

# Setting up a project

## QUICK GUIDE

Network Operators are the only user group that can create a new Project. During the creation of a Project, the Network Operator is responsible for listing the Contractor in Charge (CIC). The CIC can then create sites and zones to assist with managing the workforce and activities occurring in and around the Project.

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

**Step 2** Click on the **Create / Manage Projects shortcut** available on the **Main Dashboard**.

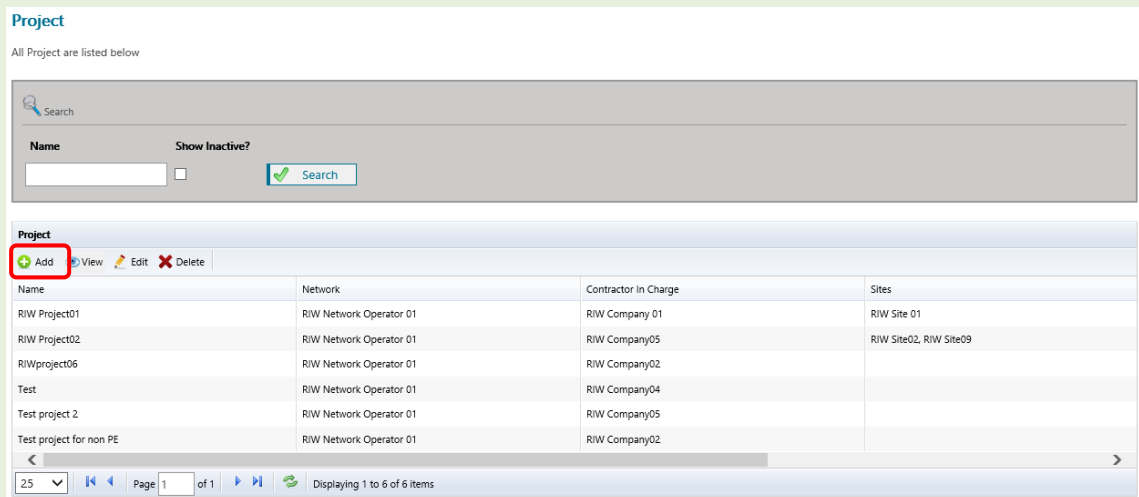
NETWORK PROJECTS



Create / Manage Projects

Alternatively, you can click on the **Administration tab** at the top of the screen, followed by the **Projects shortcut**.

**Step 3** Click on the **Add button**.



**Project**  
All Project are listed below

Search

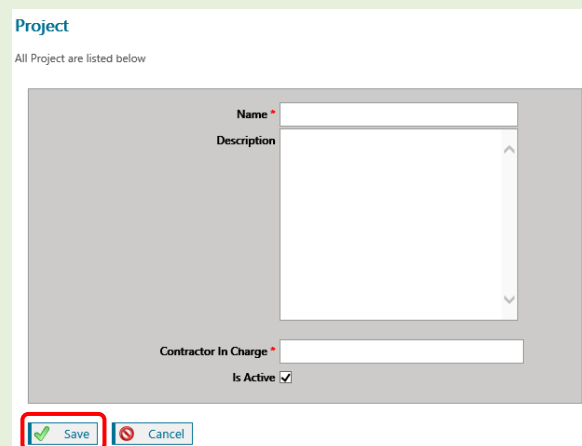
Name  Show Inactive?

**Project**

Name	Network	Contractor In Charge	Sites
RIW Project01	RIW Network Operator 01	RIW Company 01	RIW Site 01
RIW Project02	RIW Network Operator 01	RIW Company05	RIW Site02, RIW Site09
RIWproject06	RIW Network Operator 01	RIW Company02	
Test	RIW Network Operator 01	RIW Company04	
Test project 2	RIW Network Operator 01	RIW Company05	
Test project for non PE	RIW Network Operator 01	RIW Company02	

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**Step 4** Enter the project **name**, **description** and assign the **Contractor In Charge (CIC)**. To be assigned as the CIC, the contractor must be an employer with an active subscription in the RIW system. To assign the project to a CIC, start to type the name of the contractor and the name will appear from the drop down menu. Click **Save** when complete.



