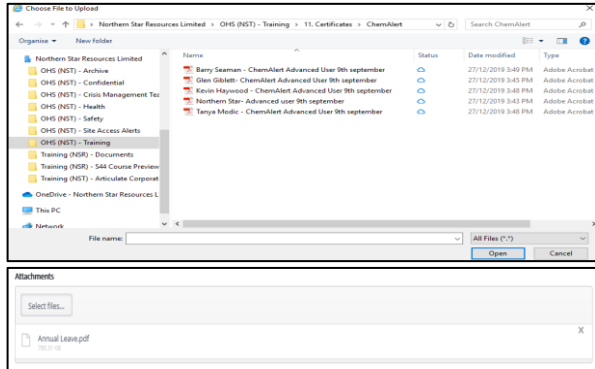
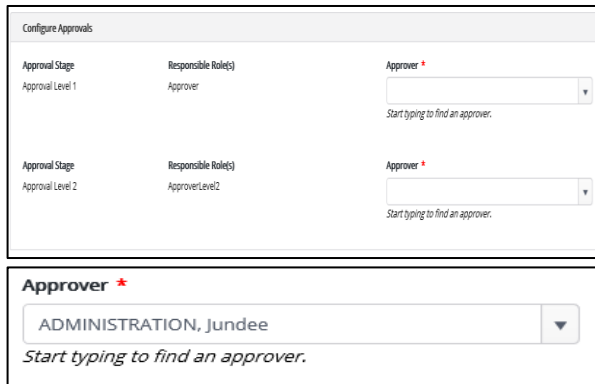
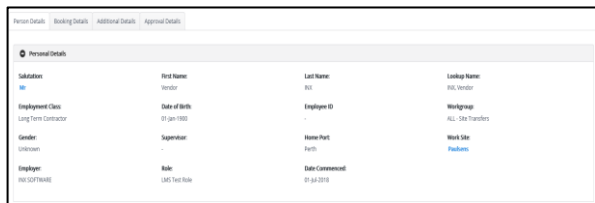
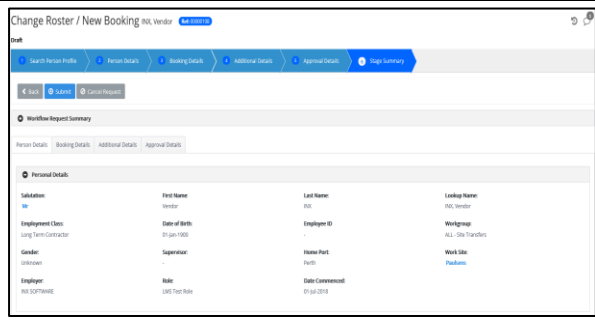
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Approved by:	OHS System Administrator	Review Date:	04/09/2022
		Approver's Signature:	Candice Boyd

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How to submit an online site entry request – Change Roster / New Booking	
<p>5. 'Booking Details' - 'Roster Preview' section displays</p> <ul style="list-style-type: none"> Click 'Add Short Term' button - 'Travel' screen displays 	
<p>6. Travel event 1:</p> <ul style="list-style-type: none"> 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 	
<p>7. Intervening Work Status:</p> <p>When on site for more than a day</p> <ul style="list-style-type: none"> Select a work status code, eg Dayshift – 12, Dayshift – 10, Visitor Short Term – 2.00, etc 	
<p>8. Travel event 2:</p> <ul style="list-style-type: none"> 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 	

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<p>9. Proposed travel details display</p> <ul style="list-style-type: none"> Click 'Save Travel' button, 'Booking Details' screen displays Click 'Next' button 	
<p>10. 'Additional Details' screen displays</p> <ul style="list-style-type: none"> Select travel reason, eg working onsite, meeting, visitor, delivery driver Enter additional comments for the site administrator, if necessary Click 'Save' button 	
<p>11.</p> <ul style="list-style-type: none"> 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 	
<p>12. 'Approval details' screen displays</p> <ul style="list-style-type: none"> 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 	
<p>13. Stage summary screen displays</p> <ul style="list-style-type: none"> Click on each tab to review the details If changes need to be made, click 'Back' button <p>Note: all changes / amendments to the profile will be highlighted in blue.</p>	
<p>14.</p> <ul style="list-style-type: none"> Click 'Submit' button <p>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).</p> <ul style="list-style-type: none"> Click 'Dashboard' in the navigation menu to exit the request. 	

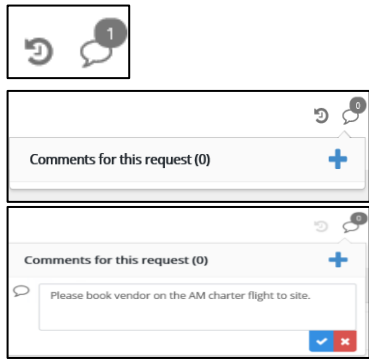
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+PROCESS SITE / DATA ENTRY GUIDE

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

Approval Notifications:	
<p>15. Returned for Editing:</p> <p>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.</p> <p>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.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Change Roster / New Booking : INX, Vendor : Returned</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;"> <p>INX@nsr ltd.com To Ashton Yovich (Corporate)</p> </div> <div style="text-align: right; font-size: 0.7em;"> <p>10:49 AM</p> </div> </div> <p style="font-size: 0.8em; margin-top: 5px;"> Request Reference: 108 Workflow Request: Change Roster / New Booking For: INX, Vendor Requested By: YOVICH, Ashton Leigh Stage: Returned Comment: This request has been returned to you for additional actions Reason: Incorrect roster start date - flights not available on Thursdays. Please change to Tuesday, Wednesday or Friday. </p> </div>
<p>16. Committed:</p> <p>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.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Change Roster / New Booking : INX, Vendor : Committed</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;"> <p>INX@nsr ltd.com To Sarah Rosiewicz (Corporate)</p> </div> </div> <p style="font-size: 0.8em; margin-top: 5px;"> Request Reference: 141 Workflow Request: Change Roster / New Booking For: INX, Vendor Requested By: ROSIEWICZ, Sarah Stage: Committed Comment: This request has been completed </p> </div>
<p>17. Declined or Cancelled:</p> <p>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.</p> <p>For further information regarding the decline or cancellation please see the site administrator.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Change Roster / New Booking : INX, Vendor : Declined</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;"> <p>INX@nsr ltd.com To Ashton Yovich (Corporate)</p> </div> <div style="text-align: right; font-size: 0.7em;"> <p>10:53 AM</p> </div> </div> <p style="font-size: 0.8em; margin-top: 5px;"> 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 </p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Change Roster / New Booking : INX, Vendor : Cancelled</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;"> <p>INX@nsr ltd.com To Ashton Yovich (Corporate)</p> </div> <div style="text-align: right; font-size: 0.7em;"> <p>10:58 AM</p> </div> </div> <p style="font-size: 0.8em; margin-top: 5px;"> 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 </p> </div>

Messaging Site Administrator:	
<p>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.</p> <p>At the top right-hand corner of the profile there is a speech bubble that will show all communication / comments.</p> <p>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.</p> <p>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.</p> <p>Notifications for comments will only occur via email when the profile has been declined or returned to the initiator.</p> <p>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.</p>	

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