

How to assign an Access Controller or Spot Checker

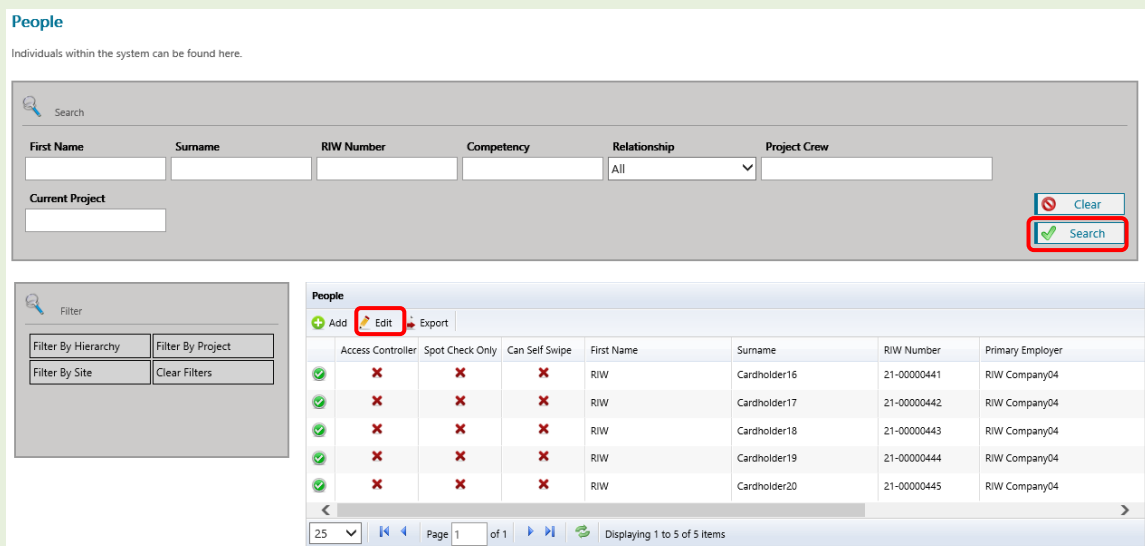
QUICK GUIDE

An **Access Controller** is the term given to the person in charge of swiping cardholders in and out of a worksite. They can also check the roles and competencies of cardholders 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 cardholders, 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://app.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 by clicking **Search**. Select the cardholder by highlighting their name and clicking on the **Edit** button.



People
Individuals within the system can be found here.

Search

First Name Surname RIW Number Competency Relationship Project Crew

Current Project

Clear Search

Filter

Filter By Hierarchy Filter By Project
Filter By Site Clear Filters

People

Add Edit Export

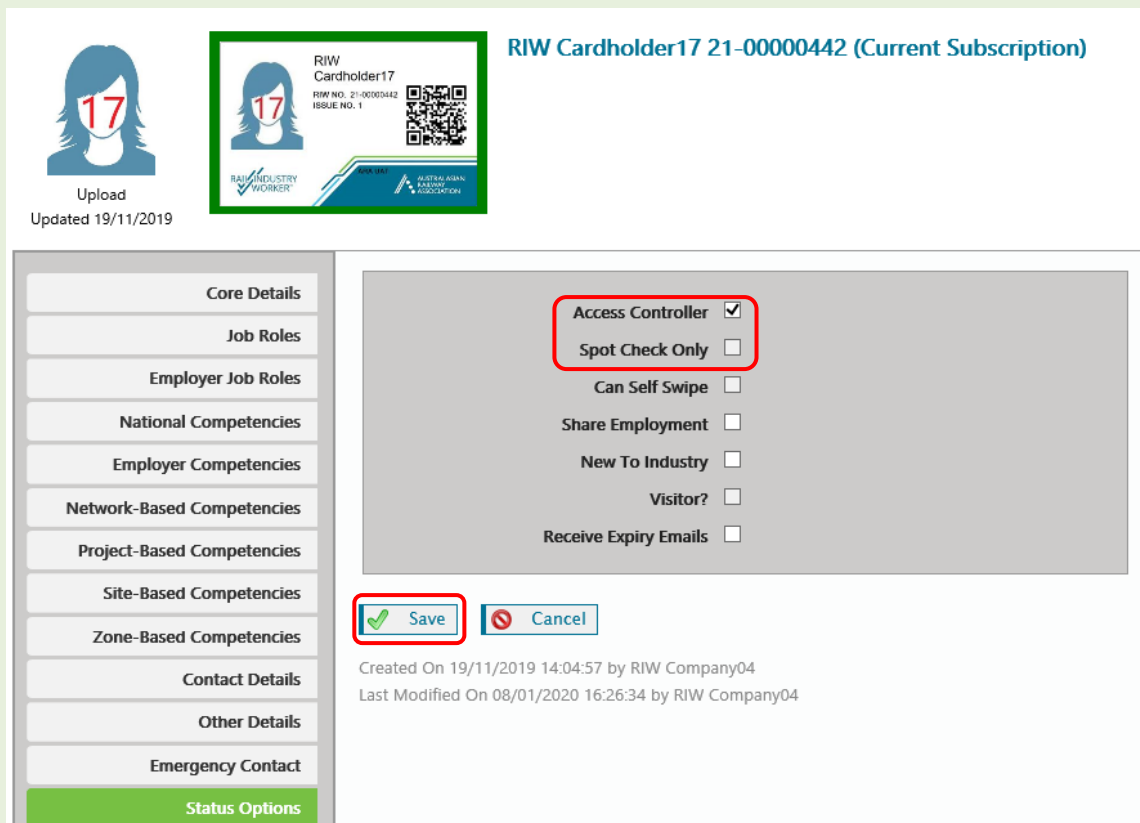
	Access Controller	Spot Check Only	Can Self Swipe	First Name	Surname	RIW Number	Primary Employer
✓	✗	✗	✗	RIW	Cardholder16	21-0000441	RIW Company04
✓	✗	✗	✗	RIW	Cardholder17	21-0000442	RIW Company04
✓	✗	✗	✗	RIW	Cardholder18	21-0000443	RIW Company04
✓	✗	✗	✗	RIW	Cardholder19	21-0000444	RIW Company04
✓	✗	✗	✗	RIW	Cardholder20	21-0000445	RIW Company04

25 Page 1 of 1 Displaying 1 to 5 of 5 Items

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Step 4 Click on the **Status Options** tab on the left hand side menu of the cardholder's profile. Tick the **Access Controller** or **Spot Checker** box as required, then click **save**.



RIW Cardholder17 21-0000442 (Current Subscription)

Upload
Updated 19/11/2019

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

Access Controller
 Spot Check Only
 Can Self Swipe
 Share Employment
 New To Industry
 Visitor?
 Receive Expiry Emails

Created On 19/11/2019 14:04:57 by RIW Company04
Last Modified On 08/01/2020 16:26:34 by RIW Company04

To remove this status from a cardholder, just remove the tick and click **Save**.

Step 6 The cardholder will then be able to log into the RIW App, PC Card Reader or Web Card Reader with their RIW card and use the **Access Controller** or **Spot Checker** functionality.

For further guidance, please refer to the following Quick Guides:

- [RIW App for Access Controllers](#)
- [RIW App for Spot Checkers](#)
- [Web Card Reader](#)
- [PC Card Reader](#)

Alternatively, watch the [RIW App Walkthrough](#) video.