



## Surf Life Saving Australia - Circular

<b>Title:</b>	IT Enhancements August 2015
<b>Document ID:</b>	Circular 12/2015-2016
<b>Audience:</b>	State Officers and Staff, Branch Officers and Staff, Club Officers and Staff, Chief Training Officers / Directors of Education, Registrars / Administrators / Secretaries
<b>From:</b>	SLS Information Technology Team
<b>Date:</b>	18 August 2015
<b>Subject:</b>	IT System Enhancements
<b>Summary:</b>	<p>The following Circular contains information relating to the following systems, websites and applications:</p> <ul style="list-style-type: none"><li>• Members Portal/Lifesaving Online</li><li>• Surfguard – new BULK Proficiency type</li><li>• Payment Gateway</li><li>• Patrol Operations smart device APP / Surfcom</li></ul>

### Member Portal – Lifesaving Online impending retirement - [portal.sls.com.au](http://portal.sls.com.au)

Existing members should have by now created a Members Portal account, so that they can take advantage of all of the new features. Clubs should be encouraging all senior active members to go to [portal.sls.com.au](http://portal.sls.com.au) and create an account.

Club Officers/Administrators need to update the Membership Renewal Form template in Surfguard (Maintenance > Templates > Membership Renewal Form) to refer to the Member Portal – not Lifesaving Online. Club websites need to be updated any “How to Join” links should be directed to [sls.com.au/join](http://sls.com.au/join)

### Important new feature for August – Family Groups

Family Groups allow for the ‘grouping’ of people to allow for bulk processing by a responsible adult to reduce the administrative burden on members / new members by re-using information. This grouping does not change the requirement for each person to be a member in their own right in the National Membership database (Surfguard). A member must be in Surfguard to be added to a Family Group.

A Family Group can be created a number of ways:

- NEW Members – when a person joins the organisation as a new member, they can chose to create a Family Group after they have joined themselves.
- RENEWING members – in the Members Portal > Lifesaving Online > My Family, a member can search for and select people to create a Family Group
- CLUBS - can create Family groups in Surfguard upon request.

A Family Group request is an APPLICATION to a club, and therefore needs the club’s approval before it takes effect.

We strongly suggest that all patrolling members (at the very least) obtain a portal account so that the other features of the members portal can use used.

Please refer to the user guides for more information. Estimated release date is 20/8/2015 or thereabouts.



## New Features for Skills Maintenance / Proficiency Processing in Surfguard

A new Assessment type called **Bulk Proficiency** has been created to enable the swift one step processing of Skills Maintenance / Proficiencies. Essentially, the bulk proficiency process will cut out the three stage approval process in a current proficiency assessment.

Check with your State Centre / Education area for the State specific use of this new feature and associated processes for spot checking and evidence retention.

Key points with this new assessment type include:

- Select Bulk Proficiency as the Assessment Type
- The “Date” field is for when you create the assessment request, the “Proposed Assessment Date” is for when the proficiency was held / completed.
- ONLY Awards with proficiencies will appear in the Award list
- Trainer and Assessor conditions are **not** available – it is greyed out
- The member selection is the same as for all assessments
- At the end of the page click SAVE to save as a draft or click “ALLOCATE and COMPLETE” to process the bulk proficiency in one click.

### Actions For States Who Want To Restrict This Feature

State Centre’s can control this feature for each Award by manipulating the dates in the Awards maintenance. You need to advise the helpdesk [ithelp@slsa.asn.au](mailto:ithelp@slsa.asn.au) IF you want to restrict this function by Award.

Set Bulk Proficiency Expiry Date	
Surf Life Saving Australia	<input type="text"/>
ILS Countries and Affiliated Orgs	<input type="text"/>
Life Saving Victoria	<input type="text"/>
Surf Life Saving NSW	09/08/2015
Surf Life Saving NT	<input type="text"/>
Surf Life Saving QLD	<input type="text"/>
Surf Life Saving SA	<input type="text"/>
Surf Life Saving TAS	<input type="text"/>
Surf Life Saving WA	<input type="text"/>

See Next Page - Assessment Creation screen



New: Assessment Request @ Coogee (NSW)

**Assessment Details**

Assessment Type: Bulk Proficiency

Date: 11/08/2015 (dd/mm/yyyy)

Time (24hr): 12 | 00

Activity Start Date: 11/08/2015 (dd/mm/yyyy)

Proposed Assessment Date: 15/08/2015 (dd/mm/yyyy)

NOTE: or actual date held

Planned Total Training and Assessment Time in Hours:

