

+ LMS: Validating User Site Access



In order for your team to request travel to site, they will need to complete compliances in +LMS, which is a web application available via an Internet Browser. The web address is <https://carra-lms.ozminerals.com>. It is your responsibility as a Site Contact to check and approve the compliances of your team so that they are allowed on site.

Your team will select the Induction Role and this will dictate what compliances they need to complete. As a site contact you are required to ensure they have selected the appropriate induction role. The induction roles and their compliances are:

Role Name	General Induction	Drivers Licence	Health Questionnaire	Qualification
OZ Minerals Carrapateena Employees	✓	✓	✓	✓
Visitor	✓		✓	
Pastoralist	✓			
Permanent Contractor	✓	✓	✓	
OZ Minerals Non Carrapateena Employees	✓		✓	

DOCUMENT VALIDATION STEPS

1. Documents for Validation



On the home screen in the side bar, if the **Document Validation** link has a number next to it, you have user documents to validate.

Documents will only appear as ready for approval after they have been submitted by the user.

Note: It can take up to 20 minutes after the person has submitted documents before they appear on the Document Validation screen.

2. Document Validation Screen

Click on **Document Validation** and you will be taken to the **Document Validation** screen. In this screen, you will only be able to see documents that have been submitted by users with the same employer as you.

Document Validation

Run Housekeeping task. Please refresh this page once the task is run

Personal Details	Competency	Compliance	Competency/Compliance Classes	Date	Action
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		White Card Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/> <input type="calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		Drivers Licence Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/> <input type="calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Smith Jerry Date of birth: 13/06/1980 Employer: PYBAR Mining Services Pty Ltd		Drivers Licence Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/> <input type="calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Smith Jerry Date of birth: 13/06/1980 Employer: PYBAR Mining Services Pty Ltd		Police Clearance Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/> <input type="calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject

[Save changes](#)

This screen will show a list of documents that require approval before users can be validated for site access. Follow the next steps to validate a document.

3. View and Confirm Documents

Before you can validate that the document is current and correct, you must view it by clicking **Show/Hide**. You will then see a thumbnail of the document.

Personal Details	Competency	Compliance	Competency/Compliance Classes	Date	Action	
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		White Card Show / Hide		<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on	<input type="text" value="6/4/2016"/> <input type="button" value="Calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Thumbnail		Comments			Uploaded	
					22/01/2018 06:54:57	

Click this thumbnail to download the document to view at full size.

4. Driver's License or High Risk License

If the document you are validating is a **driver's license** or **high-risk license**, click on the **Competency/Compliance Classes** dropdown to select the document type.

Drivers Licence Show / Hide	Driver Licenses
Police Clearance Show / Hide	Licenses: High Risk

Once the class has been selected, you will be taken to a **Compliance Class** screen. From here, you will be able to select a subset of the document type. For example, the type of driver's license that has been supplied.

Compliances

Select	Name	Description
<input checked="" type="checkbox"/>	C: Car	C Class drivers licence
<input type="checkbox"/>	LR: Light Rigid	LR: Light Rigid drivers licence
<input type="checkbox"/>	MR: Medium Rigid	MR: Medium Rigid
<input type="checkbox"/>	HR: Heavy Rigid	HR: Heavy Rigid
<input type="checkbox"/>	HC: Heavy Combination	HC: Heavy Combination
<input type="checkbox"/>	MC: Multi Combination	MC Multi Combination

[Map Compliances](#) [Return](#)

To select the compliance, click on the button next to the appropriate type, and click **Map Compliances**.

To return to the Document Verification screen without selecting a compliance, click Return.

5. Complete Expiry/ Issue Information

Choose **Expires On** or **Issued On** as appropriate and select the date that the document expires or was issued.

