

APPENDIX D

This is instruction on how to submit a Northern Star online site entry request when the person accessing site has previously been cleared for site entry i.e. short-term workers within their timeframes of being on site / long term workers who are returning to site within six months of their departure.

Hov	v to submit an online site entry request – Change Roster	/ New Booking
1.	 Navigate to URL: <u>https://inx-process.nsrltd.com/</u> +Process dashboard displays Click 'Change Roster / New Booking' in the 'Create a Workflow Request' section of the dashboard 	Dashbaard © rank retricke heaped I saturation I saturation I saturation I saturation I saturation
2.	 Enter last name in 'Search For' field Tick check box 'Include Inactive Profiles' Click 'Search' button Note: 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 Draft' from the dashboard 'In Tray' to access a request that has been initiated but is not in the status of approved or committed. 	Change Roster / New Booking Statest
3.	 Profiles matching the search will display Confirm it is the correct profile Double click on lookup name Note: inactive profiles will display with 'Inactive' next to the name. If a profile is inactive then the workflow request will need to be a 'Mobilisation'. Or you will need to get the profile updated to active, by the Site Administrator. 	Change Roster / New Booking Carriers 0 in the second of th
4.	 Person Details screen displays with details from INX person profile Review information, update where necessary, 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 enter a Work Email'. 	Image: Internet intern

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5.	 'Booking Details' - 'Roster Preview' section displays Click 'Add Short Term' button - 'Travel' screen displays 	Image: State
6.	 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 * Image: Contract of the second se
7.	 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 	Tenering Bol Sans Depending Bol Sans Depending Bol Sans
8.	 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 Event 2 To Date To Date Travel Out/In Work Status
	engred by: Yoonne Gould Document Status: Und	From Port From Port Start typing to find a port. Start typing to find a port. Controlled Document No: NSR-OHS-022G-GUI



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9.	 Proposed travel details display Click 'Save Travel' button, 'Booking Details' screen displays Click 'Next' button 	Covier M Sum Name © Roder Prodew Roder Prodew Bate From Bate Prodew Bate Strom Bate Strom Bate Strom <td< th=""></td<>
10.	 'Additional Details' screen displays Select travel reason, eg working onsite, meeting, visitor, delivery driver Enter additional comments for the site administrator, if necessary Click 'Save' button 	Athout Mail. Reade It faul 4 Generati Generati Generati Readers Readers Readers
11.	 Upload additional documents, if required Click 'Select files' Select document, repeat until all required documents attached Click 'Save' button, after each document attached Click 'Next' button 	Concerner for to Upload Comparison Comparis
12.	 'Approval details' screen displays Select the relevant site administration in both 'Approver' fields, eg ADMINISTRATION, CDO, ADMINISTRATION, Jundee, ADMINISTRATION, SKO, ADMINISTRATION, EKJV NSR, ADMINISTRATION, TBO, ADMINISTRATION, KCGM (as applicable) Click 'Next' button 	Configure Approvals Approval Stage Responsible Role(s) Approval Level 1 Approver Approval Level 1 Approver Approval Stage Responsible Role(s) Approval Level 2 Approver * Approval Level 2 Approver * Approval Level 2 Start typing to find an approver.
		Approver * ADMINISTRATION, Jundee Start typing to find an approver.
13.	 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. 	Next Data Attend bata Approxidant © Annual facta Mattend bata Approxidant Statum Not Bane Let Kine Leiking Kine Not Origina Data data Rill Rillion Cons Belginger Clas Data data Explayer B Mengrage Ling for Science Open BB - Acti Science Grader Spapadate Nace Matt Realinger Unition - Proli Realinger Science Spapadate Nace Matt Realinger Science Spapadate Nace Matt Realinger Science Spapadate Science Realinger Science Spapadate Science Science Science Science Science Science
14.	 Click 'Submit' button An automated email notification will send to the email address associated with the 'Approver Level 1' selected. When approved, a further 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. 	Change Roster / New Booking sex verier Change Roster / New Policy Booking Sex Verier Roster Roste

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Approval Notifications: 15. **Returned for Editing:** Change Roster / New Booking : INX, Vendor : Returned $\Leftrightarrow \circledast \rightarrow \cdots$ If the change roster / new booking request has been INX@nsrltd.com To OAshton Yovich (Corporate) 10-49 AN returned the following email notification will be sent. Within the email refer to the comments and the Request Reference: 108 Change Roster / New Booking Workflow Request: reason behind the return. For: INX, Vendor Requested By: You will need to go back into the request, (click on YOVICH. Ashton Leigh Stage: Returned the request reference number to open the profile), This request has been returned to you for additional actions Comment: edit the profile as requested and then re-submit for Incorrect roster start date - flights not available on Thursdays. Please change to Tuesday, Wednesday or Friday. Reason: approval. Committed: 16. Change Roster / New Booking : INX, Vendor : Committed If the change roster / new booking request has been INX@nsrltd.com approved the following email notification will be sent. To 🗢 Sarah Rosi vicz (Corporate) All roster / travel changes have uploaded into INX Request Reference: 141 and no further action is required for this request. Workflow Request: Change Roster / New Booking For: INX. Vendor Requested By: ROSIEWICZ, Sarah Stage: Committed Comment: This request has been completed 17. **Declined or Cancelled:** Change Roster / New Booking : INX, Vendor : Declined If the change roster / new booking request has been (($) \rightarrow$ \cdots INX@nsrltd.com To OAshton Yovich (Corporate) declined or cancelled the following email notifications will be sent and the request will then be Request Reference: Workflow Request: Change Roster / New Booking closed in the system and will not upload to INX. INX, Vendor For: Requested By: YOVICH, Ashton Leigh For further information regarding the decline or Stage: Declined cancellation please see the site administrator. Change in roster / new travel booking request has been declined. Reason: This request has been declined Change Roster / New Booking : INX, Vendor : Cancelled $\varsigma \ll \rightarrow \cdots$ INX@nsrltd.com To O Ashton Yovich (Corporate) 10:58 AM Request Reference: 112 Change Roster / New Booking Workflow Request: For: INX, Vendor Requested By: YOVICH, Ashton Leigh Cancelled Stage: Comm This request has been cancelled

Messaging Site Administrator:

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 cannot 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.

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