

Monitoring expiries

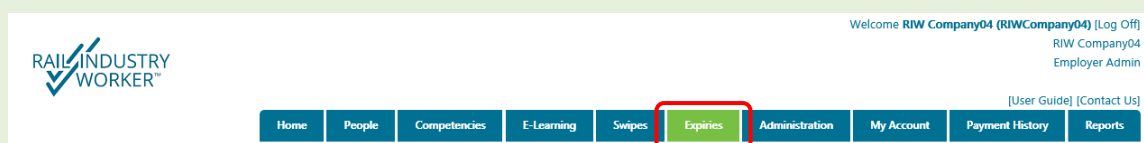
QUICK GUIDE

The RIW system monitors the expiry dates of competencies, RIW cards, medicals, allocated items, company subscriptions, cardholder subscriptions and ID checks.

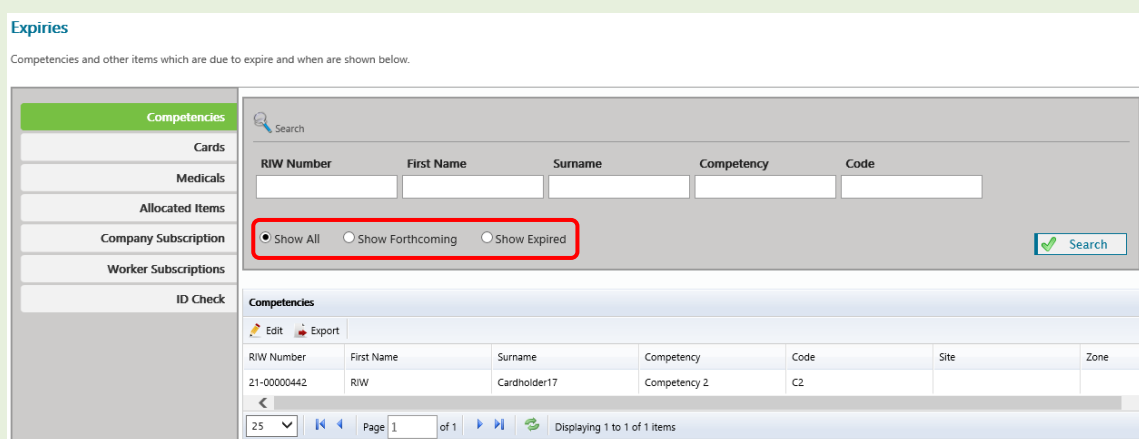
Use the instructions below to monitor expiries.

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

Step 2 Click on the **Expiries** tab.



Step 3 Click on the type of expiries report to view by using the tabs on the **left-hand side menu**.



Choose to show all, show forthcoming, or show expired by clicking on the appropriate radio button and clicking **Search**.

Step 4 Pending expiries (items expiring in the next 12 weeks) will be shown in **AMBER**
Expired items will be displayed in **RED**.

For subscription expiries only, in addition to the above, when utilising the *Show All* option, other expiry dates are shown in **BLACK**.

Note: Cardholder subscriptions are shown here even when not expired to help manage / schedule renewals.