**Project**  
All Project are listed below

Name \*

Description

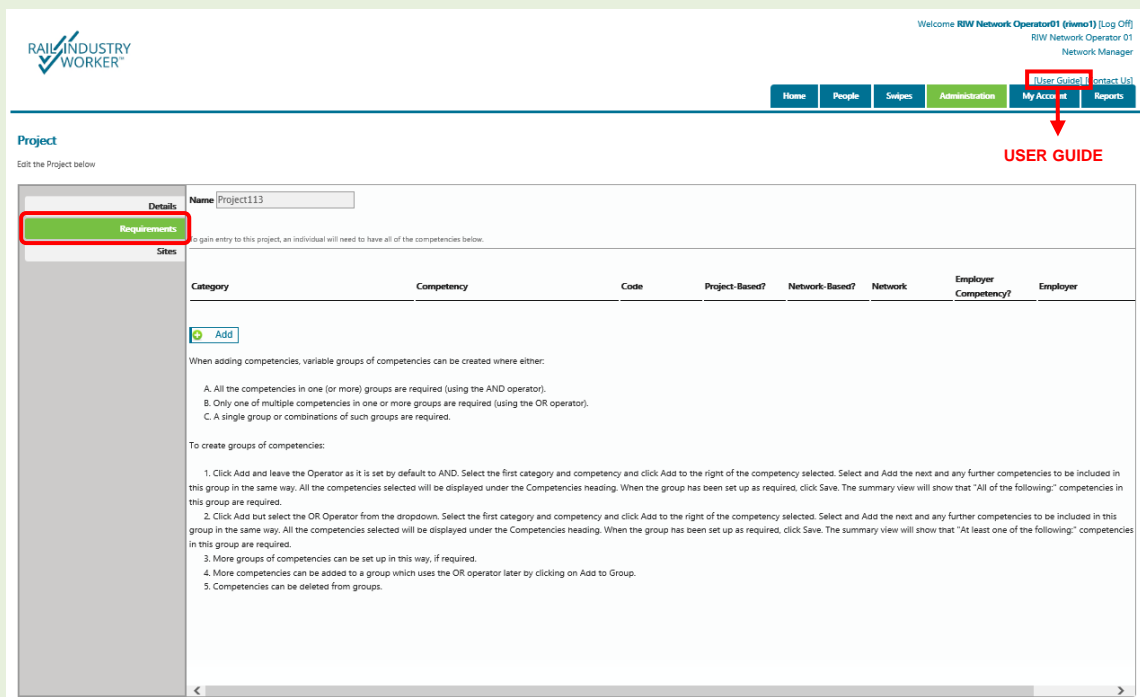
Contractor In Charge \*

Is Active

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**Step 5** If required, the Network Operator may add any competency requirements (optional) that will be set as prerequisites for the project by clicking on the **Requirements tab** on the left hand side menu. Please refer to the **User Guide** available in the top left hand corner of the RIW system screen for more detailed instructions on this process.



The screenshot shows the RIW system interface. At the top right, it says "Welcome RIW Network Operator01 (riwmo1) [Log Off]". Below this, it says "RIW Network Operator 01" and "Network Manager". The top navigation bar includes "Home", "People", "Swipes", "Administration", "My Account", and "Reports". A red box highlights the "User Guide" link in the top navigation bar, and a red arrow points from it to the "Requirements" tab in the left-hand side menu. The "Requirements" tab is also highlighted with a red box. The main content area shows the "Project" details for "Project113". Below the details, there is a "Requirements" section with an "Add" button and instructions on how to create groups of competencies. The instructions include: "When adding competencies, variable groups of competencies can be created where either: A. All the competencies in one (or more) groups are required (using the AND operator). B. Only one of multiple competencies in one or more groups are required (using the OR operator). C. A single group or combinations of such groups are required." and "To create groups of competencies: 1. Click Add and leave the Operator as it is set by default to AND. Select the first category and competency and click Add to the right of the competency selected. Select and Add the next and any further competencies to be included in this group in the same way. All the competencies selected will be displayed under the Competencies heading. When the group has been set up as required, click Save. The summary view will show that 'All of the following' competencies in this group are required. 2. Click Add but select the OR Operator from the dropdown. Select the first category and competency and click Add to the right of the competency selected. Select and Add the next and any further competencies to be included in this group in the same way. All the competencies selected will be displayed under the Competencies heading. When the group has been set up as required, click Save. The summary view will show that 'At least one of the following' competencies in this group are required. 3. More groups of competencies can be set up in this way, if required. 4. More competencies can be added to a group which uses the OR operator later by clicking on Add to Group. 5. Competencies can be deleted from groups."

Once the CIC has created sites within their project, the Network Operator will be able to view the sites by clicking on the **Sites** tab on the left hand side menu.