Spotters portal user guide

For spotters and registered training organisations

Procedure

A Spotter is responsible for maintaining the safety of others when working inside specified clearances near overhead power lines. Spotters are registered with Energy Safe Victoria via a registered training provider (RTO) and are issued a spotters registration card that shows the competency classes they can spot for. For more information, visit the Energy Safe Victoria Website.

This user guide provides instructions for spotters and RTOs on using the Spotters portal.
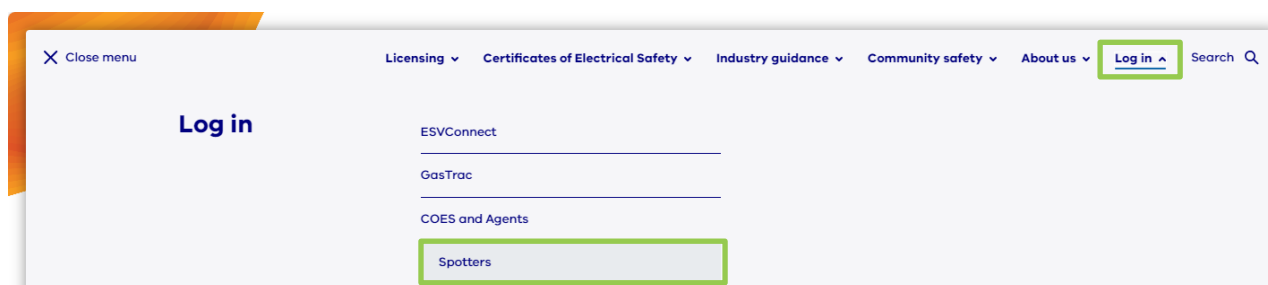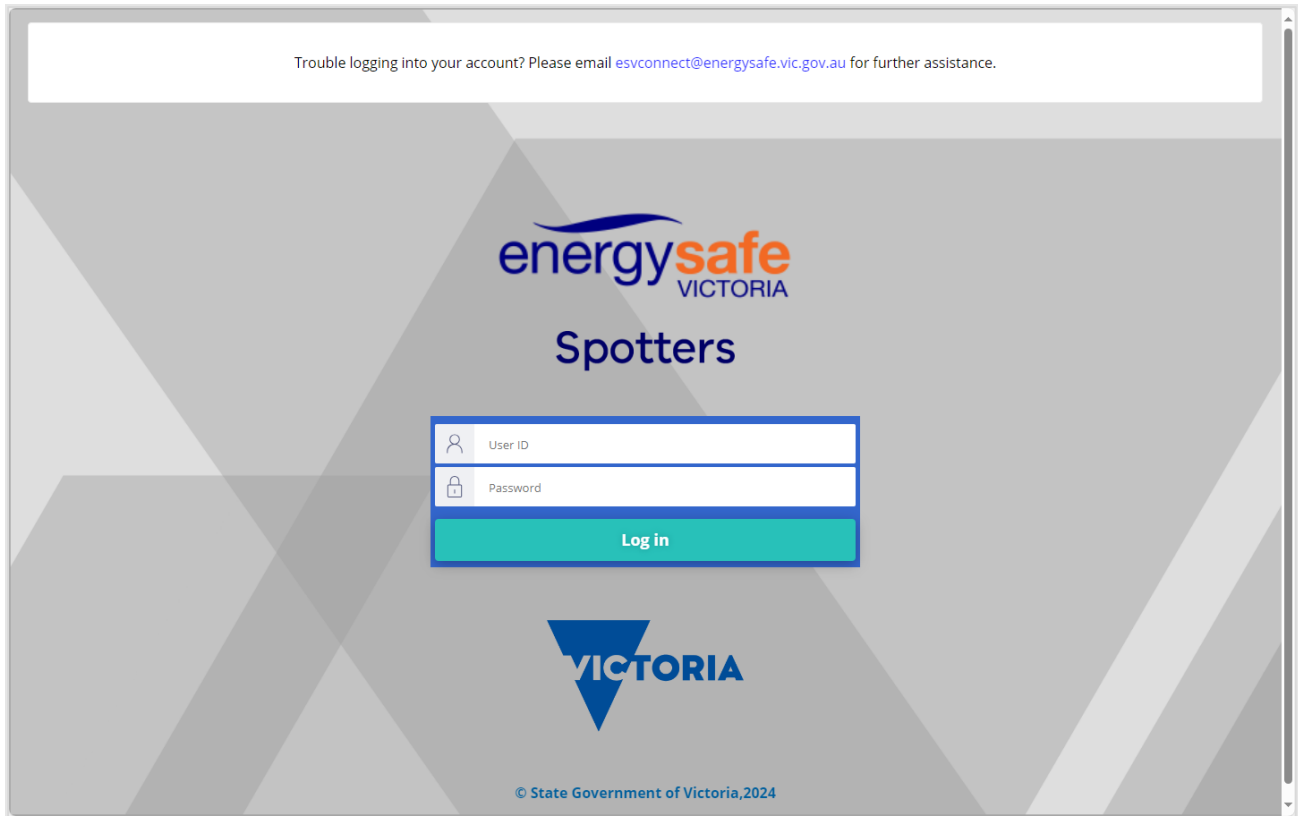
In this guide