Document Validation

Run Housekeeping task. Please refresh this page once the task is run

Personal Details	Competency	Compliance	Competency/Compliance Classes	Date	Action	
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		White Card Show / Hide		<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on	<input type="text" value="6/4/2016"/> <input type="button" value="Calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		Drivers Licence Show / Hide	Driver Licenses Mappings: 1 (Edit)	<input checked="" type="radio"/> Expires on <input type="radio"/> Issued on	<input type="text" value="15/8/2019"/> <input type="button" value="Calendar"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject

6. Save Your Changes

Next, click the **Verify** button and **Save Changes** to confirm that the document is valid. You can also choose to **Keep** (keeps the details you have entered but does not validate) or **Reject** (sends a notification back to the user to provide different/updated documentation).

Document Validation

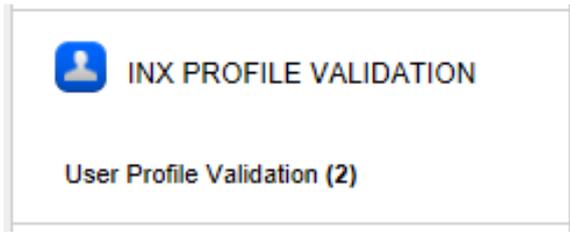
Run Housekeeping task. Please refresh this page once the task is run

Personal Details	Competency	Compliance	Competency/Compliance Classes	Date	Action
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		White Card Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on 6/4/2016 <input type="text"/>	<input checked="" type="radio"/> Verify <input type="radio"/> Keep <input type="radio"/> Reject
Brown Sally Date of birth: 01/01/1990 Employer: PYBAR Mining Services Pty Ltd		Drivers Licence Show / Hide	Driver Licenses Mappings: 1 (Edit)	<input checked="" type="radio"/> Expires on <input type="radio"/> Issued on 15/8/2019 <input type="text"/>	<input type="radio"/> Verify <input type="radio"/> Keep <input checked="" type="radio"/> Reject
Smith Jerry Date of birth: 13/06/1980 Employer: PYBAR Mining Services Pty Ltd		Drivers Licence Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject
Smith Jerry Date of birth: 13/06/1980 Employer: PYBAR Mining Services Pty Ltd		Police Clearance Show / Hide	<input type="text"/>	<input type="radio"/> Expires on <input checked="" type="radio"/> Issued on <input type="text"/>	<input type="radio"/> Verify <input checked="" type="radio"/> Keep <input type="radio"/> Reject

[Save changes](#)

USER PROFILE VALIDATION

1. Profile for Validation



On the home screen, in the side bar, if the **User Profile Validation** link has a number next to it, you have users that need approval to come to site. Users will only appear as ready for approval after they have:

- accessed the LMS,
- completed the appropriate compliance courses,
- and had their documentation validated.

2. Profile Validation Information

Click on **User Profile Validation** and you will see the **Profile Validation** screen. This screen will show a list of the users that require your approval to access site. You will only be able to see and validate users that have the same employer as you.

The colours indicate the status of the users' compliance:

Status Colour	Description
Grey (both light and dark)	User has not completed any of their compliance, and needs to do so before they can be validated.
Orange	User has completed their compliance, but their documentation requires review before they can be validated.
Green	User has completed all compliances and is ready to be validated.
Red	User has been banned from site, and must not be validated.

Profile Validation

Surname / First Name	DOB	Employer	Induction Type	INX Matches	Cost Centre	Workgroup	Administrator Comments	Action
SMITH, Bill	15/05/1982	PYBAR Mining Services Pty Ltd	Permanent Contractor	No Matches Found				<input checked="" type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
SMITH, Jerry	13/06/1980	PYBAR Mining Services Pty Ltd	Permanent Contractor	Click to view Matches				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
LOUGHS, Craig	01/01/1977	PYBAR Mining Services Pty Ltd	Visitor	LOUGHS, Craig				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
BARTON, Suzie	01/01/1991	PYBAR Mining Services Pty Ltd	OZ Minerals Carrapateena Employees	No Matches Found				<input type="radio"/> Sync <input checked="" type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete

[Save changes](#)

Jerry Smith is orange because his documents have not yet been validated.

