

RAIL INDUSTRY WORKER™ User Role Permission Matrix	Service Desk	Network Operator	Network Operator Read only	Employer Administrator	Employer Administrator (Premium Functionality)	Employer Administrator No payment	Employer Administrator No Payment (Premium Functionality)	Employer Administrator Read Only	Employer Administrator Read Only (Premium Functionality)	Advanced Project Administrator (Premium Functionality)	Project Administrator	Site Administrator	AHP	RTO	Assessor	Access Controller	Spot Checker	myRIW	
<b>PEOPLE</b>																			
Add a new person	YES			YES	YES	YES	YES			YES									
Edit a person's details	YES			YES	YES	YES	YES			YES									
View a person	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Request & edit association	YES			YES	YES	YES	YES			YES									
View associations	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES						YES	
Request an ID check	YES			YES	YES	YES	YES												
ID check process	YES			YES	YES	YES	YES			YES									
Approve Permission Access Agreement																		YES	
View Permission Access Agreement	YES			YES	YES	YES	YES	YES	YES									YES	
View employment approvals	YES			YES	YES	YES	YES	YES	YES	YES	YES	YES						YES	
<b>RIW CARDS</b>																			
Request physical cards	YES			YES	YES	YES	YES			YES									
Cancel physical cards	YES			YES	YES	YES	YES			YES									
Request & manage virtual cards	YES			YES	YES	YES	YES			YES									
View card status	YES			YES	YES	YES	YES	YES	YES	YES								YES	
<b>STATUS OPTIONS</b>																			
Grant & manage Access Control	YES			YES	YES	YES	YES												
Grant & manage Spot Check	YES			YES	YES	YES	YES												
Grant & manage self swipe	YES			YES	YES	YES	YES												
<b>JOB ROLES</b>																			
Add & edit job roles	YES			YES	YES	YES	YES			YES									
View job roles	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES			YES	
Search for people suitable for a job role	YES			YES	YES	YES	YES	YES	YES	YES	YES	YES							
Send & manage job role assessments	YES			YES	YES	YES	YES			YES									
Approve job role assessments																	YES		
<b>COMPETENCIES &amp; LEARNING</b>																			
Add & edit competencies	YES			YES	YES	YES	YES			YES	YES	YES		YES		YES			
View competencies	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	YES	YES	YES	
Add competencies to multiple people	YES			YES	YES	YES	YES			YES	YES	YES		YES					
Award employer based competencies	YES			YES	YES		YES							YES		YES			
Verify & edit competencies	YES															YES			
Request e-learning	YES			YES	YES	YES	YES			YES									
The e-learning process	YES			YES	YES	YES	YES			YES									
<b>SWIPES / SHIFTS</b>																			
View swipes	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					YES	YES	YES
View shifts	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					YES	YES	
<b>MEDICAL / D&amp;A RELATED</b>																			
Add a medical to a workers profile	YES												YES						
View medical results	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Add D&A results to a workers profile	YES												YES						
View D&A results	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Place & manage risk assessments	YES			YES	YES	YES	YES						YES						
View a risk assessments	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	YES
Place & manage work restrictions	YES			YES	YES	YES	YES												
View work restrictions	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					YES	YES	

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<b>BLOCKS &amp; SUSPENSIONS</b>																		
Place & lift blocks	YES	YES																
View blocks	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES			YES	YES	YES
Place & lift job role & competency suspensions	YES	YES																
View job role & competency suspensions	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	YES
<b>PROJECT / SITE / ZONE MANAGEMENT</b>																		
Create projects	YES	YES																
Set & manage project requirements	YES	YES		YES	YES	YES	YES			YES	YES							
Create sites	YES	YES		YES	YES	YES	YES			YES	YES							
Set & manage site requirements	YES	YES		YES	YES	YES	YES			YES	YES	YES						
Create zones	YES			YES	YES	YES	YES			YES	YES							
Set & manage zone requirements	YES			YES	YES	YES	YES			YES	YES							
Manage visitors & visitor passes	YES									YES	YES	YES						
Manage crews	YES			YES	YES	YES	YES											
View crews	YES			YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	
Muster list	YES									YES	YES	YES						
<b>ALLOCATED ITEMS</b>																		
Manage allocated items	YES				YES		YES											
View allocated items	Yes			YES	YES	YES	YES	YES	YES	YES	YES	YES						
<b>ADMINISTRATION</b>																		
Update details	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Change password	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Edit contacts/offices	YES	YES		YES	YES	YES	YES			YES								
Manage colleague logins	YES	YES		YES	YES	YES	YES			YES	YES	YES		YES				
Data fixes	YES																	
Manage security	YES																	
Issued cards	YES																	
Manage competencies	YES																	
Manage job roles	YES																	
Manage Employers	YES																	
Manage Training Providers	YES				YES		YES											
Manage Medical Providers	YES																	
Manage Assessors	YES																	
Manage Clients	YES																	
Manage Network Operators	YES																	
Manage projects	YES																	
Manage sites	YES																	
Manage zones	YES																	
View hierarchy	YES																	
Manage PAC readers	YES																	
Manage medical devices	YES																	
<b>FINANCIAL MANAGEMENT &amp; EXPIRIES</b>																		
Complete payments within RIW	YES			YES	YES					YES								
View payment history	YES			YES	YES	YES	YES	YES	YES	YES								
Manage expiries	YES			YES	YES	YES	YES			YES								
View expiries	YES			YES	YES	YES	YES	YES	YES	YES								YES
<b>REPORTING</b>																		
Create reports	YES	YES	YES	YES	YES	YES	YES	YES	YES									
Schedule and save reports	YES	YES	YES	YES	YES	YES	YES	YES	YES									
View pre-existing reports	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES			