


RAIL INDUSTRY WORKER™ User Permission Matrix		Client Manager (ARA)	Helpdesk	Network Manager	Network Manager Read Only	Employer Admin	Employer Admin (Premium Functionality)	Employer Admin No Payment	Employer Admin No Payment Premium Functionality)	Employer Admin Read Only	Employer Admin Read Only (Premium Functionality)	Advanced Project Admin	Project Admin	Site Admin	Medical Provider	Training Provider	Assessor	Access Controller	Spot Checker	Self-Swipe	myRIW User	Hardware	
PEOPLE																							
Add a new person			YES			YES	YES	YES	YES			YES											
Search for new employees						YES	YES	YES	YES			YES											
Search for new associates						YES	YES	YES	YES	YES	YES	YES											
Search for people suitable for a job role						YES	YES	YES	YES	YES	YES	YES											
Search for my people		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	3KP	3KP	JRA	3KP	3KP		YES	3KP
Core Details																							
- View core details		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	3KP	3KP	JRA					
- Edit core details			YES																				
Job roles																							
- View job roles		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	YES	YES	YES	YES	YES	
- Add job roles			YES			YES	YES	YES	YES			YES											
- Edit job roles			YES			YES	YES	YES	YES			YES											
- Suspend job roles			YES	YES																			
- Lift job role suspension			YES	YES																			
- Request E-Learning						YES	YES	YES	YES			YES											
- Submit job role for assessment						YES	YES	YES	YES			YES											
- View job role assessment notes						YES	YES	YES	YES	YES	YES	YES											
- Cancel job role assessment						YES	YES	YES	YES			YES											
Employer job roles																							
- View employer job roles		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES		YES	YES	YES	YES	YES	
- Add employer job roles							YES	YES	YES			YES						YES	YES	YES	YES	YES	
- Edit employer job roles							YES	YES	YES			YES											
- Suspend employer job roles							YES	YES	YES			YES											
- Lift suspension employer job roles							YES	YES	YES			YES											
National competencies																							
- View national competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	YES	YES	YES	YES	YES	
- Award national competencies			YES			YES	YES	YES	YES			YES				YES							
- Edit dates national competencies			YES																				
- Delete national competencies			YES																				
- Suspend/restore national competencies			YES	YES																			
Employer competencies																							
- View employer competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES		YES	YES	YES	YES	YES	
- Award employer competencies						YES	YES	YES	YES							YES							
- Edit dates employer competencies			YES																				
- Delete employer competencies							YES		YES														
- Suspend/restore employer competencies						YES	YES	YES	YES			YES											
Network-based competencies																							
- View network-based competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	YES	YES	YES	YES	YES	
- Award network-based competencies			YES			YES	YES	YES	YES							YES							
- Edit dates network-based competencies			YES																				
- Delete network-based competencies			YES																				
- Suspend/restore network-based competencies			YES	YES																			
Project-based competencies																							
- View project-based competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	YES	YES		
- Award project-based competencies			YES			YES	YES	YES	YES				YES										
- Award project-based induction																		YES				YES	
- Edit dates project-based competencies			YES																				
- Delete project-based competencies			YES																				
- Suspend/restore project-based competencies						YES	YES	YES	YES			YES											
Site-based competencies																							
- View site-based competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	YES	YES		
- Award site-based competencies			YES			YES	YES	YES	YES				YES	YES									
- Award site-based induction																		YES				YES	
- Edit dates site-based competencies			YES																				
- Delete site-based competencies			YES																				
- Suspend/restore site-based competencies							YES	YES	YES			YES											
Zone-based competencies																							
- View zone-based competencies		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES	YES	YES	YES		
- Award zone-based competencies			YES			YES	YES	YES	YES				YES	YES									
- Edit dates zone-based competencies			YES																				
- Delete zone site-based competencies			YES																				
- Suspend/restore zone-based competencies						YES	YES	YES	YES			YES											
Contact details																							
- View contact details			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES						YES		
- Edit contact details			YES			YES	YES	YES	YES			YES									YES		
- Resend initial employment request email			YES																				
Other details																							
- View other details			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES											
- Edit other details			YES			YES	YES	YES	YES			YES											
Emergency contacts																							
- View emergency contact			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES							YES		
- Edit emergency contact			YES			YES	YES	YES	YES			YES									YES		
Status options																							
- View status options			YES			YES	YES	YES	YES	YES	YES	YES						Limited	Limited	Limited			
- Update status options			Limited			YES	YES	YES	YES			YES											
