

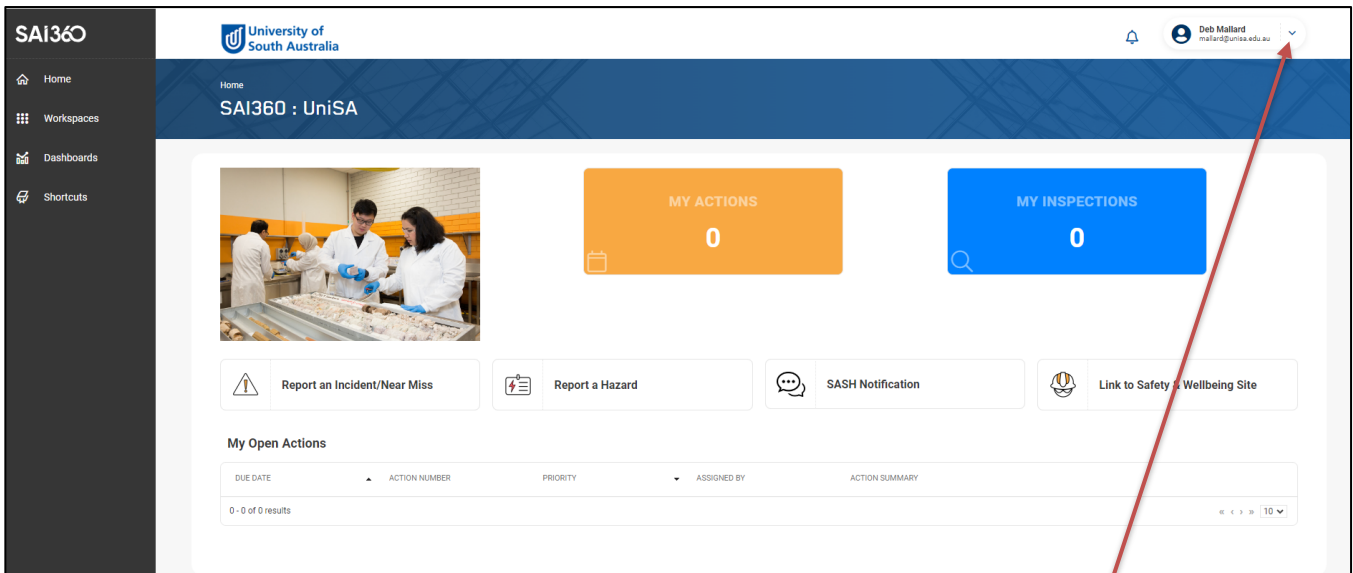
## User Guide – BCR New Application

**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:

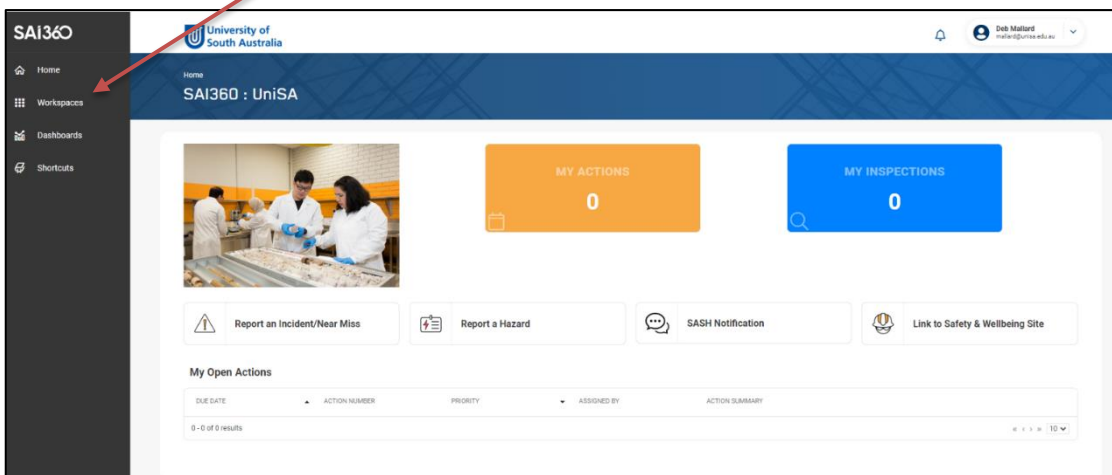
- Open browser and visit, <https://whs.unisa.edu.au> which will open your 'Dashboard'.



The screenshot shows the UniSAfe dashboard interface. On the left is a dark sidebar with navigation options: Home, Workspaces, Dashboards, and Shortcuts. The main content area has a blue header with the University of South Australia logo and the user's name 'Deb Mallard' with a dropdown arrow. Below the header, there are two large buttons: 'MY ACTIONS' (orange) and 'MY INSPECTIONS' (blue), both showing a count of 0. Underneath these are four action buttons: 'Report an Incident/Near Miss', 'Report a Hazard', 'SASH Notification', and 'Link to Safety & Wellbeing Site'. At the bottom, there is a table titled 'My Open Actions' with columns for DUE DATE, ACTION NUMBER, PRIORITY, ASSIGNED BY, and ACTION SUMMARY. The table currently shows 0 results.

### 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.
- Click on the 'Workspaces' on your 'Dashboard' and hover over the 'BCR Process' option and click on 'BCR Process'.



This screenshot is identical to the one above, but with a red arrow pointing to the 'Workspaces' option in the left-hand navigation sidebar.



- This 'BCR Process' form will open:

- Click on the blue '+ New' button to start a new BCR application.
- In the '**type of request**' field choose the application you need to make (Biological, Chemical or Radiation or a combination as required).
- Complete all mandatory fields (framed in red)
- In the '**UNISA People Undertaking the Work**' section use the folder icon to make your selection/s.
- Complete the '**Relevant Location**' section click the '+ New' complete the fields on the pop up page and click 'OK' once completed to be returned to the previous page.
- Answer all the questions under the '**BCR Additional Approvals, Permits or Licences**' section.
- **Note:** that other fields may open that require completion depending on your responses. Please complete **all** fields as they open.
- Click on the '**Save**' icon once this page has been completed.
- Complete **all new tabs** that have now opened (Note: this will vary depending on how you have answered on the previous page. Press the '**Save**' icon at the bottom of **each tabs page**).

- Once **all** tabs have been completed and saved the application process is now complete and the application will send an email workflow to the reviewers to progress the application.



- UniSafe has an option that will allow users to duplicate a BCR process that is in the system.
- To use this function, click on the **'Workspaces'** on your **'Dashboard'** and hover over the **'BCR Process'** option and click on **'Duplicate BCR Process'**.
- Click on the **'+ New'** button to start a duplication of another record and this new window will open:

☐ Duplicate BCR Process : <New Record> Save Close

Duplicate BCR Process

DUPLICATE BCR PROCES ID  
Generated on save

ORIGINAL BCR PROCESS \* [Folder icon] [Dropdown arrow]

- In the **'Original BCR Process'** field use the drop down or folder icon options, **select** the BCR processes that is to be duplicated.

*\* Please note that only records that are allowed to be duplicated will be viewable to you.*

- Complete the **'New Unit Responsible'** field by using the drop down or folder icon.
- Click in the **'Create the new BCR process'** box to duplicate this record:

CREATE THE NEW BCR PROCESS?

NEW BCR PROCESS

- Press the **'save'** icon at the bottom of the page.
- The duplication has now been made and you will be able to go into this duplicated record and update as required.