

How to assign an Access Controller or Spot Checker

QUICK GUIDE v1.0

An **Access Controller** is the term given to the person in charge of swiping workers in and out of a worksite. They can also check the roles and competencies of workers to ensure compliance, and view any work restrictions, as well as deny access to site.

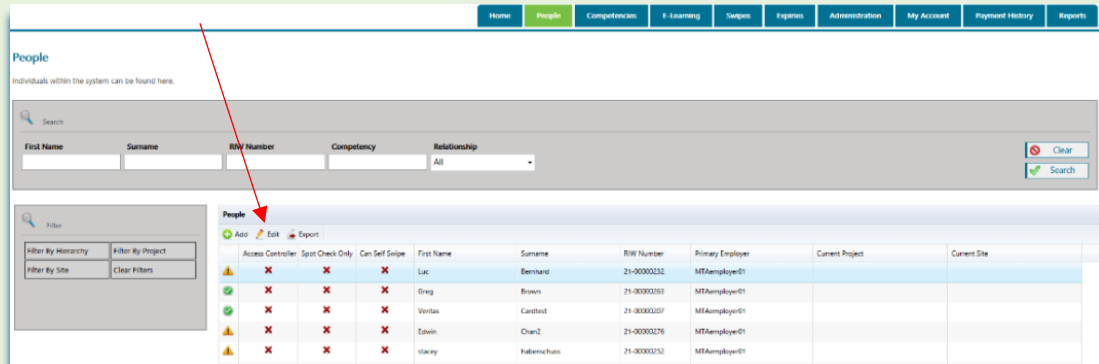
A **Spot Checker** is an individual with the permission to “check cards” of other workers, view their roles, competencies and any work restrictions.

These roles can be assigned by an Employer Administrator who is the Primary Employer of the cardholder.

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

Step 2 Click on the **People** tab or the **Search for My People** shortcut on the main dashboard.

Step 3 Enter a search field or leave blank to bring up the entire workforce. Select the worker you wish to allocate a role to by highlighting their name and clicking on **edit** button.



Step 4

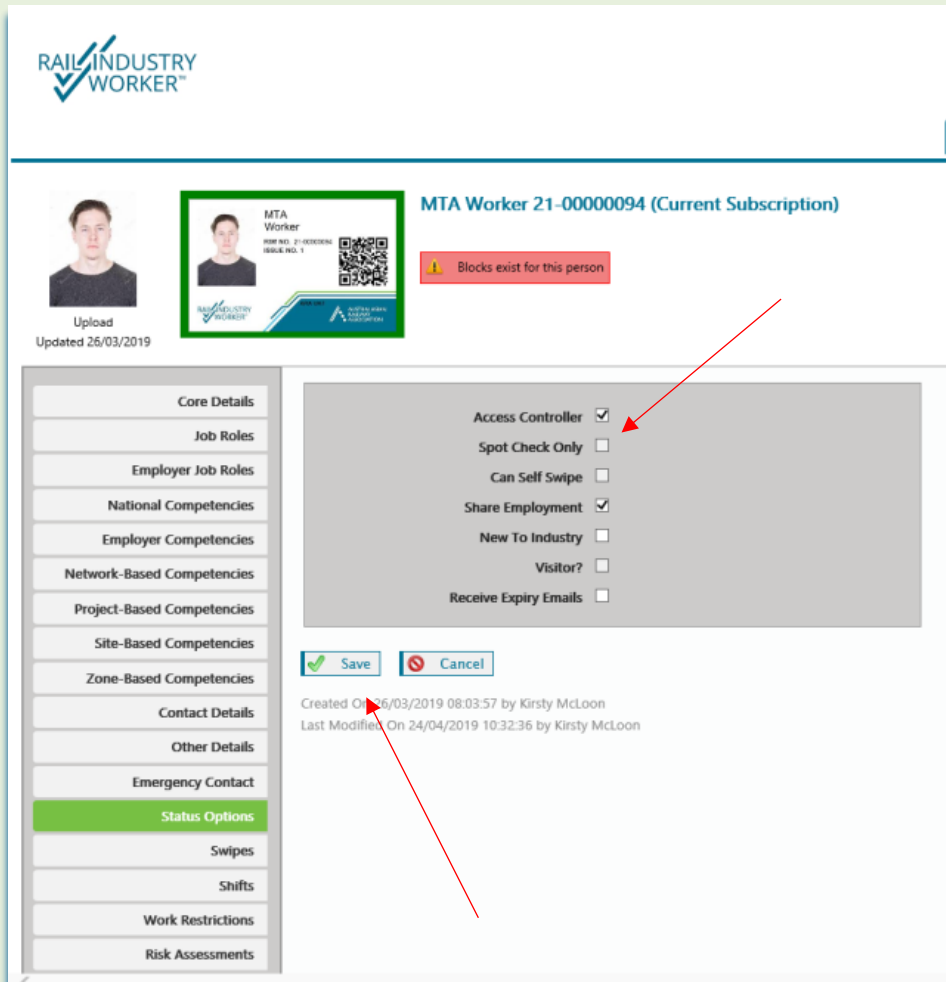


Click on the **Status Options** tab on the left hand side menu

How to assign an Access Controller or Spot Checker

QUICK GUIDE v1.0

Step 5 Tick the **Access Controller** or **Spot Checker** box, then click **save**.



RAIL INDUSTRY WORKER

MTA Worker 21-00000094 (Current Subscription)

Upload
Updated 26/03/2019

Blocks exist for this person

Core Details

Job Roles

Employer Job Roles

National Competencies

Employer Competencies

Network-Based Competencies

Project-Based Competencies

Site-Based Competencies

Zone-Based Competencies

Contact Details

Other Details

Emergency Contact

Status Options

Swipes

Shifts

Work Restrictions

Risk Assessments

Access Controller

Spot Check Only

Can Self Swipe

Share Employment

New To Industry

Visitor?

Receive Expiry Emails

Save Cancel

Created On 26/03/2019 08:03:57 by Kirsty McLoon
Last Modified On 24/04/2019 10:32:36 by Kirsty McLoon

Step 6 The cardholder will then be able to log into the RIW APP with their card and use the **Access Controller** or **Spot Checker** functionality.