

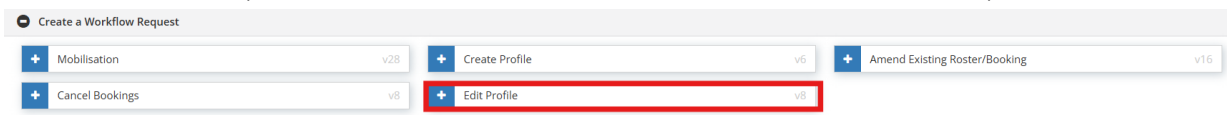
Appendix F – Edit Profile

Step by step guide for editing a person's profile details page.

This workflow is used to update a person's personal and work contact details email address (Username), mobile, emergency contact details etc.

1. Open the +Process module using the following link <https://northernstarresources-process.inxsoftware.com/>

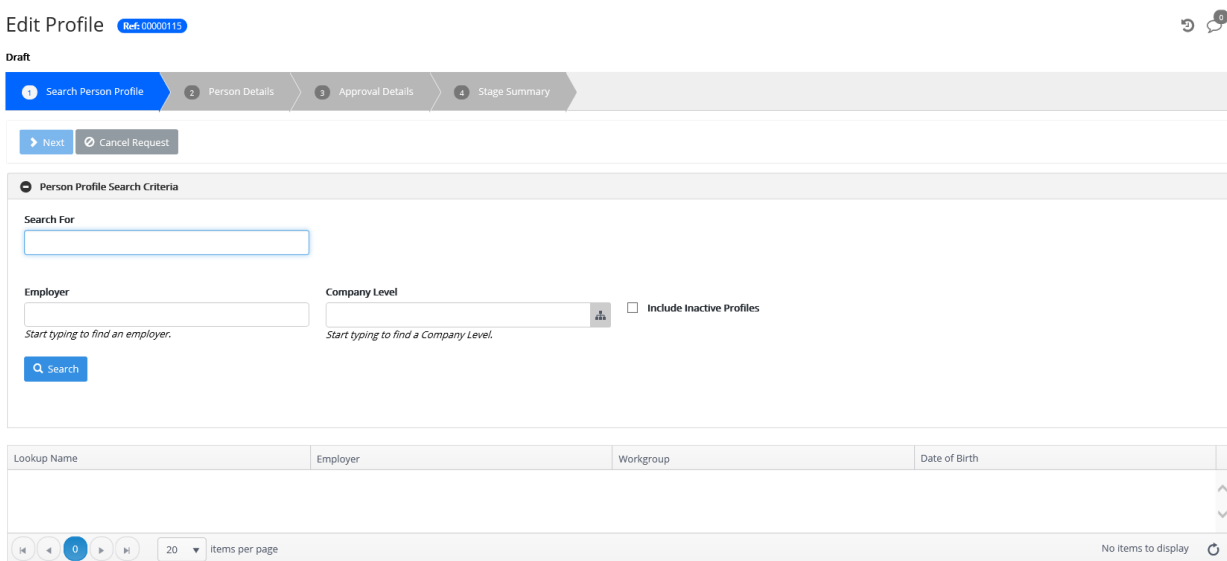
2. The Dashboard will open, click on the 'Edit Profile' tab under 'Create a Workflow Request'.



Create a Workflow Request

- Mobilisation v28
- Create Profile v6
- Amend Existing Roster/Booking v16
- Cancel Bookings v8
- Edit Profile v6**

3. Search Person Profile page will open.



Edit Profile Ref: 00000115

Draft

1 Search Person Profile 2 Person Details 3 Approval Details 4 Stage Summary

Next Cancel Request

Person Profile Search Criteria

Search For

Employer Company Level

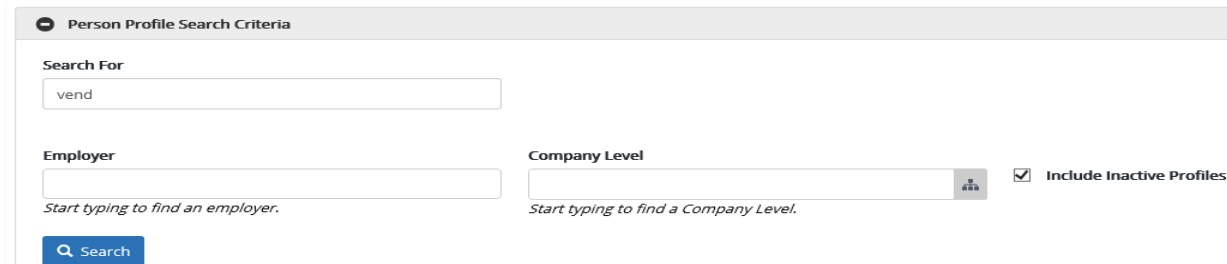
Start typing to find an employer. Start typing to find a Company Level.