Getting Started

This section provides instructions for both spotters and RTOs on getting started in the Spotters portal.

Log into the Spotters portal

1. In your browser, navigate to the Energy Safe Victoria website.

2. In the website menu, click **Log in**, then click **Spotters**.
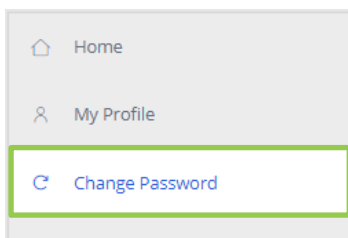
The Spotters portal log in page is displayed.

💡 **Save the portal URL to your browser favourites to easily access as needed.**

3. Enter your **User ID** and **Password**, then click **Log in**.

The Spotters portal home page is displayed.

Change your password

1. In the portal menu, click **Change Password**.

The Change Password screen is displayed.

4. In the **Existing password** field, enter your current portal password.

5. In the **New password** and **Confirm password** fields, enter your new password.

⚠ **Passwords must contain a minimum of 10 characters and include at least one capital letter and one special character.**

6. Click **Submit**. Your password is successfully updated and a notification is displayed.

Information for spotters

This section provides instructions for spotters on maintaining your address and contact details in the Spotters portal.
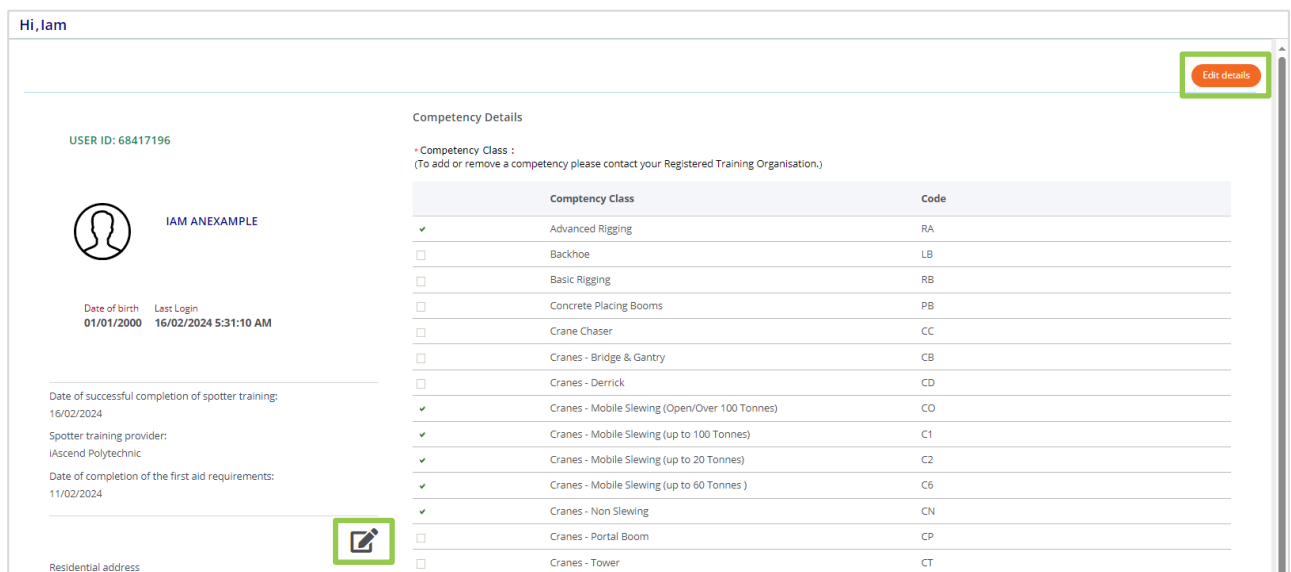
Update your address or contact details

