

APPENDIX B

This is instruction on how to submit a Northern Star online site entry request when the person accessing site has NOT been cleared for site entry e.g.: visitors, delivery drivers, shut down, short term and long-term workers.

| Ном | v to submit an online site entry request – Mobilisation | |
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| 1. | Navigate to URL: <u>https://inx-process.nsrltd.com/</u> +Process dashboard displays Click 'Mobilisation' in the 'Create a Workflow Request' section of the dashboard | Create SWorkflow Request Create SWorkflow Request Multituation Complement Change Rooter / New Booking Complement Complement |
| 2. | Enter last name in 'Search For' field Tick check box 'Include Inactive Profiles' Click 'Search' button | Mobilisation @ xxx152* S S S Duit Kenth Verson houla Anson Datable Madibiation Datable State Enroy Requirements Booking Datable State Sonnary State Sonnary |
| | IMPORTANT NOTES Ticking the 'Include Inactive Profiles' box, ensures that ALL profiles are searched, and reduces the opportunity to create a duplicate profile in the system. 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 Draff' from the dashboard 'In Tray' to access a request that has been initiated but is not in the status of approved or committed. | Inter Cleares Profile Search Criteria Ferson Profile Search Criteria Search For Int Vendor Indude Inactive Profiles Start gaing to find a Company Level Company Leve |
| 3. | Profiles matching the search will display Confirm it is the correct profile Double click on lookup name If no matching profile displays Click 'Create Profile' button (it is usually best to check with the Site Administrator before creating new profiles as that user may have a profile in a different site that you don't have access to view) Note: Inactive profiles will display with 'Inactive' next to the name, however, can still be selected. They will be reactivated as part of the mobilisation process. | Mobilisation Image: Comparison Image: |

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| How to submit an online site entry request – Mobilisation | |
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| How to submit an online site entry request - Mobilisation Person Details screen displays with details from INX person profile Review information / add information, 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 select a Supervisor'. | The second secon |
| 5. 'Mobilisation Details' screen displays Select 'Worker Type' – Long Term Contractor, Short Term Contractor, Shutdown Worker, Delivery Driver Select 'Arrival Date' – date travelling to site Select 'Departure Date' – if only on site for one day then this date is not required Select 'Site to Visit' – which site is being visited Click 'Next' button | x 1 1 Meandam 0 Specified |
| Enter reference: Driver's Licence = driver's licence number National Police Clearance / Background Check = certificate number Click 'Add' button to attach the relevant document. If you do not have an attachment, then add a comment, why. Click the 'green tick' icon to save the record Repeat until all requirements have a 'green thumb' | Police Clearance - Cleared 20-Nov-2019 20-Nov-2118 type of driver's licence needs to be |
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| 7. | 'Booking Details' - 'Roster Preview' section displays Click 'Add Short Term' button - 'Travel' screen displays | Mobilisation HA (Hadrow Cartonson Tor |
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| 8. | Travel event 1: 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 | Travel Event 1 From Date * Travel In/Out Work Status |
| | | From Port Start typing to find a port. Start typing to find a port. Start typing to find a port. |
| 9. | Intervening Work Status: When on site for more than a day Select a work status code, eg Dayshift – 12, Dayshift – 10, Visitor Short Term – 2.00, etc | Invertigibit form Denvering the form |

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+PROCESS SITE / DATA ENTRY GUIDE ONLINE SITE ENTRY REQUEST - MOBILISATION (CONTRACTOR)

| Ном | v to submit an online site entry request – Mobilisation | I |
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| 10. | Travel event 2: 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 | |
| | | Travel Out/In Work Status |
| | | From Port To Port Start typing to find a port. Start typing to find a port. |
| 11. | Proposed travel details display Click 'Save Travel' button, 'Booking Detail screen displays | S ³ S ¹ |
| 12. | 'Additional Details' screen displays Select travel reason, eg working onsite, meeting visitor, delivery driver Enter additional comments for the Sit Administrator, if necessary Click 'Save' button | C Star D Star P Sec 0 Gall Start |
| 13. | Upload additional documents, if required Click 'Select files' Select document, repeat until all require documents attached Click 'Save' button, after each document attached Click 'Next' button | Ord's (DBT) - Health Ord's (DBT) - Health Ord's (DBT) - Health Ord's (DBT) - Health Ord's (DBT) - Health Control of Ord's (DBT) - Stark access Alterna Ord's (DBT) - Stark access Alterna |
| 14. | 'Approval details' screen displays Select the relevant Site Administration in both 'Approver' fields, e.g.: ADMINISTRATION, CDO, ADMINISTRATION, Jundee, ADMINISTRATION, SKO, ADMINISTRATION, ADMINISTRATION, TBO, or ADMINISTRATION, KCGM (as applicable) Click 'Next' button Note: ADMINISTRATION-KAL-Multisite is not to be use as an approver | Approvil Leve 2 Approver Level2 Start typing to find an approver. |
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| 15. | Stage summary screen displays Click on each tab to review the details If changes need to be made, click 'Back' button Note: All changes / amendments to the profile will be highlighted in blue. | Mobilisation incoverse cancer and a second s |
| 16. | Click 'Submit' button Note: An automated email notification will then be sent to the email address associated with the 'Approver Level 1' selected. When approved, a further automated 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). Click 'Dashboard' in the navigation menu to exit the request. | Mobilisation As wear from the first and the |
| Арр | proval Notifications: | |
| 17. | Returned for Editing: If the mobilisation 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. | Mobilisation : INX, Vendor : Returned INX@nsrltd.com To Ashton Yovich (Corporate) Request Reference: 125 Workflow Request: Mobilisation For: INX, Vendor Requested By: YOVICH, Ashton Leigh Stage: Returned Comment: This request has been returned to you for additional actions Reason: Please advise travel dates to and from site |
| 18. | Committed: If the mobilisation request has been approved and site entry has been cleared the following email notification will be sent. All site requirements have uploaded into INX and the person coming to site is cleared for entry and no further action is required for this request. | Mobilisation : INX, Vendor : Committed INX@nsrltd.com To © Sarah Rosiewicz (Corporate) Request Reference: 140 Workflow Request: Mobilisation For: INX, Vendor Requested By: ROSIEWICZ, Sarah Stage: Committed Comment: This request has been completed |
| 19. | Declined or Cancelled: If the mobilisation 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 your site contact. | Mobilisation : INX, Vendor : Declined INX@nsrltd.com To = Ashton Yovich (Corporate) Request Reference: 125 Workflow Request: Mobilisation For: INX_Vendor Requested By: YOVICH, Ashton Leigh Stage: Declined Reason: Site entry requirements have not been met - this request has been declined. Comment: This request has been declined Mobilisation: INX, Vendor : Cancelled Image: Ashton Yovich (Corporate) Request Reference: 95 Workflow Request: Mobilisation For: INX, Vendor Request Reference: 95 Workflow Request: Mobilisation For: INX, Vendor Requested By: YOVICH, Ashton Leigh Stage: Cancelled Comment: This request has been cancelled |

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Messaging Site Administrator:

At any stage you would like to communicate or leave a message for the Site 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 cannot be deleted and will remain within the profile where both the Site 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.

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| Comments for this request (0) | ی دو + | |
| | 0 | |
| Comments for this request (0) Please book vendor on the AM charter flight to site | + | |

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