



# Quick help guide to user access review

Users of the Safety Regulation System (SRS) are granted security roles which need to be updated from time to time.

Those users with the company administrator security roles are required to manage other users by conducting a user access review.

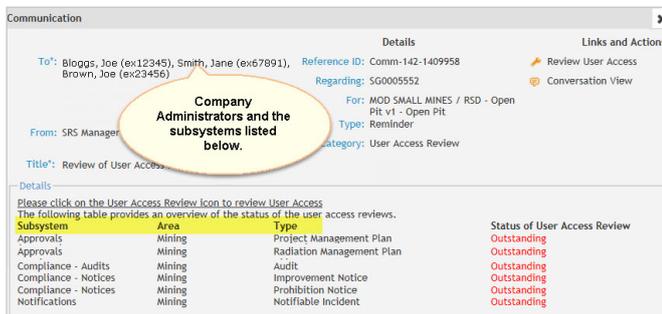
### When is a review conducted?

An SRS alert and email is sent bi-annually (i.e. March and September).



### Who will receive the alert?

A communication is sent to each and every Company Administrator at the exploration operation or site operation (SG).

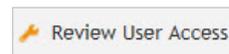


### Who can conduct the review?

Only company administrators can review security roles of users in their area.

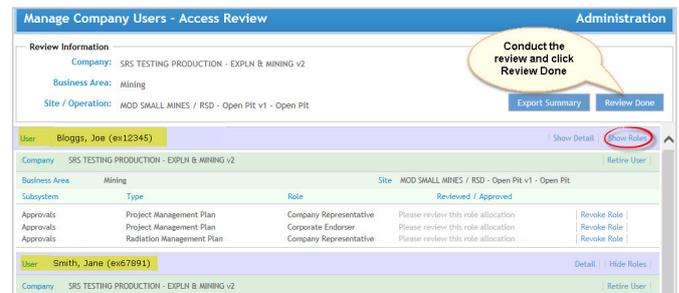
### How is a review conducted?

Company administrators click open the link in the email, or click on the alert on the SRS homepage. Open the communication and click 'Review User Access'.

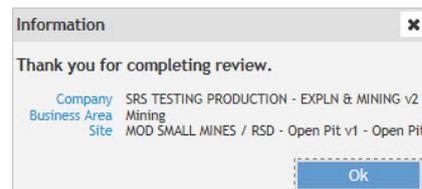


Click 'Show Roles' to expand and review the security roles. If the user is no longer with the company click 'Revoke Role'. If the security role still exists, do not revoke the role.

Continue to review roles for other users. After completing the process, click 'Review Done'.



You will receive the following message:



The administration box will show 'Reviewed and Approved'.

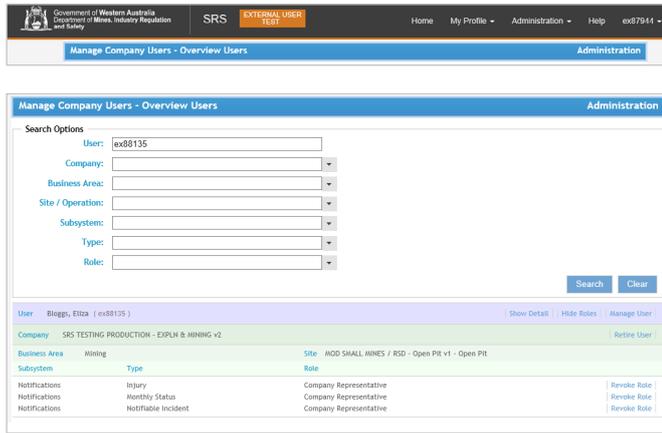


## I am no longer the SRS company administrator. How do I go about revoking my security role?

Ensure there is another Company Administrator before you revoke your Company Administrator role.

*Note: There can be up to three Company Administrators for each area.*

To revoke your role, click 'Administration' on the SRS homepage. Select 'Manage Company User', enter your name (or ex-account number) and click 'Search'. Your name will be listed below. Click the 'Manage User' tab and revoke your role.



Further information on managing users can be found on the SRS Help page. See *Guide to Registration and Manage Accounts*.

## I have conducted a review. Why am I still being sent reminders?

A reminder is sent to **all** Company Administrators that are listed in the 'To' field. These reminders will continue until the review for the entire mine site operation (SG) or exploration operation is completed. However, only reviews that are marked outstanding need to be actioned by the Company Administrator of that subsystem.

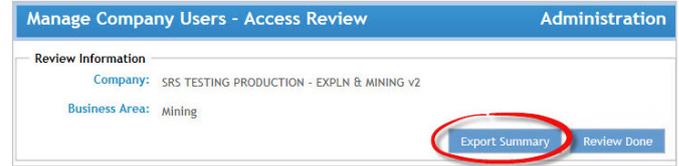


## When is a reminder sent?

A reminder is sent every five business days until all reviews for the entire mine site or exploration operation are completed.

## How do I print a list of SRS users and their security roles?

On the review screen click the export summary button to open to an excel spreadsheet and export a list of users.



## Where can I get more information?

When on the manage user access screen, click the 'Help' button or visit SRS Help.



For information about Safety Regulation System, contact:

### Safety Regulation Group

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Comprehensive work safety and health information provided by the Department of Mines, Industry Regulation and Safety can be found at:

[www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)