In the Spotters portal, spotters can update their own residential address, postal address, home phone, mobile phone and email address.

ⓘ **Updates to competency classes or certifications must be made directly through your registered training organisation.**

To update your address or contact details:

1. On the portal home page, click either **Edit Details** or the edit icon 📝 .

The Modify Spotter Details screen is displayed.

2. Make the required changes in the **Address Details** and **Contact Details** sections.
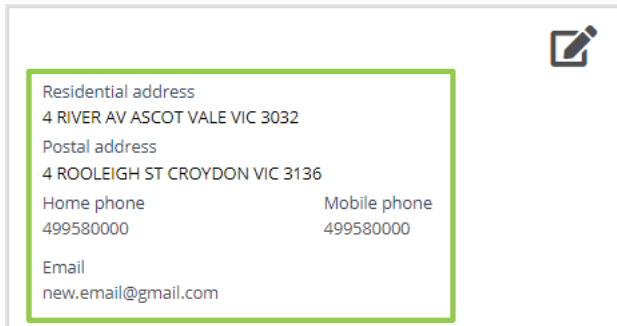

ⓘ **Mandatory fields are marked with an asterisk.**

ⓘ **Updates to competency classes or certifications must be made directly through your registered training organisation.**

3. Click **Submit**.

The Confirm submission popup is displayed.

4. Select **No**, then click **Submit**.

Your details are updated and a notification is displayed. Changes are reflected on the Spotters portal home page.

Information for registered training organisations

This section provides instructions for registered training organisations on using the Spotters portal to manage company contact details and Spotter profiles.
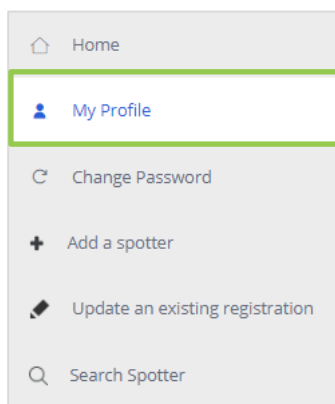
Manage your company contacts

Registered training organisations can have a maximum of three individual contacts attributed to their company profile. These contacts can be maintained in the Spotters portal.

ⓘ **Changes to company information must be made directly through Energy Safe Victoria by emailing esvconnect@energysafe.vic.gov.au.**
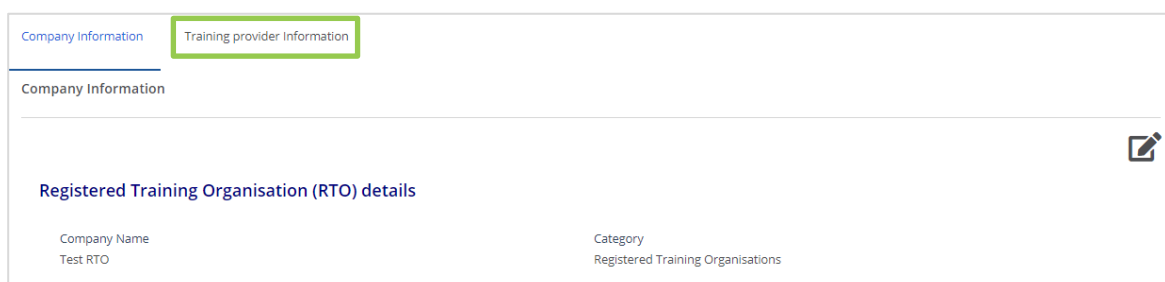
Add or edit a company contact

