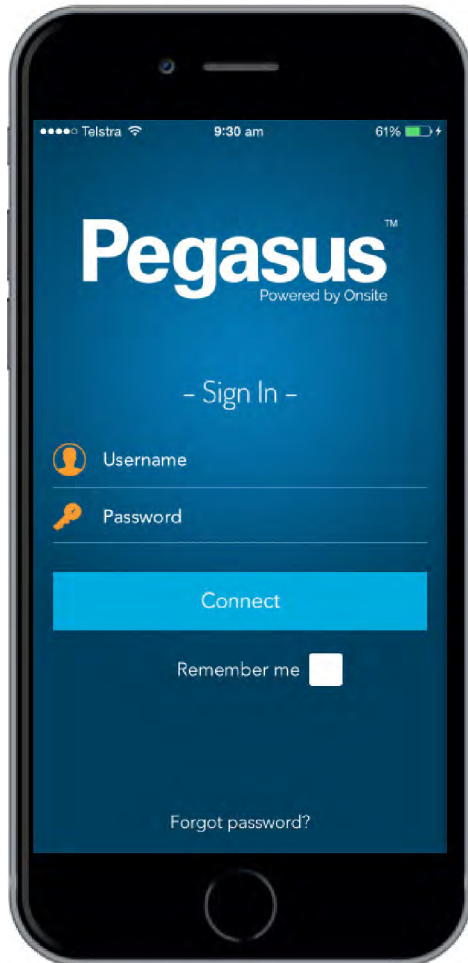


Searching for a Cardholder



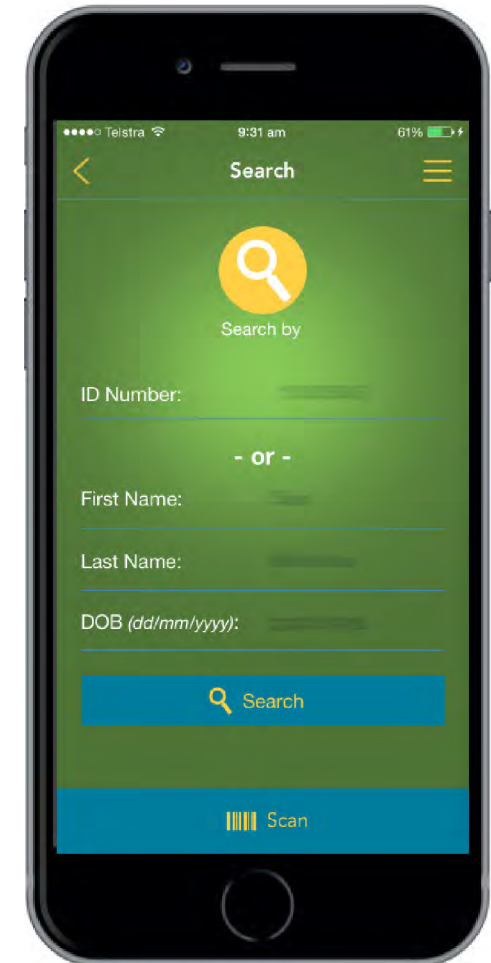
Step 1> Log in using your username and password



Step 2> Now you have logged in, you can scan a RIW card by selecting "Scan," or you can search for a cardholder by selecting "Search."



Step 3> Scan a cardholder's card by holding your phone over the QR code on their RIW card.

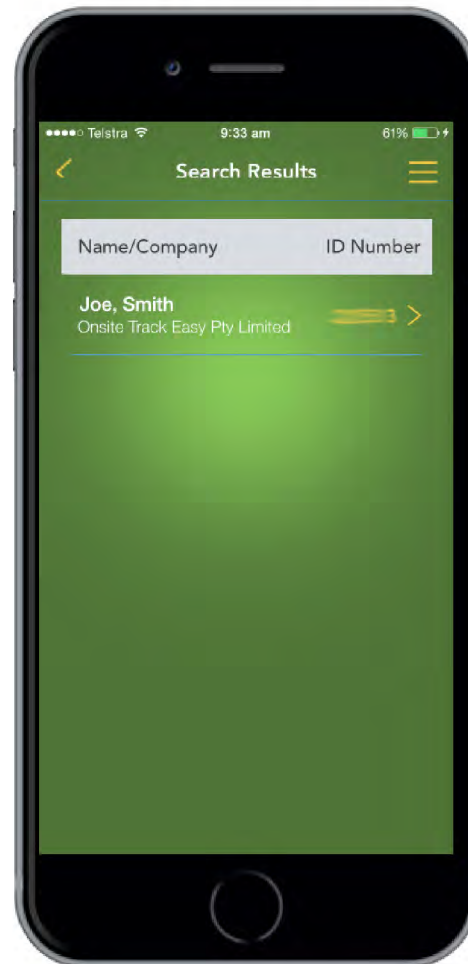


Step 4> If you are manually searching for a specific cardholder, enter their ID number which is found on their RIW card, or alternatively enter their first name, surname and DOB.