Planned Aquatic Activity Time in Hours:

**Award Details**

Award Type: All Awards Types

Award:

Delivery Mode: Classroom based

Funding Source: Commonwealth and state general purpose recurrent

Equivalent Award: N/A

Allocate/Update Equivalent Award:

Do Not Allocate SLSA Award to Public Members:

**Units of Competency**

Available:

Selected:



Award Type: All Awards Types

Award: Bronze Medallion

Delivery Mode: Classroom based

Funding Source: Commonwealth and state general purpose recurrent

Equivalent Award: N/A

Allocate/Update Equivalent Award:

Do Not Allocate SLSA Award to Public Members:

**Units of Competency**

Available:

Selected:

**Contact Information**

Contact Name: Elliot Davis

Contact Number (with area code): XXXXXXXX

Document Location: Card no 1 at the clubhouse

**Assessors**

Enter either the Assessor's Member ID or all or part of the Assessor's name before clicking Get Assessors/Facilitators.

Search Assessor Member ID:

Search Assessor First Name:

Search Assessor Last Name:

Available:

Selected:



Retrieve all candidates whether or not their proficiency is expiring.

Include Non Financial Members

Filter Available Members Further: (recommended for organisations with a large amount of members)

Member ID:

First Name:

Last Name:


Be sure to only select candidates who have completed their proficiency

Available:

Selected:

List Candidates In Other Assessments: **(THEY WILL NOT BE INCLUDED IN THIS ASSESSMENT)**

External Candidates:



## SURFGUARD – Multi-Select Assessment Requests For Action

You can now select more than one assessment at a time to process by ticking the select box on the left hand side of the assessment screen.

An explanation of the buttons include:

- Select – Tick the box to action more than one assessment
- Select all Assessments – select all of the assessments on the page for action. We suggest using the filters to minimise or manage the number of assessments to action
- Process Selected Assessments – open each assessment and click the button at the bottom of the information for actioning,



Search Clear

Select All Assessments(s) Process Selected Assessments(s) Unselect All Assessments(s)

**Burnswick** (Award Finance Summary) (Award Issue Advice)

Select	ID	Award/Qualification/UOC	Assessment Type	Organisation (Enrolment Source Company)	No. of Members	Proposed Assessment Date	Status	Action
<input checked="" type="checkbox"/>	507337	Bronze Medalion Certificate II in Public Safety (Aquatic Rescue) (PUA21012) Apply Surf Awareness and Self-Rescue Skills (PUASAR012C) Communicate in the Workplace (PUACOM001C) Follow Defined Occupational Health and Safety Policies and Procedures (PUAHS001C) Operate Communications Systems and Equipment (PUACPE013A) Participate in an Aquatic Rescue Operation (PUASAR013A) Provide basic emergency life support (HLTFA211A) Provide Cardiopulmonary Resuscitation (CPR) (HLTAID001) Work Effectively in a Public Safety Organisation (PUATEA004D) Work in a Team (PUATEA001B)	Award	Burnswick	5	15/08/2015	Incomplete	Submit Update Enrolment Form Form 14 Print Attendance Sheet Delete

Total: 1 assessment(s).

**Burleigh Heads Mowbray Park** (Award Finance Summary) (Award Issue Advice)

Select	ID	Award/Qualification/UOC	Assessment Type	Organisation (Enrolment Source Company)	No. of Members	Proposed Assessment Date	Status	Action
<input checked="" type="checkbox"/>	506954	Bronze Medalion Certificate II in Public Safety (Aquatic Rescue) (PUA21012) Apply Surf Awareness and Self-Rescue Skills (PUASAR012C) Communicate in the Workplace (PUACOM001C) Follow Defined Occupational Health and Safety Policies and Procedures (PUAHS001C) Operate Communications Systems and Equipment (PUACPE013A) Participate in an Aquatic Rescue Operation (PUASAR013A) Provide basic emergency life support (HLTFA211A) Work Effectively in a Public Safety Organisation (PUATEA004D) Work in a Team (PUATEA001B)	Award	Burleigh Heads Mowbray Park	4	15/08/2015	Incomplete	Submit Update Enrolment Form Form 14 Print Attendance Sheet Delete

Total: 1 assessment(s).

