

Creating a new site

QUICK GUIDE

Employers assigned as the Contractor in Charge (CIC) for a project can create sites and zones and assign pre-requisites for site access (optional). **A project must be assigned by a Network Operator for a CIC to create sites and zones.**

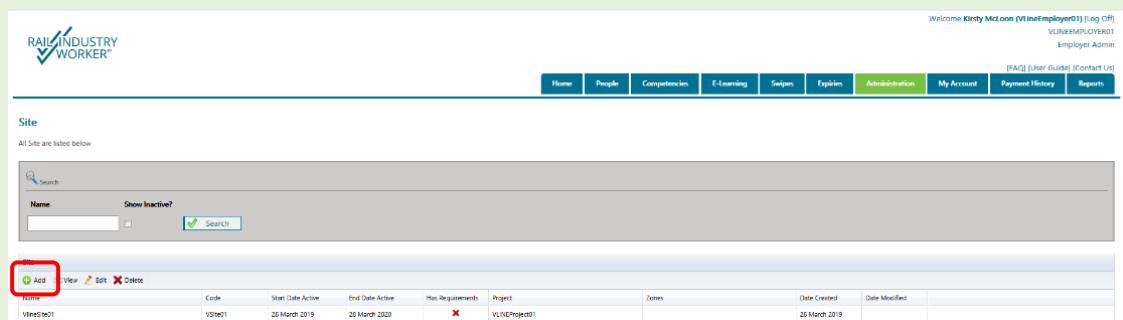
Step 1 Go to <https://app.riw.net.au> and login using your credentials.

Step 2 Click on the **Administration** tab on the Main Menu.

Step 3 Click on the **Sites** icon.

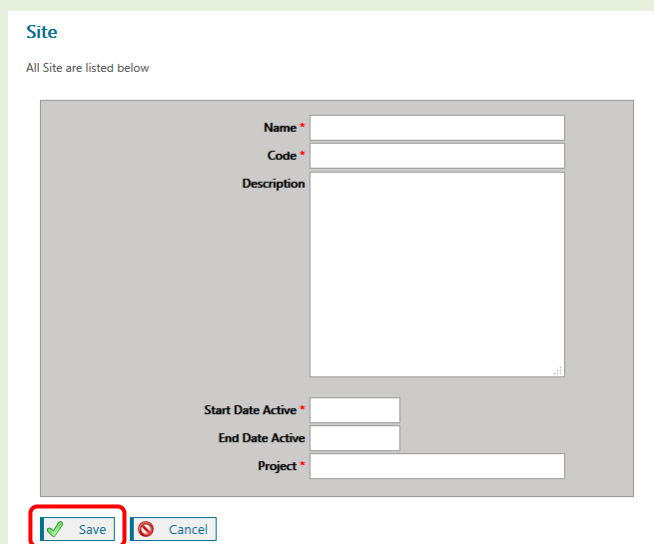


Step 4 Click the **Add** button.



Step 5 Fill out the details for the site, noting that any fields indicated with a red asterisk are mandatory. Ensure the appropriate project is selected from the drop down list provided.

Click the **Save** button when complete.



Step 6 Once the site has been created, site requirements may be added, which are pre-requisite competencies cardholders must obtain prior to being granted entry to the site. Refer to the **User Guide** (located in the top right hand corner of the RIW system) for more detailed instructions on this process.