Search

Lookup Name Employer Workgroup Date of Birth

20 items per page No items to display

4. To search, type part of the person's first or last name (not both) in the search box and then click on the search button.



Person Profile Search Criteria

Search For

Search

Employer Company Level

Start typing to find an employer. Start typing to find a Company Level.

Search

Include Inactive Profiles

5. Profiles matching the naming description will then display at the bottom of the page. Check the date of birth matches the profile of the person requiring their details updated and then double click on the Lookup Name to open the profile.

Lookup Name ↑	Employer	Workgroup	Date of Birth
DESERT GOLD VENDING - KUNDANA Inactive	Desert Gold Vending Machines	KAL - EKJV - RHP Mining - Tech - UG Contractor	
GOVENDER, Indran Inactive	Baseline Group	PAU - Administration - Surface Contractor	23/02/1969
INX, Vendor	INX SOFTWARE	ALL - Site Transfers	01/01/1900
KAL - DESERT GOLD VENDING - KB Inactive	Desert Gold Vending Machines	KAL - KB - Mgmt Admin - Surface Contractor	

Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022I-GUI
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6. The People Profile details will appear automatically populated, update the required fields.

Example: Employer / Mobile Phone / Email Address (Username)/ Home Address / Emergency Contact Details etc.

Personal Details

Salutation * Mr	First Name * Vendor Must be the Legal Name.	Last Name * INX Must be the Legal Name.	Lookup Name INX, Vendor
Email Address (Username) * vendor@nsrtd.com	Employment Class * Long Term Contractor Start typing to find an employment class.	Date of Birth * 01-Jan-1900	Employee ID
Workgroup * COR - Corporate - Contractor Start typing to find a workgroup.	Gender * Male Start typing to find a gender.	Supervisor * RECEPTION, Corporate Start typing to find a supervisor.	Home Port * Perth Start typing to find a home port.
Work Site * Perth Start typing to find a work site.	Employer * INX SOFTWARE Start typing to find an employer.	Date Commenced * 01-Jul-2018	Date Ceased

Once the person details page has been completed, click on the 'Next' button, at any stage you wish to exit and return later click on the 'Save' button. If you do not want to go ahead with the profile click on 'Cancel Request'.

Note: If mandatory fields are not completed the following error message will appear and you won't be able to continue to the next page until the fields have been populated.

Unable to submit the page as one or more validation errors occurred.

7. On the 'Approval Details' tab, one level of approval will need to be selected.

Configure Approvals

Approval Stage Approval	Responsible Role(s) Approver	Approver * Start typing to find an approver.
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8. Click in the 'Approver' drop down list and select the applicable Site Administration.

Approver *

ADMINISTRATION, Jundee

Start typing to find an approver.

Once the 'Approval Details' have been completed, click on the 'Next' button, at any stage you wish to exit and return later click on the 'Save' button. If you do not want to go ahead with the profile click on 'Cancel Request'.

9. The 'Stage Summary' tab will summarise all of the details provided for the 'Person Profile' update.

Note: All changes /amendments to the profile will be highlighted in blue.

Person Details | Approval Details

Personal Details

Salutation: Mr	First Name: Vendor	Last Name: INX	Lookup Name: INX, Vendor
Employment Class: Long Term Contractor	Date of Birth: 01-Jan-1900	Employee ID -	Workgroup: ALL - Site Transfers
Gender: Unknown	Supervisor: -	Home Port: Perth	Work Site: Jundee
Employer: INX SOFTWARE	Role: LMS Test Role	Date Commenced: 01-Jul-2018	

Click on each tab and review the details that have been supplied, if any changes are required click on the 'Back' button which will take you back to the editable profile where you can move back through the tabs.

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10. Once the profile is complete and all information provided is correct click on the 'Submit' button. The profile will then be sent to the Site Administrator for approval. Click on the Dashboard to exit the profile.