**Cairns** (Award Finance Summary) (Award Issue Advice)

Select	ID	Award/Qualification/UOC	Assessment Type	Organisation (Enrolment Source Company)	No. of Members	Proposed Assessment Date	Status	Action
<input checked="" type="checkbox"/>	507938	Bronze Medalion Certificate II in Public Safety (Aquatic Rescue) (PUA21012) Apply Surf Awareness and Self-Rescue Skills (PUASAR012C) Communicate in the Workplace (PUACOM001C)	Award	Cairns		29/10/2015	Incomplete	Submit Update Enrolment Form

At the end of each assessment request screen, there will be relevant action buttons to select to process or otherwise each assessment selected. To explain:

The left button is to process this assessment **only** with the appropriate action depending on what stage of the process it is in.

Show Assessment History

Award Reference Report

Allocate Award(s) Ignore and Continue Cancel

Show Assessment History

Award Reference Report

Approve Candidates Approve Candidates and Continue Ignore and Continue Cancel

The **Approve and Continue** means to action and go to the next selected assessment.

The **Ignore and Continue** means to ignore the action and move to the next selected assessments

The **Cancel** mean to cancel all activities selected.



## Surfguard – Entering Credit Transfer assessments

An enhancement to the assessment type CR (Credit Transfer) where you can enter the proposed assessment date of **more** than one year old, to allow older certificates to be entered.

## Surfguard – Other Enhancements

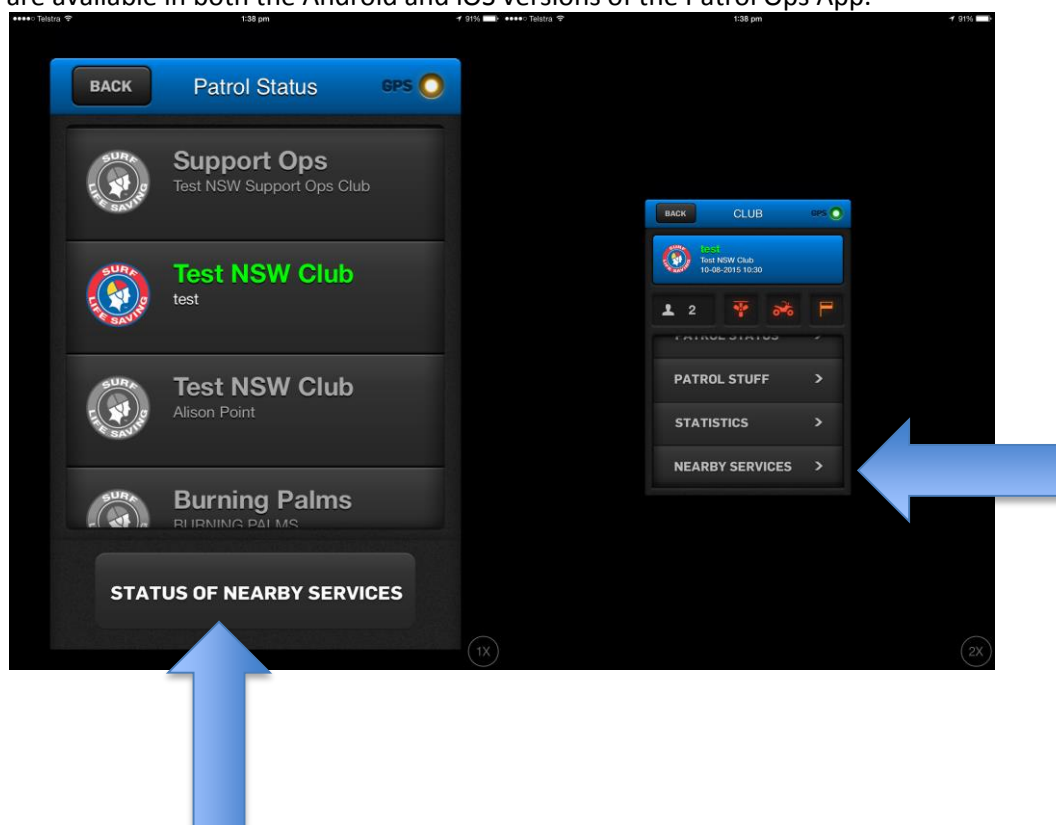
- Patrol Roster Report – there was duplication of team members in the report. This has been rectified.
- Clothing Sizes – some people have inappropriate clothing sizes for their gender, this has been fixed by script.

