

This is a guide for navigating through the GSafe functionality that records personal training certifications, research activity approvals and facility certifications.

### Home Screen

The Home Screen contains three main windows and a number of Register Tiles beneath. Click on the Register Name to access to the associated records.

The screenshot shows the GSafe Home Screen. At the top, there's a navigation bar with links like Home, My Tasks, Analysis, Maintenance, Feedback, and Logout. Below this, a 'Welcome, Name Surname' message is displayed. The main content area is divided into three sections: 'Notification Centre', 'Mechanism of Incident' (which includes a pie chart showing data like 'Injury/Illness - work: 41 (26.28%)'), and 'Incident Trend' (which includes a line graph). Below these sections, there's a 'My Tools' section with several tiles: 'Incident/Hazard Register' (highlighted with a red circle and a red arrow pointing to the text 'Register name'), 'WHS Risk Register', 'Audit Register', 'Incident/Hazard Reporting', 'Analyse Data', and 'System Maintenance'. On the left side, there's an 'Information' sidebar with a welcome message and a list of frequently asked questions. At the bottom, there's a footer with copyright information and links to a disclaimer, privacy policy, contact us, and about us page.

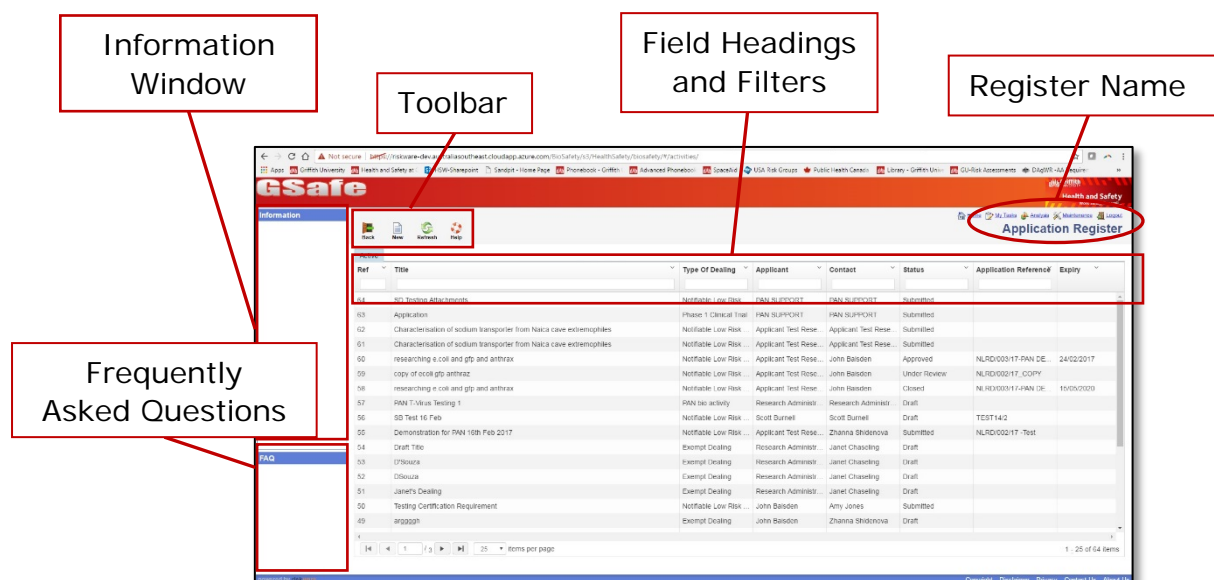
The register relating to licence and certification compliance are:

- **Activities Application Register**  
Contains: dealing licence records
- **Certifications**  
Contains: Training records & facility certification records
- Location Register (Currently in development)
- Materials Register (Currently in development)

## Register View

A Register is a table in which records are displayed. The records shown in the table depend on the Register that you are viewing and your access level.

Double click on a record to view the details of that record.

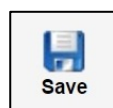


## Toolbar

The Toolbar contains the main Navigation icons as defined here:



Takes you back to the previous screen.



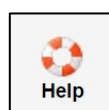
Saves entered data (but does not submit).



Reloads the data from the cloud database to your browser window.



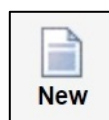
Submits an Application to be Reviewed and Approved.



