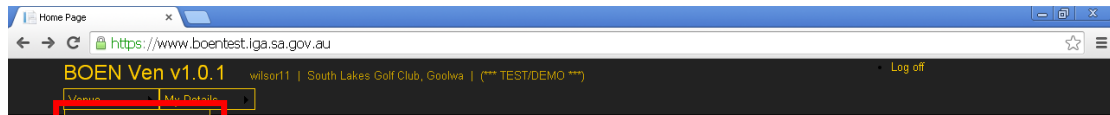


Before commencing use of the BOEN system please ensure you have the following 3 items scanned onto your PC.

- 1) Signed declaration from staff members
- 2) Copy of ID used to verify staff member
- 3) If you will be printing a badge for the person an image of person to be added (must be clear colour photo of persons face)

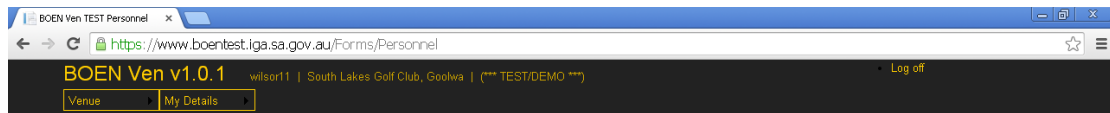


Barring and Online Employee Notification System

Choose your option from the drop down menus shown above

Hover mouse over venue and click Personnel.

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Select Display Venue Personnel



New Personnel (check any preferred, previous or maiden names as well to avoid duplicating aperson)
First Name Surname Gender Date of Birth

Enter details of person to be approved and click find.
Note: Ensure the spelling of the person & DOB are exactly the same as provide by the person.

If the person has already been entered on the system at another venue you should see the following 2 screens.

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

Venue My Details Log off

Personnel

Search Results

Title	Given Names	Surname	Gender	Appointment	System Role	Action
Mr	Daniel John	Smith	M	New to venue		Select

New Personnel (check any preferred, previous or maiden names as well to avoid duplicating aperson)
First Name Daniel Surname Smith Gender M Date of Birth 01/06/1963 Find

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Click select to add person to your venue.

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

Venue My Details Log off

Personnel

Personnel Details for Daniel John Smith

Select from the following options your next action:

Maintain Appointment

Position Type	Appointed On	Ceased On
No Person Involvement found.		
Gaming Employee	03/07/2014	

Save

Cancel

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Select relevant approval sought and click Save.

If the person hasn't been added before you should see the following:

BOEN Ven v1.0.1 | wilsor11 | South Lakes Golf Club, Goolwa | (** TEST/DEMO **)

Personnel

New Personnel (check any preferred, previous or maiden names as well to avoid duplicating aperson)
First Name Daniel Surname Smith Gender M Date of Birth 01/06/1983 Find

Name	Type	Title	Given Names	Surname	Gender	Date of Birth
Legal	Mr		Daniel John	Smith	M	01/06/1983

Address
Street Grenfell Street Postcode 5000 Suburb ADELAIDE SA

Contact Type	Contact Is	Confirm	Other Info
Email	dsmith@hotmail.com	dsmith@hotmail.com	
Mobile	0410 000 000		
Home Phone	8000 0000		

Appointment
Personnel Position Type Gaming Employee Appointed On 03/07/2014

Proof of Identity	Number on ID	Expires On
SA Driver Licence	x1111111	01/01/15

CBS Badge:
Badge Number 111111

Add Cancel

Enter details of individual. Street and email addresses are compulsory fields. Be sure to include existing ID number if applicable and click Add.

You will need to set the access permissions for the staff member this can either be as view only or full administration access.

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

Personnel

Existing Personnel Filter: Current Staff | Display Venue Personnel

Search Results

Title	Given Names	Surname	Gender	Appointment	System Role	Action
	Richard	Willson	M	Gaming Manager	Administrator	Select

New Personnel (check any preferred, previous or maiden names as well to avoid duplicating aperson)
First Name Surname Gender Date of Birth Find

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From the Venue Personnel screen click select.

BOEN Ven v1.0.1 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **) Log off

Venue My Details

Personnel

Appointment Details for Richard Willson

Select from the following options your next action:

Maintain Appointment | **Maintain System Role** | Maintain Proof of ID

Position Type	Appointed On	Cancel On	
Gaming Manager	03/07/2014		Edit
Gaming Employee	03/07/2014		Save

If all involvement is ceased, this person's ability to login into the venue will also be removed.

Cancel

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Click System Role.

