

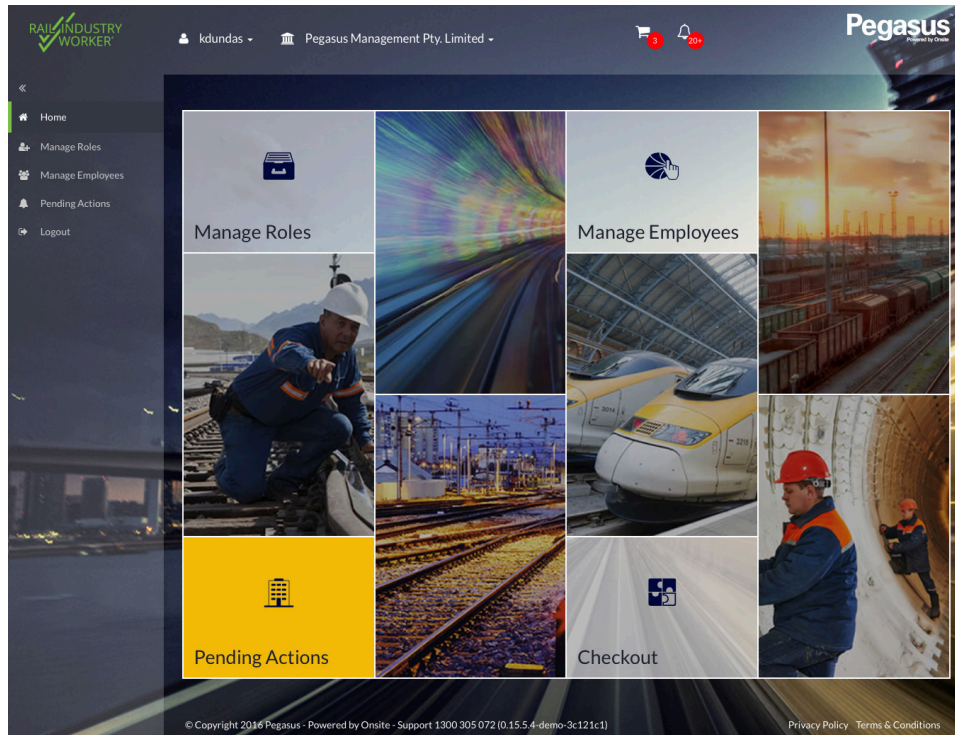


Rail Industry Worker

Competency Management System

An Overview of Pending Actions in the Upgraded RIW System

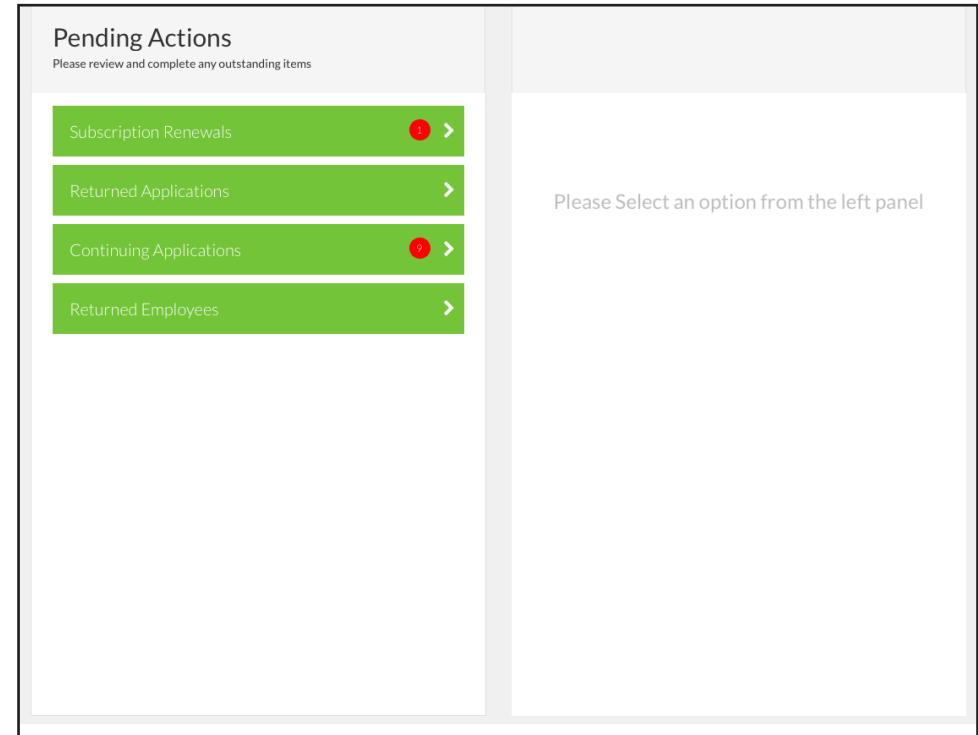
PENDING ACTIONS OVERVIEW



Step 1

Select "Pending Actions" to view required actions for subscription renewals, returned applications, continuing applications and returned employees.