1. In the portal menu, click **My Profile**.

The registered training organisation (RTO) details screen is displayed.

2. Click **Training provider information**.

The Training Provider Information screen is displayed and shows the contacts that are attributed to your company profile.
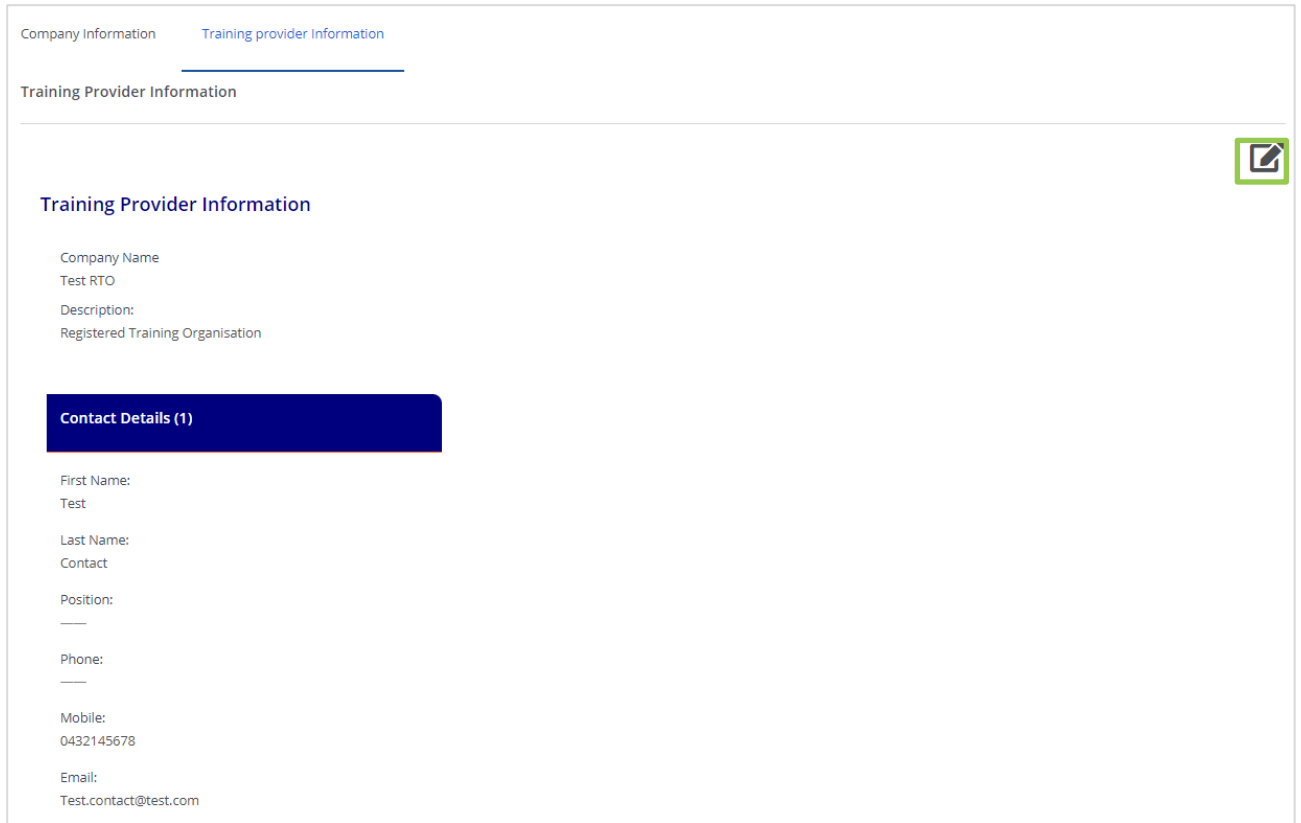
7. Click the edit icon ✎.