## Patrol Ops Application – new “Services Near Me” feature

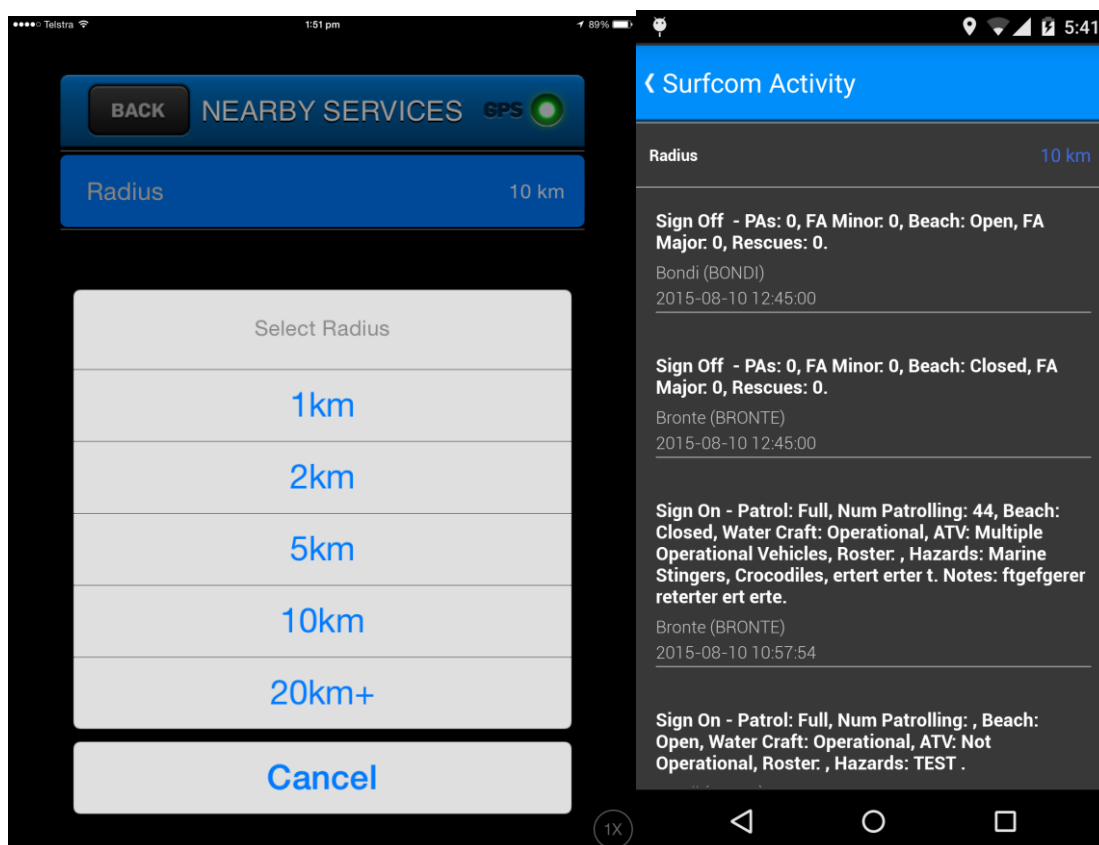
This new feature will be rolled into production in late August. The new feature has been developed to enable a person using the Patrol Ops Application to see what services are active or not active around them. You can adjust the radius to filter services as appropriate.

It is available in two areas of the App, in the Patrol Status area in the club list and in the Patrol Status / Club action list (where you log on / off etc.). See screenshots below.

These functions are available in both the Android and iOS versions of the Patrol Ops App.



Adjusting the radius is performed by clicking the radius and selecting smaller or larger. The default is 10Km.



## PAYMENT GATEWAY

Clubs can now nominate a maximum of 3 emails address to get Notifications sent to them of the transaction receipt each time a payment is made. Please complete the Form 75 and either scan & email or fax to [ithelp@slsa.asn.au](mailto:ithelp@slsa.asn.au)

## PORTAL LIBRARY CONTENT REMINDER

Clubs, Branches and States are reminded to review and update all relevant seasonal documents, Operating Procedures, Rosters and so on prior to the commencement of the season.

Clubs and Branches are reminded that the Clubs and Branches/Regions area of the Library is there for organisations to use, whereby only their members can see and access these files and documents.

## HELP AND SUPPORT

SLSA have a dedicated helpdesk team available for any assistance, queries or help that may be required. Users of all SLSA IT systems can contact the helpdesk using the below information.

### Support Hours

Monday to Friday:	8.00am – 6.00pm
Saturday & Sunday:	9:00 am – 1:00 pm
Log a support ticket:	<a href="https://support.sls.com.au">https://support.sls.com.au</a>
Telephone:	1300 724 006
Email:	<a href="mailto:ithelp@slsa.asn.au">ithelp@slsa.asn.au</a>