On the homepage of your portal, use the icon in the header banner, the dashboard tile or the menu down the left side to select "Pending Actions."



Step 2

Click and navigate to the section you wish to complete the pending action for.

SUBSCRIPTION RENEWAL

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' interface. On the left, a sidebar lists 'Subscription Renewals' (with a red notification icon), 'Returned Applications', 'Continuing Applications' (with a red notification icon), and 'Returned Employees'. The main content area is titled 'Subscription Renewals' and features an 'ADD ALL TO CART' button. Below this is a search bar and a list of four employee entries. Each entry displays 'Person:', 'Expiry Date: 08/05/2015', and an 'Add To Cart' button with a shopping cart icon. At the bottom of the main area is a green 'CHECKOUT' button.

Step 1

From the subscription renewals list, find the employees you wish to renew the subscription for, then select “Add to Cart” for each employee.

The screenshot shows the 'Pending Actions' interface after items have been added to the cart. The sidebar is identical to the previous step. The main content area is titled 'Subscription Renewals' and features an 'ADD ALL TO CART' button. Below this is a search bar and a list of four employee entries. Each entry displays 'Person:', 'Expiry Date: 08/05/2015', and a red 'Remove From Cart' button with an 'x' icon. At the bottom of the main area is a green 'CHECKOUT' button.

Step 2

To remove an employee subscription renewal from your cart, select “Remove from Cart” for the employee.

Once all employees requiring a subscription renewal have been added to the cart, select “Checkout” from the bottom of the list.

RETURNED APPLICATIONS

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview with a sidebar on the left containing four green buttons: 'Subscription Renewals' (with a red circle containing '2'), 'Returned Applications' (with a red circle containing '4'), 'Continuing Applications' (with a red circle containing '2'), and 'Returned Employees'. The main area is titled 'Returned Applications' and has a search bar. Below the search bar are three application cards. Each card displays 'Employee Name', 'Start Date', 'Description', and 'Roles'. The first card has a start date of 17/10/2016. The second card has a start date of 06/10/2015. The third card has a start date of 17/10/2016. Each card has a 'View Comment' link in blue and a red 'RETURNED' label. A green 'CONTINUE >' button is located at the bottom right of each card.

Step 1

Select "View Comment" to see a detailed response as to why the document was returned.

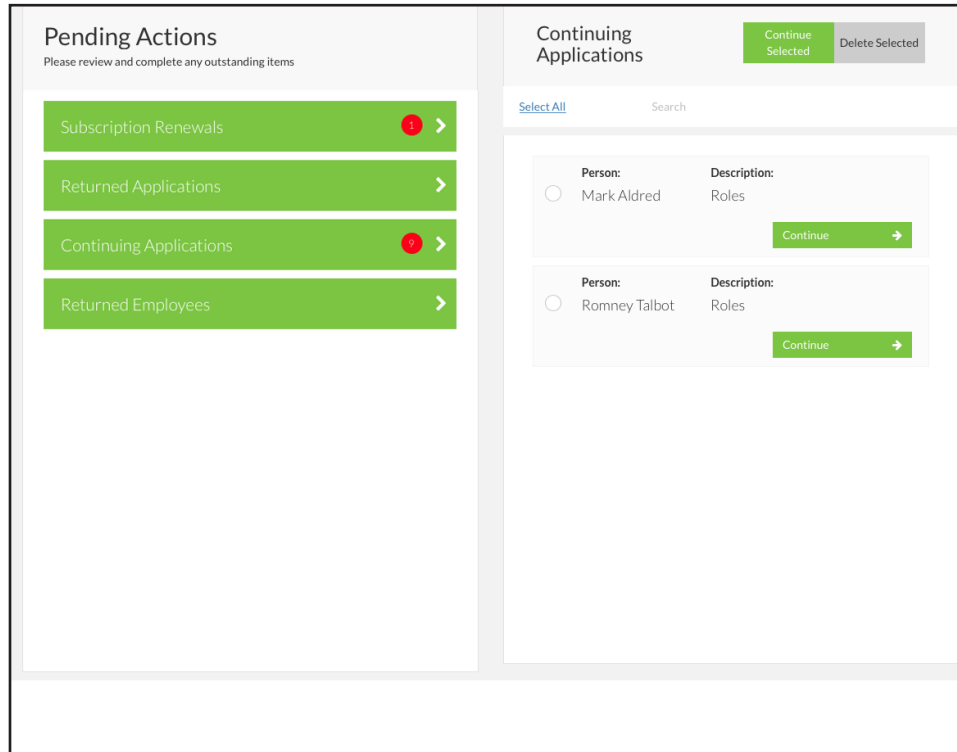
This screenshot is identical to the one for Step 1, but the 'View Comment' link in the first application card is highlighted in blue. The 'CONTINUE >' button at the bottom right of the first card is also highlighted in green. The text 'File 1 - This document is for the safety induction which was returned as of 01/04/15' is visible in the comment area of the first card.