- View cardholder notification preferences			YES			YES	YES	YES	YES			YES									YES		
- Edit cardholder notifications preferences			YES			YES	YES	YES	YES			YES									YES		
Swipes																							
- View swipes			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					Last swipe	Last swipe	YES	YES	
- Deny swipes																			YES			YES	
Shifts																							
- View shifts			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					Last shift	Last shift	Last shift	YES	
Work restrictions																							
- View work restrictions			YES			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES			YES	YES	YES	YES		
- Add work restrictions						YES	YES	YES	YES			YES			YES								
- Edit work restrictions						YES	YES	YES	YES			YES			YES								
Risk assessments																							
- View risk assessments			YES			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES						YES		
- Add risk assessments			YES			YES	YES	YES	YES			YES			YES								
- Edit risk assessments			YES			YES	YES	YES	YES			YES			YES								
Briefings																							
- View briefings			YES			YES	YES	YES	YES	YES	YES	YES	YES	YES							YES		
- Award briefings																						YES	
Employment																							
- View employer		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
- View employment history		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				YES		
- Edit/end employment			YES			YES	YES	YES	YES			YES									YES		
Association																							
- View association history		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES							YES		
- Edit/end association history			YES			YES	YES	YES	YES	YES		YES									YES		
Subscription																							
- View subscription			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES									YES		
- Renew subscription						YES	YES	YES	YES			YES											
- Make exempt / lift exemption subscription			YES																				
Medicals																							
- View medicals summary			YES	YES	YES	YES	YES	YES	YES	YES	YES	YES			YES	YES					YES		
- View medical result attachment/files															YES								
- Record medical result																							

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- Confirm ID check override		YES																			
Crews																					
- View crews						YES		YES		YES	YES	YES	YES							YES	
- Add crew						YES		YES			YES										
- Remove crew						YES		YES			YES										
Messages																					
- View message						YES		YES		YES											
Approvals																					
- View employment pending approval					YES	YES	YES	YES	YES	YES	YES										
- View employment rejected					YES	YES	YES	YES	YES	YES	YES										
- View employment approved					YES	YES	YES	YES	YES	YES	YES										
- Resend initial employment request email					YES	YES	YES	YES	YES	YES	YES										
- View associations pending approval					YES	YES	YES	YES	YES	YES	YES										
- View associations approved					YES	YES	YES	YES	YES	YES	YES										
- View associations rejected					YES	YES	YES	YES	YES	YES	YES										
- View associations expired					YES	YES	YES	YES	YES	YES	YES										
- Resend association request email					YES	YES	YES	YES	YES	YES	YES										
Current Blocks																					
- View blocked people		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES										
- View blocked people awaiting review		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES										
- Lift blocked by admin		YES	YES																		
- Lift drug & alcohol test failure		YES	YES																		
- Lift non-negative BrAC					YES - CIC	YES - CIC	YES - CIC	YES - CIC			YES										
Currently Suspended Job Roles																					
- View suspended job roles		YES	YES	YES																	
- View suspended job roles awaiting review		YES	YES	YES																	
- Lift suspension		YES	YES																		
Muster List			YES	YES							YES	YES	YES								
- View muster list			YES	YES							YES	YES	YES	YES							
- Swipe out muster list			YES								YES	YES	YES								
COMPETENCIES																					
Award competencies to multiple people		YES			YES	YES	YES	YES			YES	YES	YES		YES						
Schedule site-based competency					YES	YES	YES	YES			YES	YES	YES	YES							
- Add/remove site-based competency					YES	YES	YES	YES			YES	YES	YES	YES							
View scheduled site-based competencies					YES	YES	YES	YES	YES	YES	YES	YES	YES	YES							
- Delete scheduled site-based competencies					YES	YES	YES	YES			YES	YES	YES	YES							
Competencies pending verification		YES			YES	YES	YES	YES	YES	YES	YES	YES									
- Standard view person		YES			YES	YES	YES	YES	YES	YES	YES	YES									
- Standard view verification notes		YES			YES	YES	YES	YES	YES	YES	YES	YES									
- Standard edit dates		YES			YES	YES	YES	YES			YES										
- Standard resubmit		YES			YES	YES	YES	YES			YES										
- Standard verify		YES																			
- Standard reject		YES																			
- Employer view person						If verifier					If verifier										
- Employer view verification notes						If verifier					If verifier										
- Employer verify						If verifier					If verifier										
- Employer reject						If verifier					If verifier										
- Contractor in charge view person						If verifier					If verifier										
- Contractor in charge view verification notes						If verifier					If verifier										
- Contractor in charge verify						If verifier					If verifier										
- Contractor in charge reject						If verifier					If verifier										
- Helpdesk Fast Track view person		YES			YES	YES	YES	YES	YES	YES	YES										
