

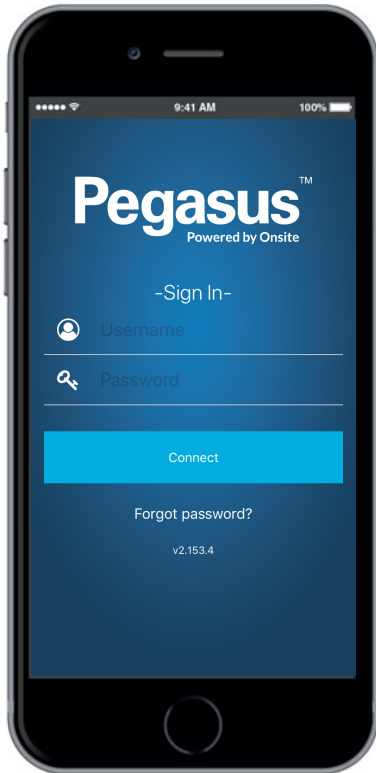


ESI worker

# Mobile App User Guide - Auditing Roles



## Auditing Roles



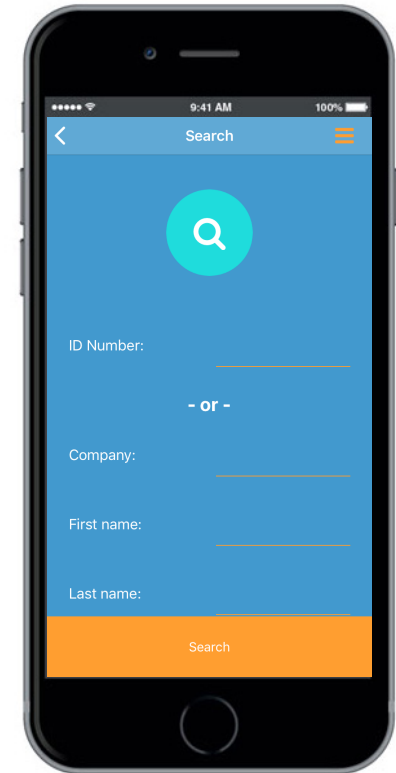
**Step 1**  
Login using your username and password.



**Step 2**  
Now you have logged in, you can scan a ESI card by selecting "Scan," or you can search for a cardholder by selecting "Search."

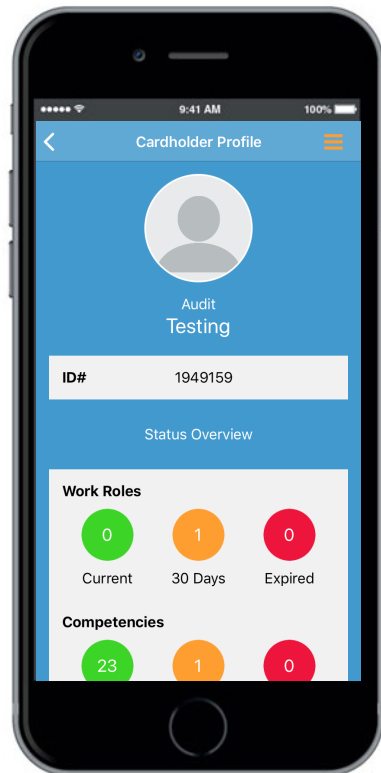


**Step 3**  
Scan a cardholder's card by holding your phone over the QR code on their ESI card.

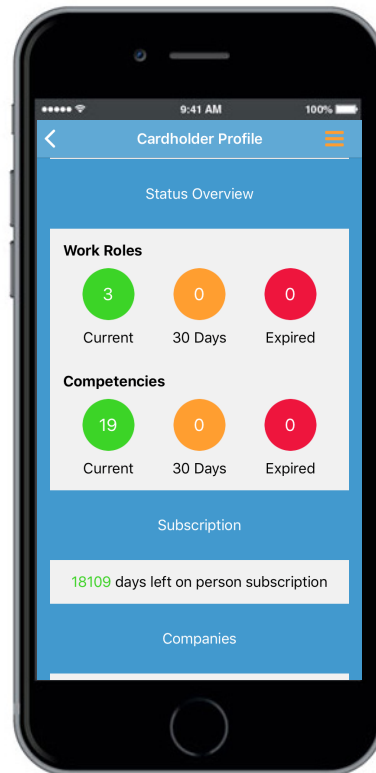


**Step 4**  
If you are manually searching for a specific cardholder, enter their ID number which is found on their ESI card, or alternatively enter their first name, surname and DOB.