Step 2

Select "Continue" to proceed to upload and re-submit the returned document.

CONTINUING APPLICATIONS

PENDING ACTIONS OVERVIEW

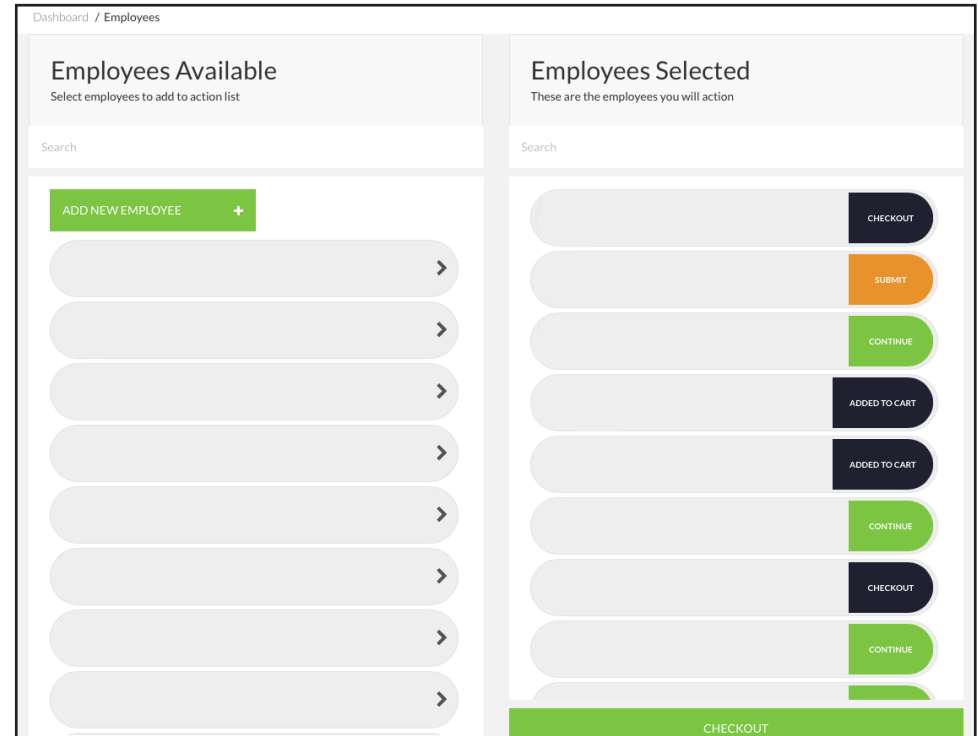


Step 1

From the list of continuing applications, find and tick the employees you wish to continue applying for. Once all employees are selected, "Continue Selected."

Alternatively, continue one employee's application by selecting "Continue."

To determine the stage that the application is currently at, view the description.



Step 2

Select "Continue/Submit/Checkout" for the employee's application that you wish to continue. You will be directed to the last saved section of the employee's application.

RETURNED EMPLOYEES

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview with a sidebar on the left containing four categories: 'Subscription Renewals' (2 items), 'Returned Applications' (4 items), 'Continuing Applications' (2 items), and 'Returned Employees' (1 item). The main content area is titled 'Returned' and features a search bar and three employee cards. Each card displays the employee's name, start date, description, roles, and a 'View Comment' link. The first card has a red 'RETURNED' label and a green 'CONTINUE' button. The second card has a red 'RETURNED' label and a green 'CONTINUE' button. The third card has a red 'RETURNED' label and a green 'CONTINUE' button.

Step 1

Select "View Comment" to see a detailed response as to why the employee was returned.

The screenshot shows the 'Pending Actions' overview with a sidebar on the left containing four categories: 'Subscription Renewals' (2 items), 'Returned Applications' (4 items), 'Continuing Applications' (2 items), and 'Returned Employees' (1 item). The main content area is titled 'Returned' and features a search bar and three employee cards. Each card displays the employee's name, start date, description, roles, and a 'View Comment' link. The first card has a red 'RETURNED' label and a green 'CONTINUE' button. The second card has a red 'RETURNED' label and a green 'CONTINUE' button. The third card has a red 'RETURNED' label and a green 'CONTINUE' button.

Step 2

Select "Continue" to proceed to amend the returned employee.

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