- Helpdesk Fast Track view verification notes		YES			YES	YES	YES	YES	YES	YES	YES										
- Helpdesk Fast Track edit dates		YES			YES	YES	YES	YES			YES										
- Helpdesk Fast Track resubmit		YES			YES	YES	YES	YES			YES										
- Helpdesk Fast Track verify		YES																			
- Helpdesk Fast Track reject		YES																			
JOB ROLES																					
Add job roles to multiple people		YES			YES	YES	YES	YES			YES										
Job role assessments					YES	YES	YES	YES	YES	YES	YES					YES					
- View pending job role assessments					YES	YES	YES	YES	YES	YES	YES					YES					
- View approved job roles assessments					YES	YES	YES	YES	YES	YES	YES					YES					
- View rejected job role assessments					YES	YES	YES	YES	YES	YES	YES					YES					
- View job role assessment notes					YES	YES	YES	YES	YES	YES	YES					YES					
- Assess job roles																YES					
- Cancel job role assessments					YES	YES	YES	YES			YES										
E-LEARNING																					
Add E-Learning competencies (request)					YES	YES	YES	YES			YES										
Monitor E-Learning requests					YES	YES	YES	YES	YES	YES	YES										
SWIPES																					
View swipes		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES				Last swipe	Last swipe	YES	YES	
View shifts		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES					Last swipe Last shift	Last swipe Last shift		
EXPIRIES																					
View competency expiries		YES			YES	YES	YES	YES	YES	YES	YES										
- Edit competency expiries		YES			YES	YES	YES	YES			YES										
View card expiries		YES			YES	YES	YES	YES	YES	YES	YES										
- Edit card expiries																					
View medical expiries		YES			YES	YES	YES	YES	YES	YES	YES										
- Edit medical expiries																					
View additional medical information expiries		YES			YES	YES	YES	YES	YES	YES	YES										
- Edit additional medical information expiries																					
View allocated item expiries		YES			YES	YES	YES	YES	YES	YES	YES										
- Edit allocated item expiries					YES	YES	YES	YES			YES										
View worker subscriptions		YES			YES	YES	YES	YES	YES	YES	YES										
- Renew subscriptions					YES	YES	YES	YES			YES										
- Make exempt/lift exemption subscription		YES																			
View ID check expiries		YES			YES	YES	YES	YES	YES	YES	YES										
VISITORS																					
Register visitor												YES	YES	YES							YES
Visitors today		YES									YES	YES	YES								
- View visitors today		YES									YES	YES	YES								
- Reprint visitor pass today											YES	YES	YES								
- Swipe visitor in today											YES	YES	YES								
- Swipe visitor out today											YES	YES	YES								
- Cancel visitor pass today											YES	YES	YES								
Visitor passes		YES									YES	YES	YES								
- View visitors		YES									YES	YES	YES								
- Print / reprint visitor pass											YES	YES	YES								YES
- Swipe visitor in											YES	YES	YES								YES
- Swipe visitor out											YES	YES	YES								YES
- Cancel visitor pass											YES	YES	YES								
PREMIUM FEATURES																					
Manage crews						YES		YES		YES	YES										
- View crews						YES		YES		YES	YES	YES									
- Add crews						YES		YES			YES										
- Edit crews						YES		YES			YES										
- Delete crews						YES		YES			YES										
- Set workers						YES		YES			YES										
Employer competencies						YES		YES		YES	YES										
- View employer competencies						YES		YES		YES	YES										
- Add employer competencies						YES		YES			YES										
- Edit employer competencies						YES		YES			YES										
- Delete employer competencies						YES		YES			YES										
Employer job roles						YES		YES		YES	YES										
- View employer job roles						YES		YES		YES											

<div>  </div> <div>User Permission Matrix</div>	Client Manager (ARA)	Helpdesk	Network Manager	Network Manager Read Only	Employer Admin	Employer Admin (Premium Functionality)	Employer Admin No Payment	Employer Admin No Payment (Premium Functionality)	Employer Admin Read Only	Employer Admin Read Only (Premium Functionality)	Advanced Project Admin	Project Admin	Site Admin	Medical Provider	Training Provider	Assessor	Access Controller	Spot Checker	Self-Swipe	myRIW User	Hardware
- Job Role Validity Report For Helpdesk		YES																			
- Job Role Validity Report For Network Operator			YES	YES																	
- Next Key Expiry Report For Valid Job Roles		YES			YES	YES	YES	YES	YES	YES	YES										
- Next Key Expiry Report For Valid Job Roles For Network Operator			YES	YES																	
- Outstanding Worker100pt ID Check		YES			YES	YES	YES	YES	YES	YES											
- Payment History		YES																			
- Pegasus ID Report		YES			YES	YES	YES	YES	YES	YES											
- People who swiped into site											YES	YES	YES								
- Permission Access Agreement Report For Employer Admin					YES	YES	YES	YES	YES	YES											
- Permission Access Agreement Report For Helpdesk		YES																			
- Person Role Competency Status Matrix					YES	YES					YES	YES	YES								
- Primary Employed Workers					YES	YES	YES	YES	YES	YES											
- Primary Employee Counts		YES																			
- Role Library And Corresponding Competency Grouping Report		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES	YES					
- Soft Launch Activity Report		YES																			
- Soft Launch Activity Report With Company And State		YES																			
- Soft Launch Activity Report With Company And State Virtual Cards		YES																			
- UGL Worker Job Role Data		YES																			