The Edit Training Provider screen is displayed.

8. Click to expand the contact you want to add or edit.

ⓘ **A maximum of three contacts can be attributed to your profile.**

9.   Enter or edit the required details, then click **Submit**.

The contact is added or updated, and a notification is displayed.

Delete a company contact

1.   Follow steps **1** to **3** of Add or edit a company contact to navigate to the Edit Training Provider screen.

2.   Click the drop-down list associated with the contact you would like to delete.

3.   Click the **Title** drop-down list, then click **Select**.

4.   Delete the details in the remaining contact fields, ensuring they are empty, then click **Submit**.
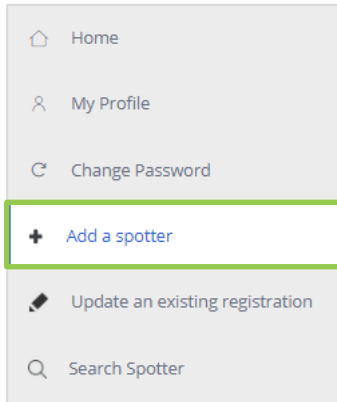

The contact is deleted and a notification is displayed.

Manage Spotter profiles

This section provides instructions for registered training organisations on adding and managing Spotter profiles in the portal.
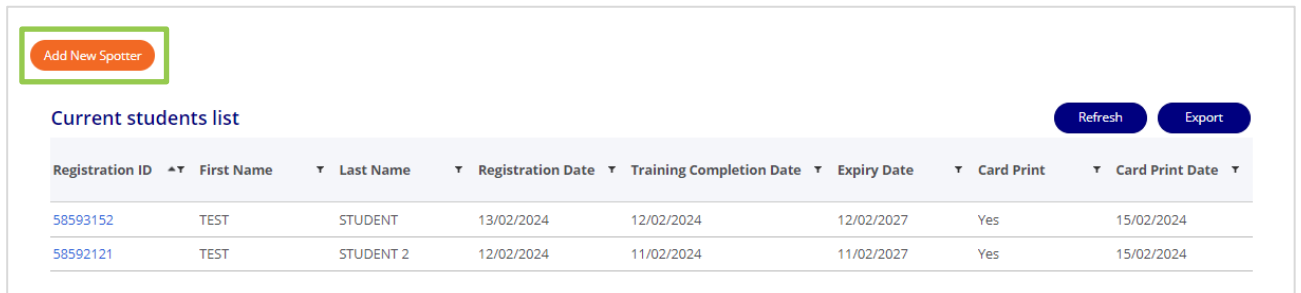
Add a new Spotter profile

1. In the portal menu, click **Add a Spotter**.

The Add a Spotter screen is displayed and shows the **Current students** list.
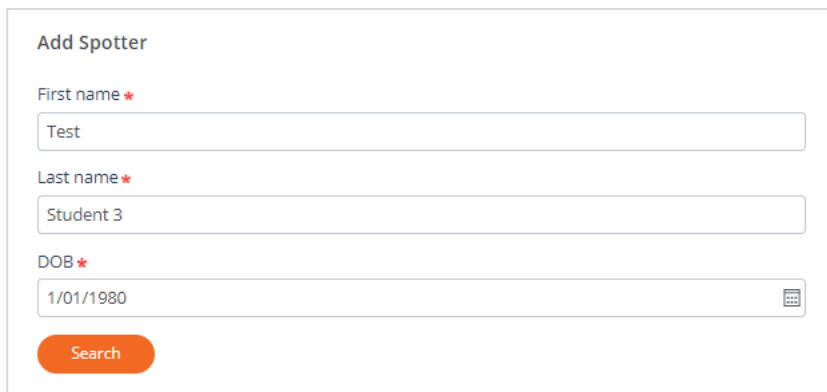
> 💡 **Click the required table header or the filter icon to the right of the table header ▼ to sort or filter the list as required.**

2. Click **Add New Spotter**.

The Add Spotter screen is displayed.