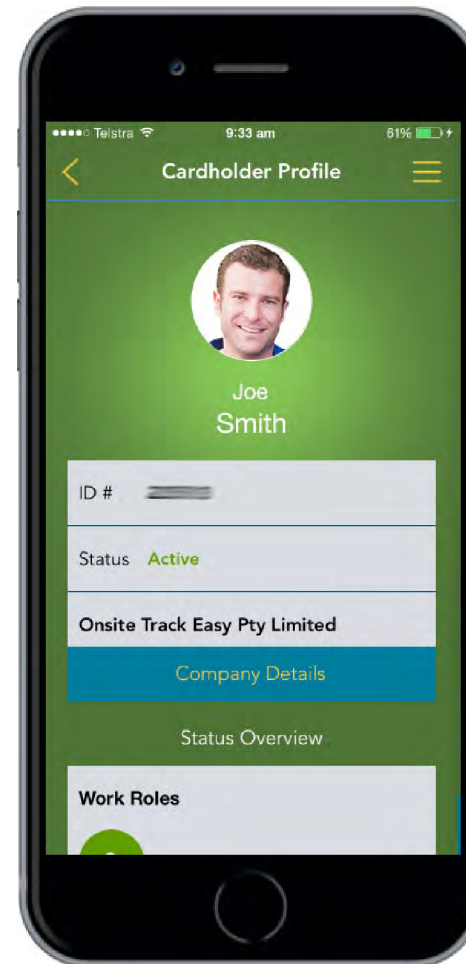
Search Results and Cardholder Profile



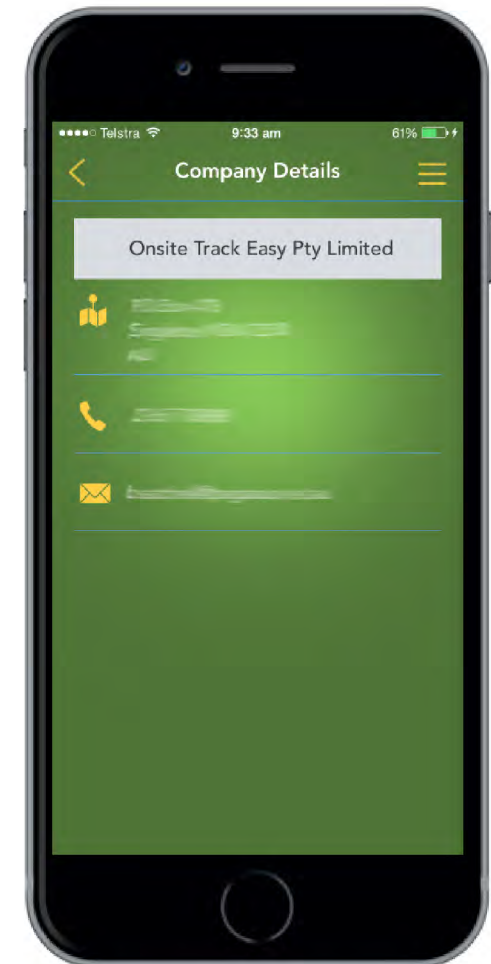
Step 5> Scroll through the list to find the correct cardholder.



Step 6> Once you have found the correct cardholder, select their name to view their profile.

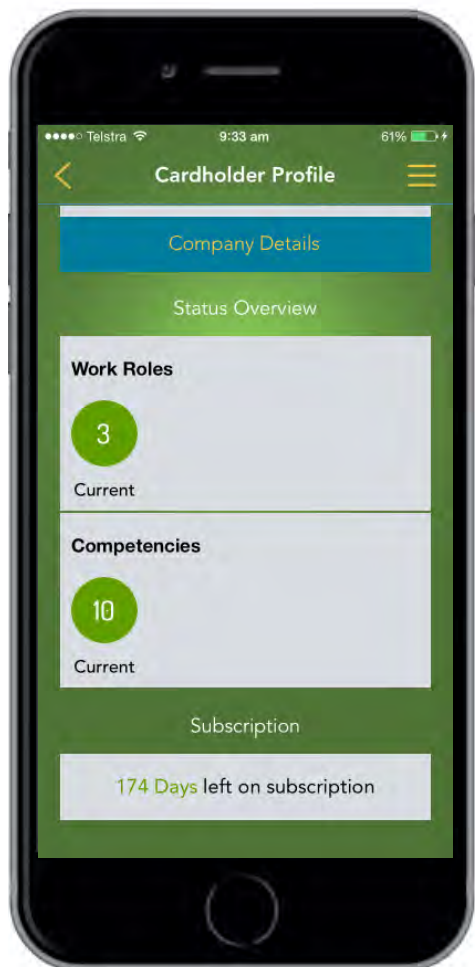


Step 7> At the top of the profile page you can view the cardholder's ID number, status and the company they work for. Select "Company Details" for the company's contact information.