Profile Validation

Surname / First Name	DOB	Employer	Induction Type	INX Matches	Cost Centre	Workgroup	Administrator Comments	Action
SMITH, Bill	15/05/1982	PYBAR Mining Services Pty Ltd	Permanent Contractor	No Matches Found				<input checked="" type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
SMITH, Jerry	13/06/1980	PYBAR Mining Services Pty Ltd	Permanent Contractor	Click to view Matches				<input checked="" type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
LOUGHS, Craig	01/01/1977	PYBAR Mining Services Pty Ltd	Visitor	LOUGHS, Craig				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
BARTON, Suzie	01/01/1991	PYBAR Mining Services Pty Ltd	OZ Minerals Carrapateena Employees	No Matches Found				<input type="radio"/> Sync <input checked="" type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete

[Save changes](#)

Once his documents have been validated, Jerry Smith is highlighted green and is ready to be validated for site access.

3. Check for Profile Matches

Before validating a user for site access, have a look at the **INX Matches** column. If there is a match between this profile and an INX profile, the words **Click to view Matches** or **their name** will appear, as shown below:

Profile Validation

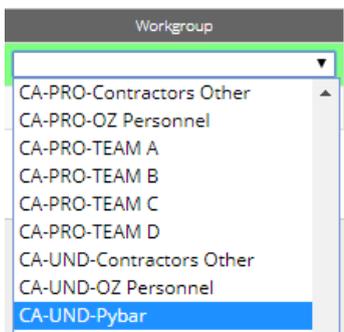
Surname / First Name	DOB	Employer	Induction Type	INX Matches	Cost Centre	Workgroup	Administrator Comments	Action
SMITH, Bill	15/05/1982	PYBAR Mining Services Pty Ltd	Permanent Contractor	No Matches Found				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
SMITH, Jerry	13/06/1980	PYBAR Mining Services Pty Ltd	Permanent Contractor	Click to view Matches				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
LOGGINS, Craig	01/01/1977	PYBAR Mining Services Pty Ltd	Visitor	LOGGINS, Craig				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
BARTON, Suzie	01/01/1991	PYBAR Mining Services Pty Ltd	OZ Minerals Carrapateena Employees	No Matches Found				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete

[Save changes](#)

Both Jerry Smith and Craig Loggins have matches in INX and must be reported to a system admin before they can be validated.

Profiles are matched using first name, last name, and date of birth. If you find a match for any of the users you need to validate, **please contact a system administrator before validating**, as they will need to consolidate the two profiles **before they can be validated**.

4. Assign Workgroup



If there are **No Matches Found**, you will then need to assign the user to your workgroup code by using the **Workgroup** dropdown. If you do not know what your workgroup code is, **please contact a system administrator**.

5. Save Your Changes

Once you have made sure there are no matches, assigned a workgroup, and verified that they are site compliant, you can **Sync** the user for site access.

Surname / First Name	DOB	Employer	Induction Type	INX Matches	Cost Centre	Workgroup	Administrator Comments	Action
SMITH, Bill	15/05/1982	PYBAR Mining Services Pty Ltd	Permanent Contractor	No Matches Found		CA-UND-Pybar		<input checked="" type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
SMITH, Jerry	13/06/1980	PYBAR Mining Services Pty Ltd	Permanent Contractor	Click to view Matches				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
LOGGINS, Craig	01/01/1977	PYBAR Mining Services Pty Ltd	Visitor	LOGGINS, Craig				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete
BARTON, Suzie	01/01/1991	PYBAR Mining Services Pty Ltd	OZ Minerals Carrapateena Employees	No Matches Found				<input type="radio"/> Sync <input type="radio"/> Keep <input type="radio"/> Reject <input type="radio"/> Delete

[Save changes](#)

*Bill's profile can be validated as there are No Matches Found and he has been given a workgroup. Jerry's profile must **not** be validated until a system administrator has linked the profiles, as he has matches in another system.*

If they are not site-compliant or there is something amiss with their profile, you are also able to **Reject** a user.

Then click **Save Changes**.

Once you have saved changes, an email will be sent to the user informing them that they are ready to book flights, or asking them to complete their courses/amend their profile accordingly.