

User Guide – BCR Approving an application

Module Overview: The Biological, Chemical and Radiation (BCR) module provides end users (staff and/or student) the ability to complete and submit an application online via the UniSAfe system.

Module Features: The BCR module is an intuitive that can be accessed via a UniSA desktop/laptop computer or via a mobile App ROAM 5 (available at all app stores) using your staff/student login.

Accessing the Module:

University of South Australia

• Open browser and visit, <u>https://whs.unisa.edu.au</u> which will open your 'Dashboard'.

SAi36O	University of South Australia	C Deb Mallard malardgunas du au
ᢙ Home ₩ Workspaces	Home SAI360 : UniSA	
🖬 Dashboards		
<i>€</i> Shortcuts	MY ACTIONS Image: Constraint of the second secon	ASH Notification
	DUE DATE ACTION NUMBER PRIORITY - ASSIGNED BY	ACTION SUMMARY
	0 - 0 of 0 results	« co » [10 v]

Guide to Using the Module:

- *Additional help* At the top of the 'dashboard' you will see your name with a drop down icon. On clicking this drop down icon you will see a 'Help' option that has several resources to assist you in using UniSAfe.
- BCR Applications can be accessed and approved 2 ways. Via the email the approver receives or by locating the application in the UniSAfe system. Both approval options are outlined below.



Option 1 (locating the application in UniSAfe):

• To find the application click on the 'Workspaces' on your 'Dashboard' and hover over the 'BCR Process' option and click on 'BCR Process'.

A1360	University of South Australia			4 9	eb Mallard alard@urisa.edu.au
Home Workspaces	Home SAI360 : UniSA				
Dashboards					-
Shortcuts	- P-D-	му асті	ONS	MY INSPECTIONS	
	Report an Incident/Near Miss	F Report a Hazard	SASH Notification	Link to Safety & Well	being Site
	Report an Incident/Near Miss My Open Actions	(부) Report a Hazard	SASH Notification	Unk to Safety & Well	being Site
	Image: Contract of the sector of the sect	Report a Hazard	SASH Notification	Unk to Safety & Well	being Site

- Use the drop down function to access the open BCR processes.
- Locate the application that you are required to review and approve and click on the relevant application in the '**Process Number**' column.
- Click on the 'Approvals' tab.
- The reviewer will see their name listed in the 'Approvals' section.
- Click on your name or line item (this may be listed as a 'Committee' approver depending on the application and the required levels of approval).
- An 'Approval' page will open, and you can now complete the fields on this page.
- Scroll down the page to complete the 'Declaration' tick box and the 'Approval Status' check box.
- Add any additional comments to support the 'Approval Status' selected in the 'Comments' section.
- Press the 'OK' button to return to the previous screen.

Option 2 (accessing via the email notification):

- Once a Biological, Chemical or Radiation (BCR) application has been submitted the 'Approver/s' will receive an automated email notification from UniSAfe with a link to the application that is to be reviewed and approved / or re-submitted for more information.
- The reviewer will see their name listed in the 'Approvals' section.
- Click on your name or line item (this may be listed as a 'Committee' approver depending on the application and the required levels of approval).
- An 'Approval' page will open, and you can now complete the fields on this page.
- Scroll down the page to complete the 'Declaration' tick box and the 'Approval Status' check box.
- Add any additional comments to support the 'Approval Status' selected in the 'Comments' section.
- Press the 'OK' button to return to the previous screen.