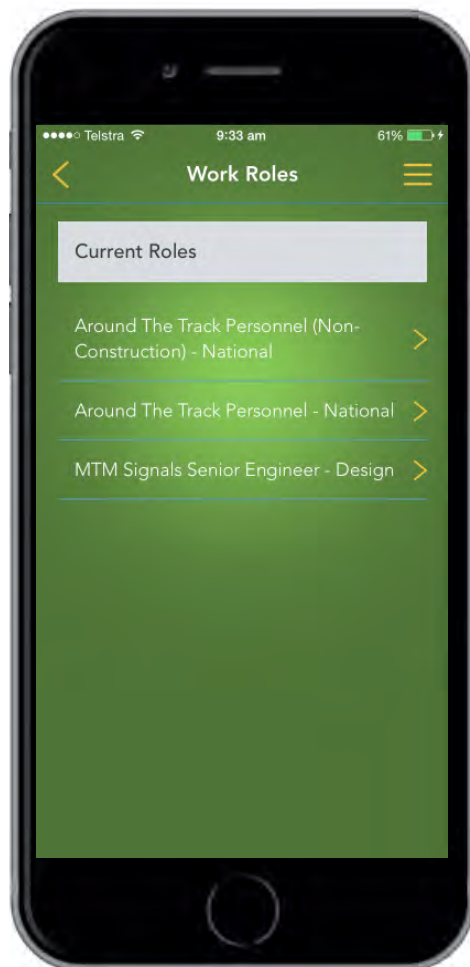


Step 8> To return to the cardholder's profile page, select the yellow back arrow in the top left hand corner.

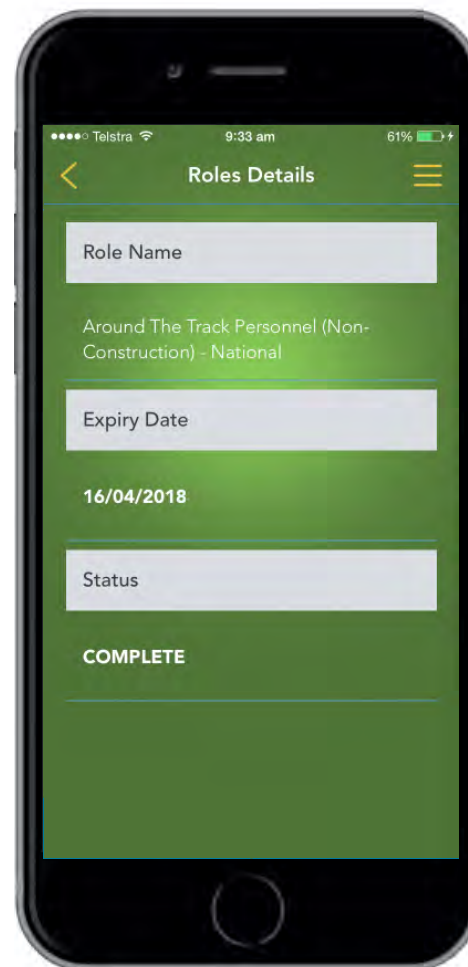
Cardholder's Details - Word Roles and Competencies



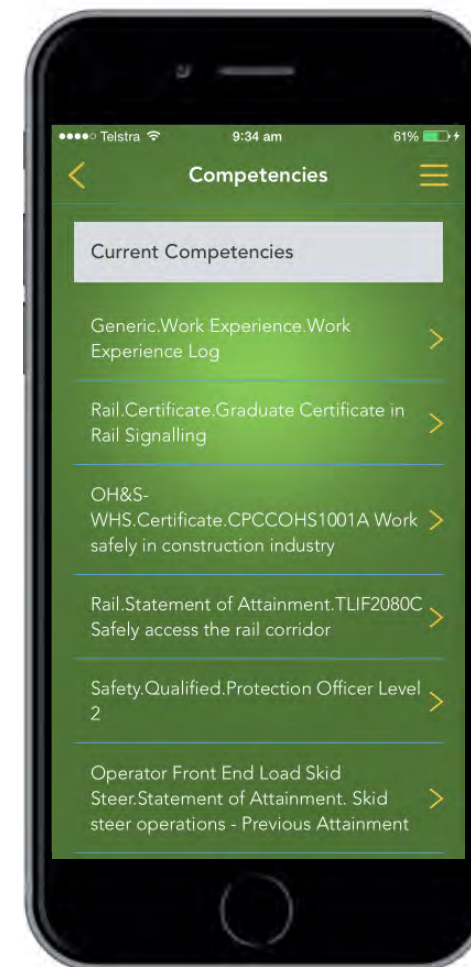
Step 9> At the bottom of the profile page, you can view the cardholder's status details, including their work roles and competencies. You can also view their subscription details.