Start | AGD/Applications - In... | Liquor and Gambling ... | UC for Business Desk... | BOEN Guide.doc - Mic... | BOEN Ven TEST Perso... | BOEN Ven TEST Perso... | 1:39 PM

BOEN Ven v1.0.1 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **) Log off

Venue My Details

Personnel

System Role for Richard Willson

Select from the following options your next action:

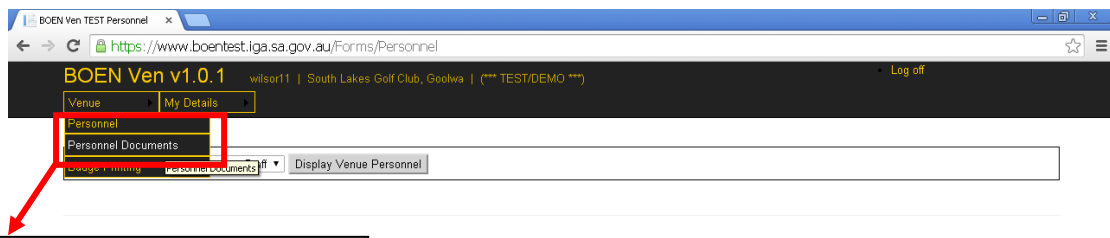
Maintain Appointment | Maintain System Role | Maintain Proof of ID

System Role	Save	Cancel
Administrator		
No System Role		
Administrator		
Administrator Only		
System User		

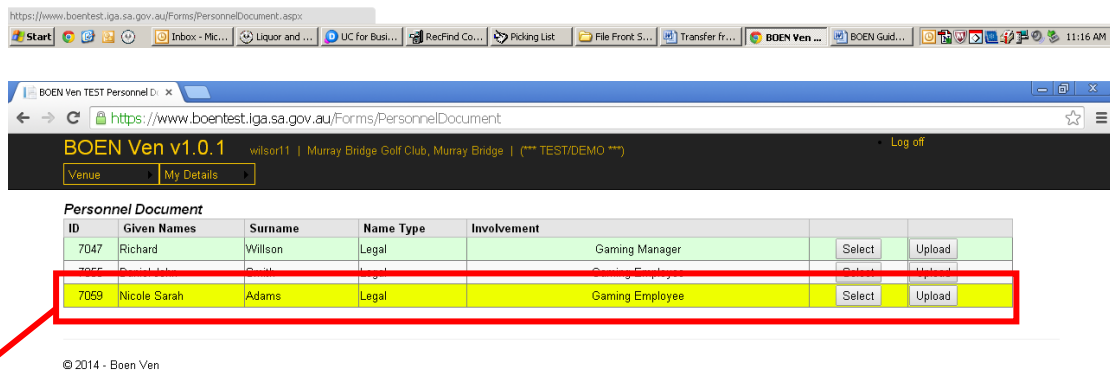
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Select relevant role and Click Save.

To upload Declaration and ID.



To upload declaration and ID please click Personnel Documents.



Select person and click upload.

Personnel Document

ID	Given Names	Surname	Name Type	Involvement		
7047	Richard	Wilson	Legal	Gaming Manager	Select	Upload
7055	Daniel John	Smith	Legal	Gaming Employee	Select	Upload
7059	Nicole Sarah	Adams	Legal	Gaming Employee	Select	Upload

Upload Documents for Nicole Sarah Adams

Personnel Document Type | Notification Of New Personnel

Filename

Choose File | No file chosen

Import Document File

Look in: BOEN

- ~\$EN Guide.doc
- BOEN Guide.doc
- BOEN-Form21-online-employee.pdf
- BOEN-Form22-offline-employee.pdf
- BOEN-Form23-offline-variation.pdf

File name: BOEN-Form22-offline-employee.pdf

Files of type: All Files

Open as read-only

Open Cancel

Click choose file and open folder where Declaration and ID are saved. Click open then click Import Document File. Repeat if ID and Declaration are separate documents.

