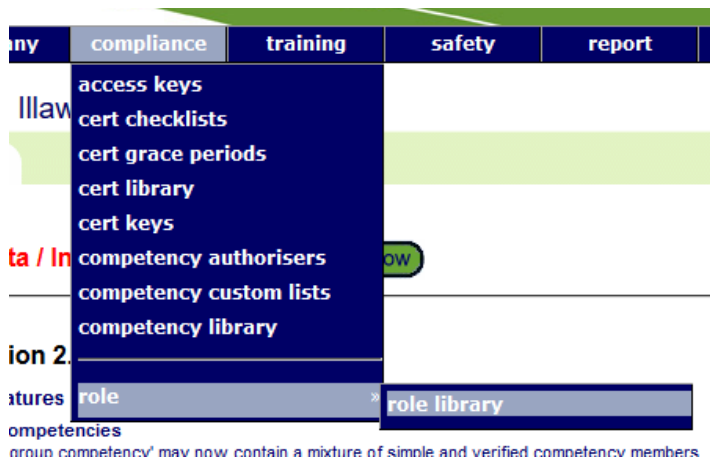


# User Guide

## Site Roles | Editing Site Roles

### STEP ONE | Editing Site Roles

At the site level, click the Compliance tab – role – role library



Search for the role you are wanting to edit, ensure you untick 'Include Role from Illawarra Coal', click into the role

### Role Library for Illawarra Coal - Processing

CDX -   Include Role from Illawarra Coal  
 Group by location  
 Include Inactive

Found 14 matches.

Name	ID	Site Location	Assignment Steps	Members
			AS AU AP	
CDX - Drilling	9654	Illawarra Coal - Processing		18
CDX - Environmental	9655	Illawarra Coal - Processing		15
CDX - EXPLOR - Contactors	9656	Illawarra Coal - Processing		10
CDX - EXPLOR - Field Crew	9657	Illawarra Coal - Processing		15

Scroll to the bottom of the page and click 'edit'



From here you can remove competencies or change if they are mandatory or non-mandatory. To add a competency click 'add'

COMPETENCIES

TYPE	GROUP	Name	ID	Owner	Assignment Definition	Assignment Steps					Members	Mandatory	Active	Remove
						PT	TR	AS	AU	AP				
COMPETENCY	GROUP	Compliance.Induction.Water NSW	79159	Illawarra Coal	Illawarra Coal						2	YES	✓	Remove
COMPETENCY	GROUP	Driver.Licence.Drivers Licence - Class C (GRP)	79393	Illawarra Coal	Illawarra Coal						2	YES	✓	Remove
COMPETENCY	GROUP	First Aid.Statement of Attainment.Provide First Aid (GRP)	79337	Illawarra Coal	Illawarra Coal						2	YES	✓	Remove
COMPETENCY	GROUP	Generic.Induction.Mines Rescue Surface (GRP)	79182	Illawarra Coal	Illawarra Coal						4	YES	✓	Remove
COMPETENCY		Operator.Competency.Lost Gas (Q1) Determination - Surface Core	78271	Illawarra Coal - Processing	Illawarra Coal - Processing	TR	AS				0	YES	✓	Remove
COMPETENCY		Site.Induction.Cordeaux	78350	Illawarra Coal - Processing	Illawarra Coal - Processing	TR					0	YES	✓	Remove
COMPETENCY		Site.Induction.Cordeaux Field	78351	Illawarra Coal - Processing	Illawarra Coal - Processing	TR					0	YES	✓	Remove
COMPETENCY		compliance...WaterNSW Employee Card Issued	78203	Illawarra Coal - Processing	Illawarra Coal - Processing	TR					0	YES	✓	Remove

[add](#)

Search for the competency name you want to add, tick the box on the competency that applies and if it is mandatory or non-mandatory.

### Add Competency to Role

[search](#)

Found 26 matches

Select	Mandatory	GROUP	Verified Competency Name	Owner	Assignment Steps					Duration
					PT	TR	AS	AU	AP	
<input checked="" type="checkbox"/>	YES		First Aid.Awareness.Legacy - Mental Health ⚡ Non Supervisor	Real: Illawarra Coal		TR				non-specified
<input type="checkbox"/>	YES		First Aid.Awareness.Legacy - Mental Health ⚡ Supervisor	Real: Illawarra Coal		TR				non-specified

Scroll to the bottom of the page and click 'proceed'

<input type="checkbox"/>	YES		First Aid.Statement of Attainment.Pro
<input type="checkbox"/>	YES	GROUP	First Aid.Statement of Attainment.Pro

[cancel](#)

[proceed](#)

▶ Select multiple competencies by ticking select boxes

Once you have finished making changes, click 'save'

COMPETENCY		Site.Induct
COMPETENCY		compliance

add

cancel save

An admin note will appear, complete and click proceed

Onsite Admin Note Popup - Mozilla Firefox

https://secure.onsitetrackeasy.com.au/common/popup/adminNote.jsp?actionText=...

### Warning

The requested action requires you to enter an **Admin Note**.

**You have changed the requirements of the Role 'CDX - EXPLOR - Geology'.  
If you proceed the status of all assignments of this role will be re-calculated.**

- Added new mandatory requirement:  
First Aid.Awareness.Legacy - Mental Health/H

Authorised By:

Comment:

▶ To **proceed** you will need to name the person who authorised this action, which may be you, and to explain why it is required.  
▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.  
▶ If you **cancel**, this action will NOT proceed, and you will be returned to the previous page.

cancel proceed

Click ok

WAITING FOR ADMIN NOTE.

This browser does not support modal popups so an independent window is being used.

Click Proceed or Cancel in the Admin Note window and then click OK to continue...

OK