Accesses GSafe Help information



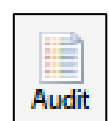
Creates a Copy of an Application.



Creates a new record.



Creates a Variation to an already Approved application.



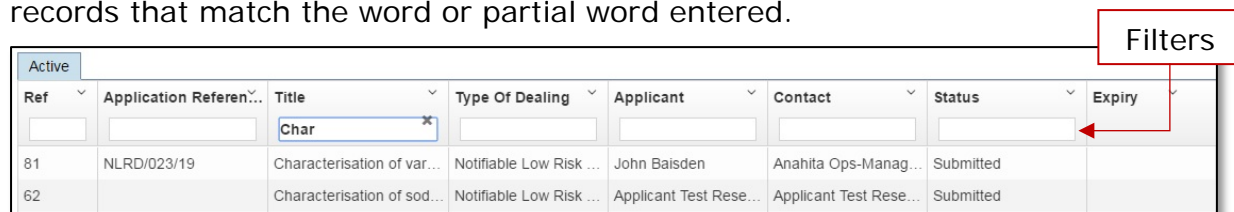
Displays audit trail of workflows and actions.



Enables search for location, people, materials or risk assessments.

## Filter Bar

Each compliance register has box located immediately below the field title which allows record filtering. Enter text into the box and GSafe will display only the records that match the word or partial word entered.



Ref	Application Referen...	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
81	NLRD/023/19	Characterisation of var...	Notifiable Low Risk ...	John Baisden	Anahita Ops-Manag...	Submitted	
62		Characterisation of sod...	Notifiable Low Risk ...	Applicant Test Rese...	Applicant Test Rese...	Submitted	

For example, in the image above only "Char.." of "Characterisation" has been entered in the Title field. The filter has then displayed only the records with "Characterisation" in the Title.

Note the **x** in the filter box in the Title field; this can be used to remove the filtering term. The Backspace and Delete keys may also be used.

## Information Window

This window will show error messages and status or activity updates, *e.g.* "Saving Data" and "Application Saved". You don't need to do anything when a status update occurs. For error messages use the information to guide you in making a correction to the record or Application you have been editing.

## FAQ - Frequently Asked Questions

The Frequently Asked Questions window contains a list of questions commonly asked relevant to that Gsafe function.

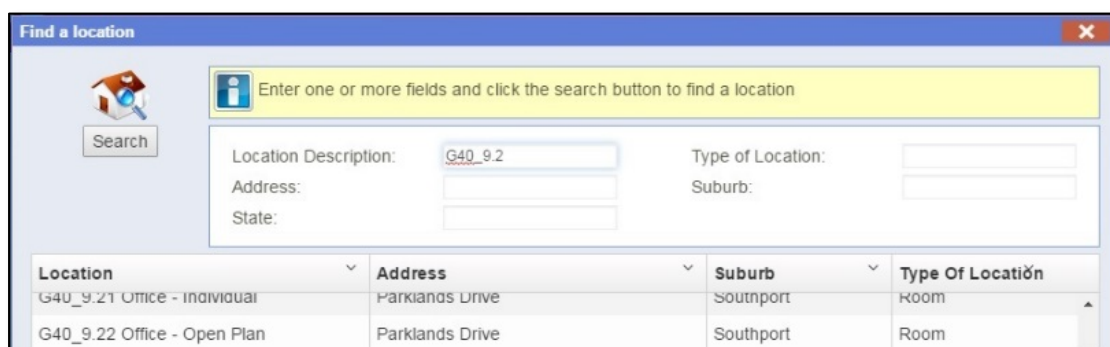
Click underlined questions in the FAQ window. The response will appear in the Information window above.

## The Magnifying Glass and Searching the Database

The system contains records on a number of areas such as Materials and Locations (among others). To load a record press the magnifying glass near the entry field.



A database search window will open up (refer to the image). Pressing the 'Search' button will show all records. Adding a full, or partial, search term and pressing 'Search' will limit the number of records shown. Click on the record in the results window to use it.



Location	Address	Suburb	Type Of Location
G40_9.21 Office - Individual	Parklands Drive	Southport	Room
G40_9.22 Office - Open Plan	Parklands Drive	Southport	Room