Personnel Document

ID	Given Names	Surname	Name Type	Involvement		
7047	Richard	Wilson	Legal	Gaming Manager	Select	Upload
7055	Daniel John	Smith	Legal	Gaming Employee	Select	Upload
7059	Nicole Sarah	Adams	Legal	Gaming Employee	Select	Upload

Upload Documents for Nicole Sarah Adams

ID	Uploaded Filename	File Size (Kb)	Uploaded On	Uploaded By	
12	BOEN-Form22-offline-employee.pdf	249	03/07/2014	wilson11	Delete

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Uploaded documents will be

To Print the Badge

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

Venue | My Details

Personnel

Personnel Documents

ID	Surname	Name Type	Display Name Short	First Name	Involvement	
7047	Willson	Legal	Richard Willson	Richard	Gaming Manager	Upload
7055	Smith	Legal	Daniel Smith	Daniel	Gaming Employee	Upload Badge
7059	Nicole Sarah Adams	Legal	Nicole Adams	Nicole	Gaming Employee	Upload

To print a badge you must first upload an image of the employee - Select Upload
Once the image has been uploaded - Select Badge

Select Badge Printing.

https://www.boentest.iga.sa.gov.au/Forms/BadgePrinting.aspx

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

Venue | My Details

Badge Printing

ID	Given Names	Surname	Name Type	Display Name Short	First Name	Involvement	
7047	Richard	Willson	Legal	Richard Willson	Richard	Gaming Manager	Upload
7055	Daniel John	Smith	Legal	Daniel Smith	Daniel	Gaming Employee	Upload Badge
7059	Nicole Sarah	Adams	Legal	Nicole Adams	Nicole	Gaming Employee	Upload

To print a badge you must first upload an image of the employee - Select Upload
Once the image has been uploaded - Select Badge

Click Upload

javascript:doPostBack('ctl00\$MainContent\$gvPersonnel\$ctl04\$ibUpload','')

BOEN Ven v1.0.1 | wilsor11 | Murray Bridge Golf Club, Murray Bridge | (** TEST/DEMO **)

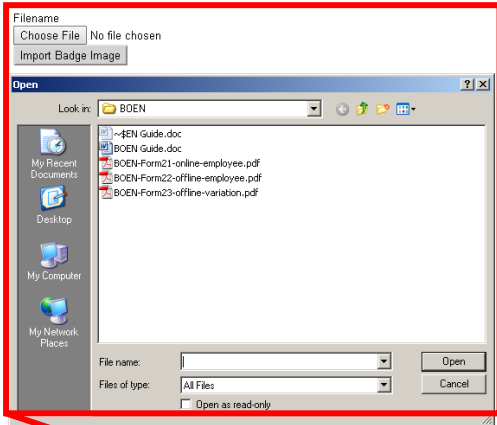
Venue | My Details

Badge Printing

ID	Given Names	Surname	Name Type	Display Name Short	First Name	Involvement	
7047	Richard	Willson	Legal	Richard Willson	Richard	Gaming Manager	Upload
7055	Daniel John	Smith	Legal	Daniel Smith	Daniel	Gaming Employee	Upload Badge
7059	Nicole Sarah	Adams	Legal	Nicole Adams	Nicole	Gaming Employee	Upload

ID	Given Names	Surname	Name Type	Display Name Short	First Name	Involvement	
7047	Richard	Willson	Legal	Richard Willson	Richard	Gaming Manager	Upload Badge
7055	Daniel John	Smith	Legal	Daniel Smith	Daniel	Gaming Employee	Upload Badge
7059	Nicole Sarah	Adams	Legal	Nicole Adams	Nicole	Gaming Employee	Upload Badge

To print a badge you must first upload an image of the employee - Select Upload
Once the image has been uploaded - Select Badge



Click Choose File and locate photo location. Open file and click Import Badge Image.

Once photo has been uploaded click badge.

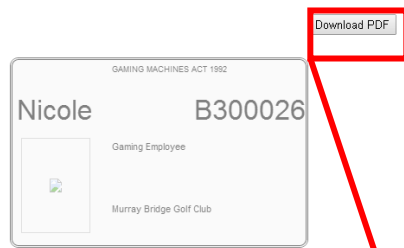
ID	Given Names	Surname	Name Type	Display Name Short	First Name	Involvement	
7047	Richard	Willson	Legal	Richard Willson	Richard	Gaming Manager	Upload Badge
7055	Daniel John	Smith	Legal	Daniel Smith	Daniel	Gaming Employee	Upload Badge
7059	Nicole Sarah	Adams	Legal	Nicole Adams	Nicole	Gaming Employee	Upload Badge

To print a badge you must first upload an image of the employee - Select Upload
Once the image has been uploaded - Select Badge

Badge Builder

Category of Approval
Line 1: Gaming Employee
Line 2:
Line 3:

Select approval categories as required.
***Please note if the RP is not selectable the person has not been approved by CBS as a RP.**



Once categories have been finalised click Download PDF.

The following page should open up. Please print cut out and display.

