

Monitoring Expiries

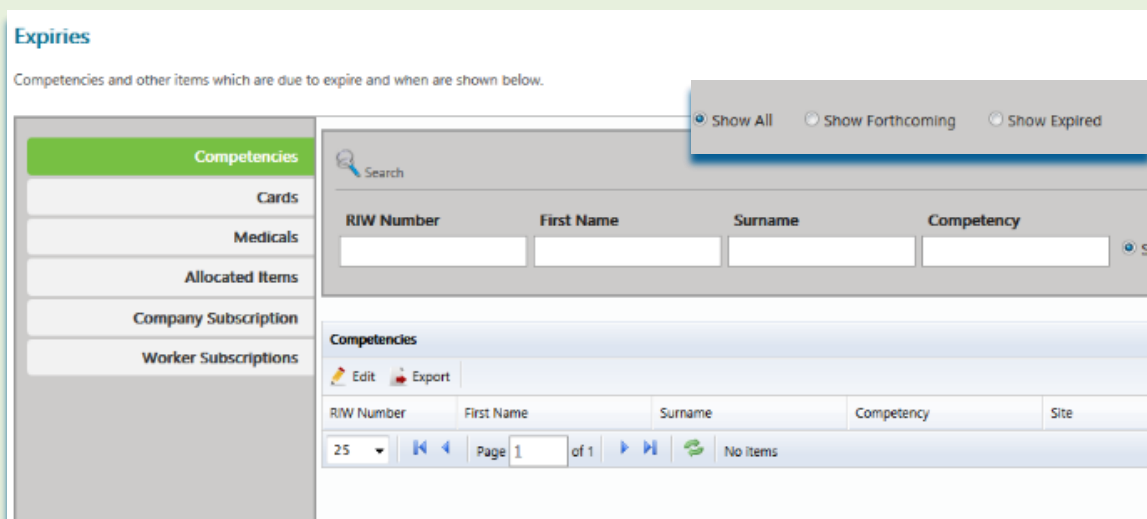
QUICK GUIDE v1.0

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

Use the instructions below to check expiries.

- Step 1** Go to <https://riw.net.au> and login using your credentials.
- Step 2** Click on the **Expiries tab**.
- Step 3** Click on the type of expiries report you wish to view by using the tabs on the **left-hand side menu**. You can choose to show all, show forthcoming, or show expired by clicking on the appropriate radio button.
- 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: Worker subscriptions are shown here even when not expired to help you manage / schedule your renewals.