Step 10> By selecting "Work Roles" in the cardholder's profile, you can view each of the cardholder active roles. You can then select a specific role to view the details of that role.



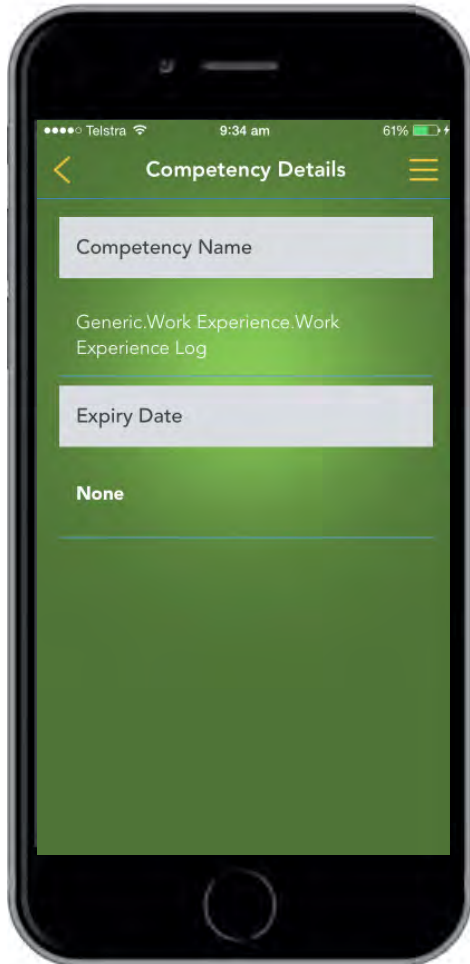
Step 11> In the Role Details, you can view the name of the role, the expiry date and the status. To return to the Work Roles page, select the yellow back arrow in the top left hand corner.



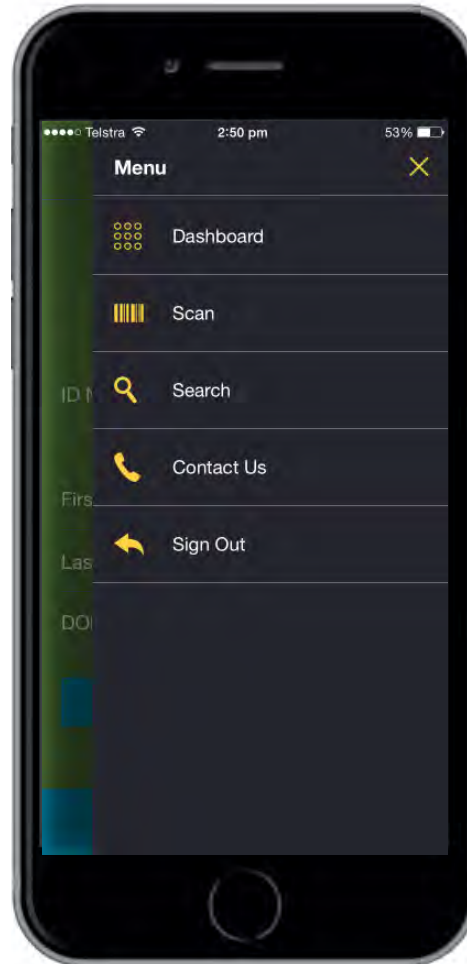
Step 12> By selecting "Competencies" in the cardholder's profile, you can view each of the cardholder's current competencies. You can then select a specific competency to its details.

Contacting Pegasus

For questions or assistance please call 1300 777 245 or email riw@pegasus.net.au



Step 13> In the Competency Details, you can view the name of the competency and the expiry date. To return to the Competencies page, select the yellow back arrow in the top left hand corner.



Step 14> To contact Pegasus, select the menu button in the top right hand corner. Select "Contact Us" from the menu. To exit the menu, select the yellow cross in the top right hand corner.



Step 15> To return to the dashboard or the search function, select the menu button in the top right hand corner. Select the function you wish to continue to.