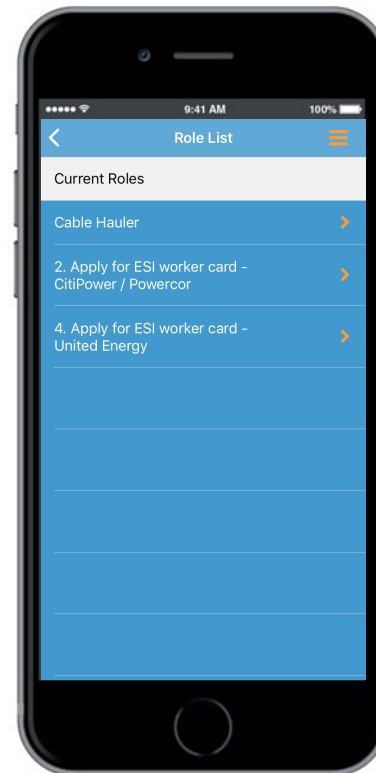
## Auditing Roles



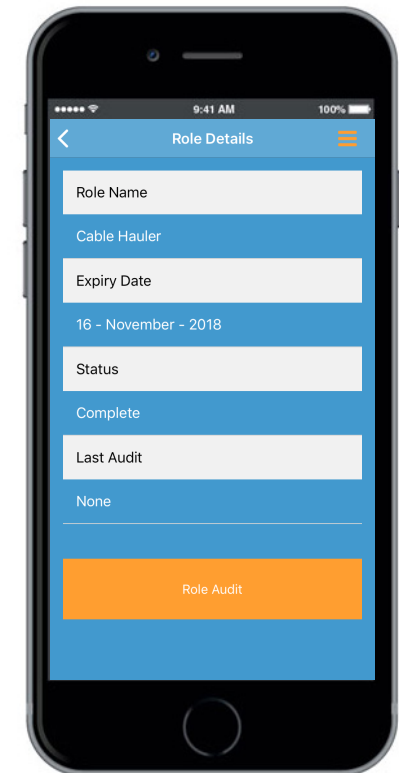
**Step 5**  
At the top of the profile page you can view the cardholder’s ID number, and photo  
Scroll down to view their work roles and competencies.



**Step 6**  
Select “Work Roles.”

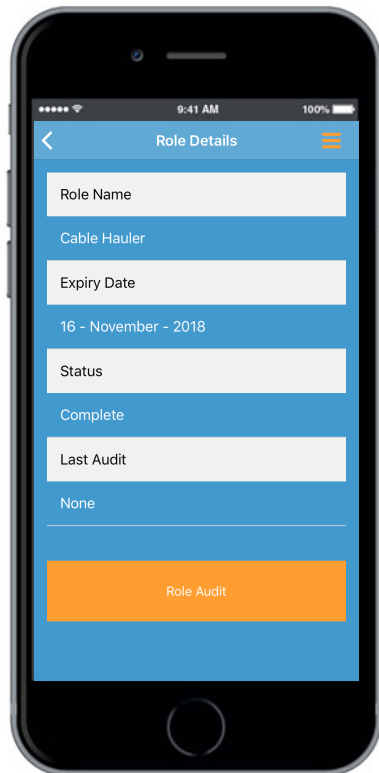


**Step 7**  
From the list of work roles, select the role you wish to audit.

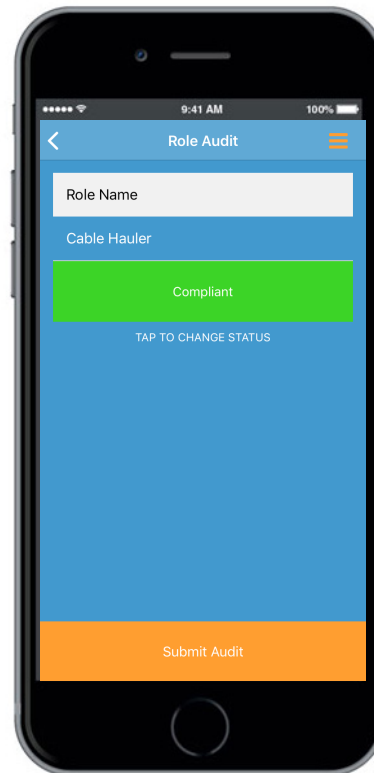


**Step 8**  
View the role details, then scroll down to see the “Audit Role” button.

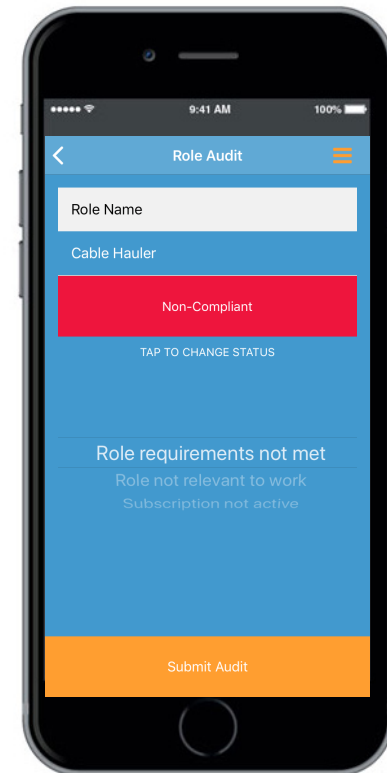
## Auditing Roles



**Step 10**  
Select "Audit Role."



**Step 11**  
If the role status is compliant, there is no need to tap to change the status, select "Submit Audit."



**Step 12**  
If the role status is "Non-Compliant," tap "Non-Compliant" to change the status to "Compliant." Select the relevant role status checkbox. To finalise this audit, select "Submit Audit."

**Pegasus**<sup>TM</sup>  
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