- Un Employed Individuals Report		YES																			
- Virtual Card Uptake Report		YES			YES	YES					YES										
Power BI access	On request	YES	On request	On request	On request	On request	On request	On request	On request	On request											
- Client Manager report	YES																				
- Competencies, job roles and medicals report		YES	YES	YES	YES	YES	YES	YES	YES	YES											
- Job role competency validity matrix		YES	YES	YES																	
MY ACCOUNT																					
Update my details	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Change password	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Two-factor authentication	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
- Authenticator App	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES						
Edit my contacts/offices					YES	YES	YES	YES													
Manage colleague logins	YES	YES	YES		YES	YES															
- Add colleague logins	YES	YES	YES		YES	YES					YES	YES	YES	YES	YES						
- Edit colleague logins	YES	YES	YES		YES	YES					YES	YES	YES	YES							
- Delete colleague logins	YES	YES	YES		YES	YES					YES	YES	YES	YES							
- Reset colleague password	YES	YES	YES		YES	YES					YES	YES	YES	YES	YES						
Communication preferences					YES	YES	YES	YES	YES	YES										YES	
ADMINISTRATION																					
Data fixes		YES																			
- Delete competency award		YES																			
- Delete blocks		YES																			
Security		YES																			
- Add a user		YES																			
- Edit a user		YES																			
- Delete a user		YES																			
- Reset user password		YES																			
Issued cards		YES																			
- View card status		YES			YES	YES	YES	YES	YES	YES	YES										
Employers		YES																			
- Add an employer		YES																			
- Edit an employer		YES																			
- Suspend / unsuspend an employer		YES																			
- Delete an employer		YES																			
Competencies		YES																			
- Add a competency		YES																			
- Edit a competency		YES																			
- Delete a competency		YES																			
Job roles		YES																			
- View a job role		YES																			
- Add a job role		YES																			
- Edit a job role		YES																			
- Delete a job role		YES																			
Training providers		YES																			
- Add a training provider		YES																			
- Edit a training provider		YES																			
- Delete a training provider		YES																			
- View competencies for training providers		YES				YES - CIC		YES - CIC		YES - CIC											
- Set competencies for training providers		YES				YES - CIC		YES - CIC													
- View assignable/awardable competencies															YES						
Medical providers		YES																			
- Add a medical provider		YES																			
- Edit a medical provider		YES																			
- Delete a medical provider		YES																			
Assessors		YES																			
- Add assessor		YES																			
- Set assessable job roles		YES																			
- View assessable job roles																YES					
- Edit assessor notes																YES					
Clients		YES																			
- View clients		YES																			
Network operators		YES	YES	YES																	
- View Network		YES	YES	YES																	
- Add Network		YES																			
- Edit Network		YES	YES																		
- Add/delete network requirements		YES	YES																		
- Add/edit/delete Network contacts		YES	YES																		
Projects		YES	YES	YES	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES									
- View Projects		YES	YES	YES	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES									
- Add Projects		YES	YES																		
- Edit Projects		YES	YES		YES - CIC	YES - CIC	YES - CIC	YES - CIC			YES	YES									
- Add/delete project requirements		YES	YES		YES - CIC	YES - CIC	YES - CIC	YES - CIC			YES	YES									
Sites		YES	YES	YES	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES	YES	YES							
- View sites		YES	YES	YES	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES	YES	YES							
- Add sites		YES	YES		YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Edit sites		YES	YES		YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Edit site details					YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Add/delete site requirements		YES	YES		YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Edit site kiosk settings		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Add/edit/delete site briefings		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Add/edit/delete site inductions (site-based competency)		YES																			
- Add/edit/delete working hour rules		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Add/edit/delete site contacts		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES	YES							
- Add/delete site hosts		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES	YES	YES							
Zones		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES									
- View zones		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES	YES	YES								
- Add zone		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES								
- Edit zone		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC	YES - CIC		YES	YES	YES								
- Add/delete zone requirements		YES			YES - CIC	YES - CIC	YES - CIC	YES - CIC			YES	YES									
View hier archy		YES																			
PAC readers		YES																			
- Edit PAC readers		YES									YES	YES	YES								
- Delete PAC readers		YES									YES	YES	YES								