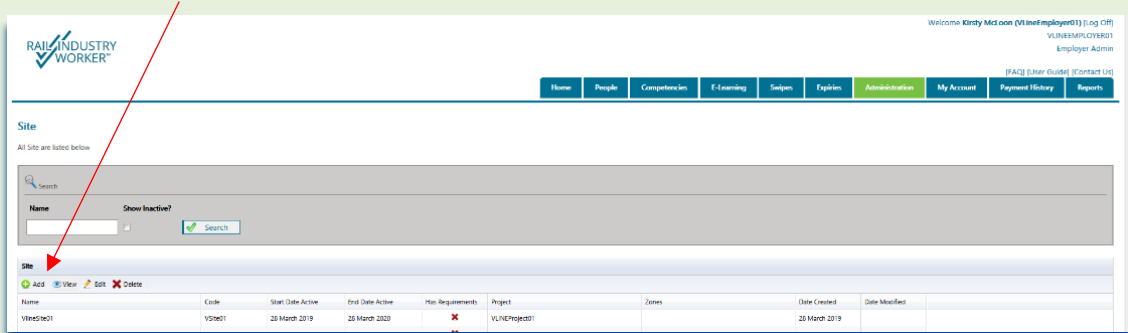


# Creating a new site

## QUICK GUIDE v1.0

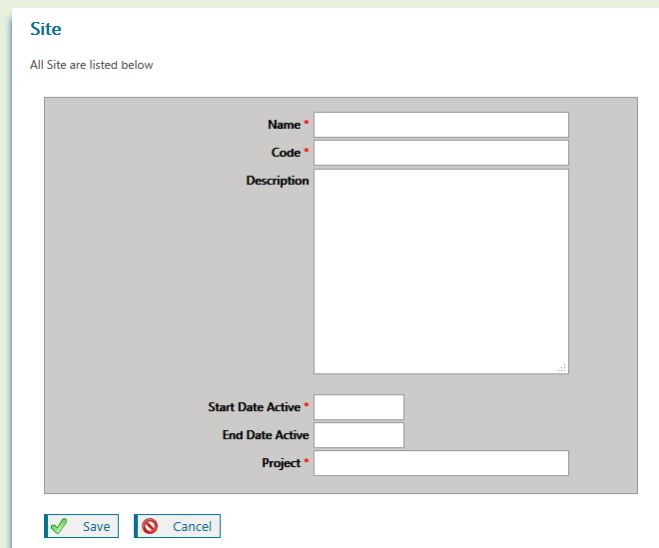
Employers assigned as the Contractor in Charge (CIC) for a Project can create Sites and Zones and assign pre-requisites for site access (optional). **A Project must have been assigned by a Network Operator for a CIC to create Sites and Zones.**

- Step 1** Go to <https://riw.net.au/> and login to the RIW system using your Employer 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 under the site list.



- Step 5** Fill out the details for the site, noting that any fields indicated with a red asterisk are compulsory. Ensure you select the appropriate Project from the drop down list provided.

Click the **save** button when complete.



- Step 6** Once your site has been created, you can add site requirements, which are pre-requisite competencies workers must obtain prior to being granted entry to the site. You can do this by clicking on the add button and selecting the required competencies from the drop down menu.