

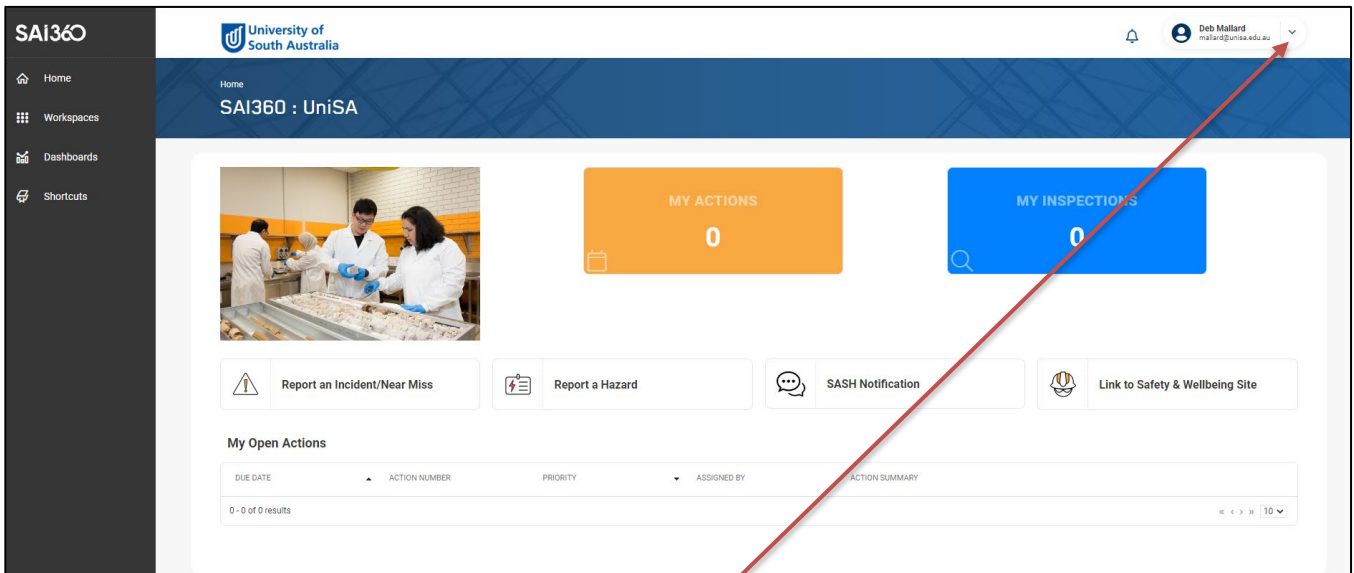
## User Guide – BCR Approving an application

**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:

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



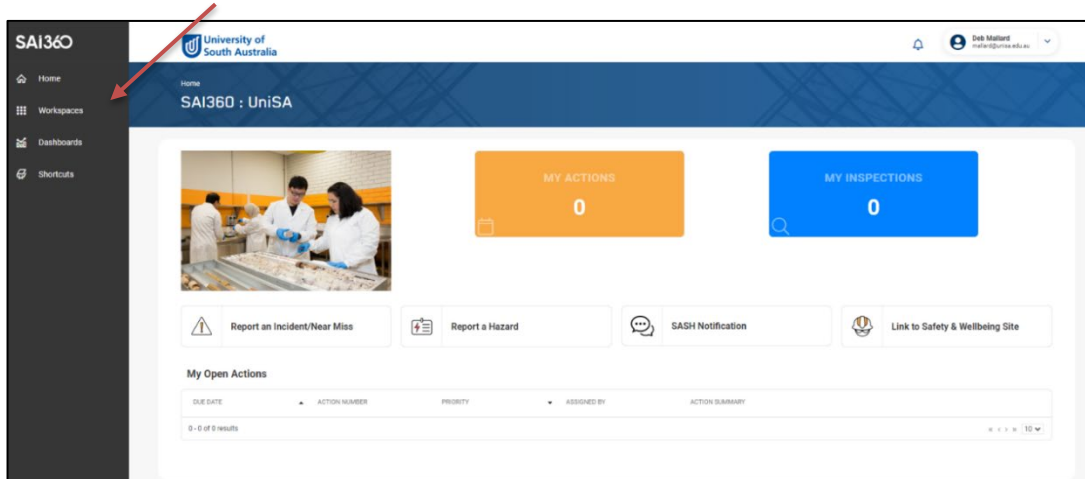
### Guide to Using the Module:

- **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'**.



- 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.