Edit Profile INX, Vendor Ref: 00000115

Draft

1 Search Person Profile 2 Person Details 3 Approval Details 4 Stage Summary

Back Submit Cancel Request

Workflow Request Summary

Person Details Approval Details

Personal Details

Salutation: Mr	First Name: Vendor	Last Name: INX	Lookup Name: INX, Vendor
Employment Class: Long Term Contractor	Date of Birth: 01-Jan-1900	Employee ID: -	Workgroup: ALL - Site Transfers
Gender: Unknown	Supervisor: -	Home Port: Perth	Work Site: Jundee
Employer: INX SOFTWARE	Role: LMS Test Role	Date Commenced: 01-Jul-2018	

Work Contact Details

Phone: -	Mobile: test	Email: gemmaw@inxsoftware.com	Onsite Contact: -
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11. **Note:** 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 can't 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.

Comments for this request (0)

Comments for this request (0)

Comments for this request (0)

Please move workgroup from Exploration to Geology, all other details have been updated.

Approval Notifications:

12. **Returned for Editing:**

If the edit profile 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.

Edit Profile : INX, Vendor : Returned

INX@nsrltd.com
To Ashton Yovich (Corporate)



Request Reference: 115
Workflow Request: Edit Profile
For: INX, Vendor
Requested By: YOVICH, Ashton Leigh
Stage: Returned
Comment: This request has been returned to you for additional actions
Reason: Incorrect email address, please provide new email.

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13. Committed:

If the edit profile request has been approved the following email notification will be sent.

All personal details have uploaded into INX and no further action is required for this request.

Edit Profile : INX, Vendor : Committed

 INX@nsrtd.com
To: Sarah Rosiewicz (Corporate)

Request Reference: 143
Workflow Request: Edit Profile
For: INX, Vendor
Requested By: ROSIEWICZ, Sarah
Stage: Committed
Comment: This request has been completed

14. Declined or Cancelled:

If the edit profile 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 cancel please see the Site Administrator.

Edit Profile : INX, Vendor : Declined

 INX@nsrtd.com
To: Ashton Yovich (Corporate) 3:24 PM

Request Reference: 115
Workflow Request: Edit Profile
For: INX, Vendor
Requested By: YOVICH, Ashton Leigh
Stage: Declined
Reason: Edit profile has been declined, incorrect profile.
Comment: This request has been declined

Edit Profile : INX, Vendor : Cancelled

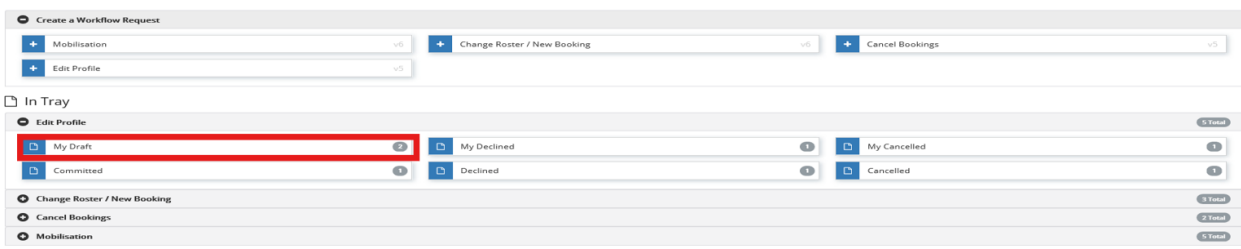
 INX@nsrtd.com
To: Ashton Yovich (Corporate) 3:26 PM

Request Reference: 116
Workflow Request: Edit Profile
For: INX, Vendor
Requested By: YOVICH, Ashton Leigh
Stage: Cancelled
Comment: This request has been cancelled

Dashboard Home Page

15. At any stage, if you have saved and exited the Edit Profile workflow, you can reopen and continue editing the profile.

Go to the Dashboard on the +Process home page, navigate down to the In Tray - under 'Edit Profile', click on 'My Draft'.



The workflow request screen will open, click on the reference number to open the Edit Profile request.

Re...	Workflow Type	Status	Initiator	Person
167	Edit Profile	Draft	YOVICH, Ashton Leigh	INX, Vendor
168	Edit Profile	Draft	YOVICH, Ashton Leigh	

The profile will open to the last screen that was saved and editing can continue.

REVISION HISTORY

Revision Number	Date	Changes made to document
1	20/01/2020	New Document
2	11/05/2023	Full revision of content. Merged Steps 6 & 7 together, general formatting throughout document
3	18/09/2026	Full review complete for Quartex Outage

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