Government of **Western Australia**
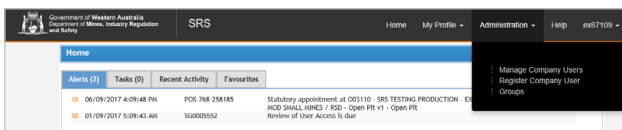Department of **Mines, Industry Regulation and Safety**

Quick help guide to Company Administrator

Registering a person via a Company Administrator

Company Administrators can register users for Safety Regulation System (SRS) subsystem(s) they administer.
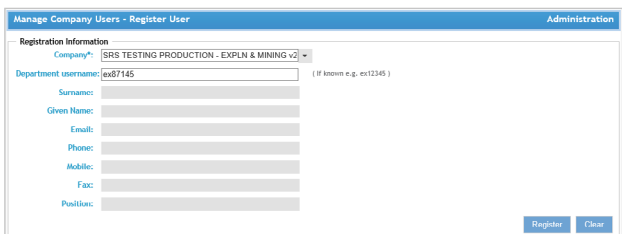
1. From the SRS home page click on the 'Administration' tab and select 'Register Company User'.
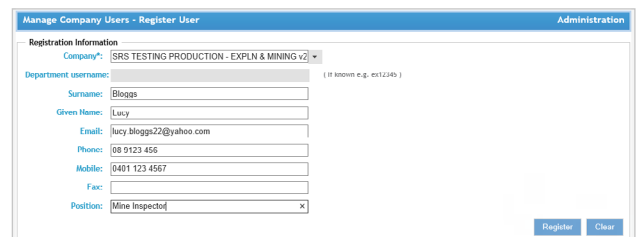

If the Company Administrator is associated with more than one company, ensure the relevant company is selected from the drop-down menu.

2. If the person to be registered has an existing Department account, enter their username and click 'Register'.

3. If the person does not have an existing account, enter all relevant details and click 'Register'.

Once user registration is completed, you will be redirected to the 'Manage Company User' screen where the new user can be granted security roles as Company Endorser, Company Administrator or Company Representative.

The registered user will receive two emails from the Department IT Service Desk. The first email confirms the public access to SRS and the second email contains their username and initial password.
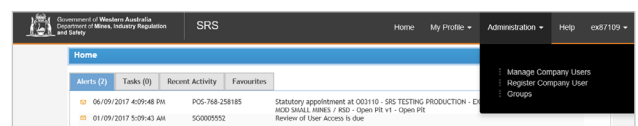
Managing users

A Company Administrator who is authorised for the relevant subsystem can grant, revoke or retire security roles for existing users within the company. There is a limit of three Company Administrators for each subsystem.

If the user does not exist, you need to register them for a Department account first. See *Registering a person via a Company Administrator* above.
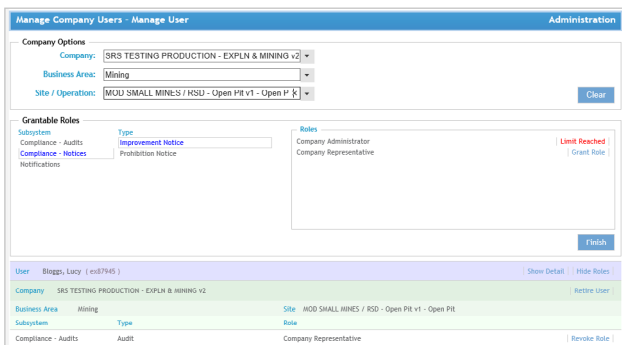
Administer roles

1. To administer security roles use the 'Manage Company User' tab under Administration on the SRS home page. You will be redirected to the 'Manage Company Users – Overview Users' page.

To search for an existing user, enter the name or existing account in the 'User' field and click 'Search'. The registered person will be displayed. Click 'Show Roles' to view the account holder's existing role(s). To add new roles click 'Manage User'.
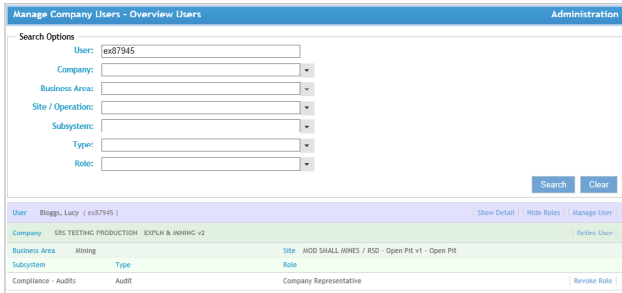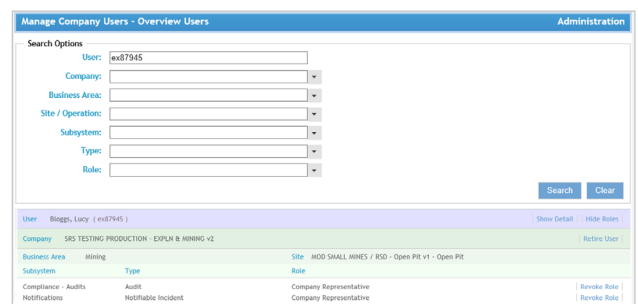

2. In Company Options select the applicable company, business area and site/operation. The list will show current role(s) applicable to the user.

3. Select the subsystem, type, roles to be granted and click 'Grant Role'. The list will be updated once security role(s) has been added.

4. If you have granted all the appropriate roles for this user click 'Finish'.
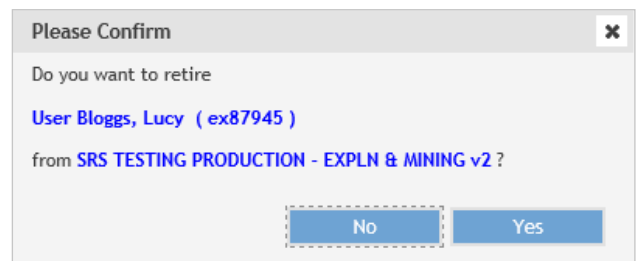

Revoke and retire security roles

A Company Administrator should revoke or retire a user if the role is no longer relevant. Unless a user access has been revoked or retired they will still be able to access the company or site information via SRS.

1. To revoke security roles use the 'Manage Company User' tab under Administration on the SRS homepage. You will be redirected to the 'Manage Company Users – Overview Users' page.

2. To search for the existing user, enter the name or existing account in the 'User' field and click 'Search'. The registered person will be displayed. Click 'Show Roles' to view the account holder's existing role(s).

3. Select the applicable subsystem, type and role then click 'Revoke Role'. Once revoked, the user will not be able to access the subsystem. You can also retire an existing user if they no longer require any security role(s).

To retire an exisiting user, search for the user then click 'Retire User'. A confirmation to retire dialog box will appear. Click 'Yes' and all security roles will be deleted.

You will not be able to retire the user if they hold another security roles outside of your authorised administration access. However you can still revoke the roles within your adminstration area.

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