3. Enter the spotters **First name**, **Last name** and **DOB** (date of birth), then click **Search**.

If there is already a Spotter profile in the system with matching details, the profile record is displayed in the **Existing records in the system** table.

> ⓘ **To edit an existing Spotter profile, follow the steps in "Search for and update an existing profile" of this guide.**

4. If there are no matching registered spotters in the system, click **Add Spotter**.

The Capture Spotter info screen is displayed.

5. Complete the **Address Details**, **Contact Details** and **Competency Details** sections of the profile.

6. Check the first aid requirements check box, then select the first aid requirements completion date and Spotter training completion date.
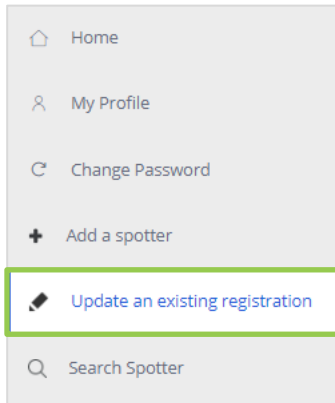

7. Click **Submit**.

The Spotter profile is created and a notification is displayed. The Spotter is registered with Energy Safe Victoria and will be issued a spotters registration card.
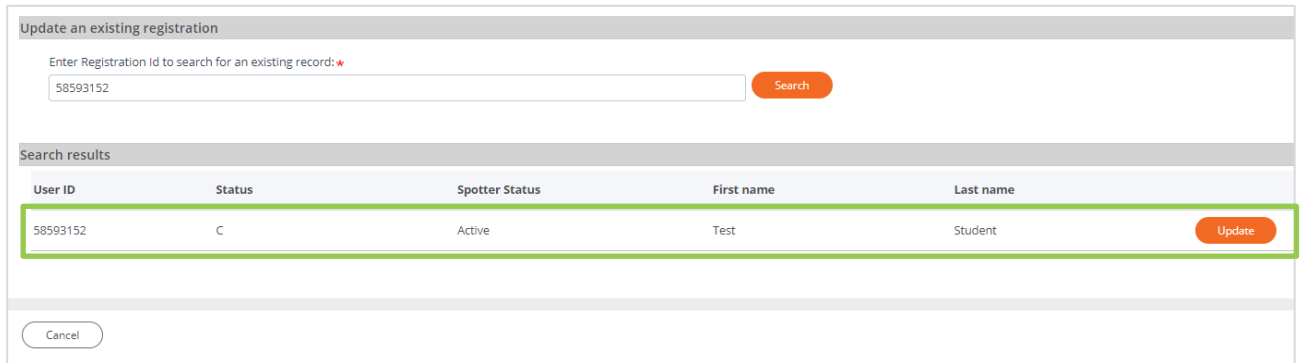
Update an existing profile

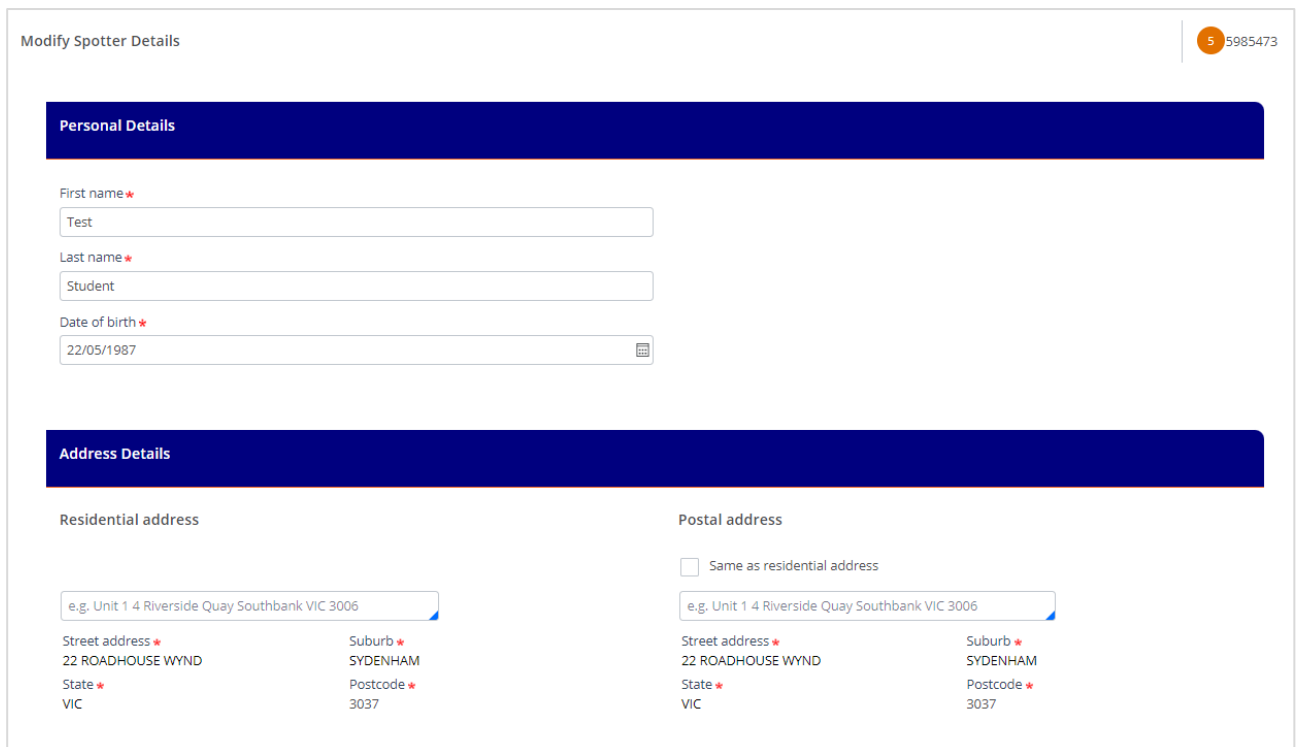1. In the portal menu, click **Update an existing registration**.

The Update an existing registration screen is displayed.

2. Enter the Spotter's registration ID number, then click **Search**.

The Spotter's profile is shown in the **Search results** table.

3. Click **Update**. The Modify Spotter Details screen is displayed.

4. Make the required changes to the **Personal Details**, **Address Details**, **Contact Details**, **Competency Details** or first aid and training completion dates, then click **Submit**.

   The Confirm Submission popup is displayed.

5. Select whether or not you want to issue a new registration card, then click **Submit**.

   The Spotter's details are changed and a notification is displayed.

Export a list of Spotter profiles

This process provides instructions on exporting a full or filtered list of Spotter profiles maintained by your organisation.

> ℹ️ **For instructions on exporting a list of spotters that are awaiting card printing, follow the steps in "View and Export a list of Spotter profiles that have not had cards printed" of this user guide.**

To export a list of Spotter profiles:

1. In the portal menu, click **Search Spotter**.

   The Current student list screen is displayed and shows all the profiles currently registered by your training organisation.

2. If required, you can filter the student list:

   a) Enter one or more search filters in the fields provided.

   b) Click **Search**.

      The list shows profiles that apply to your search filters.

3. Click the **Actions** drop-down menu, then click **Export to Excel**.

The file is exported and is accessible from your default downloads location.

View and Export a list of Spotter profiles that have not had cards printed

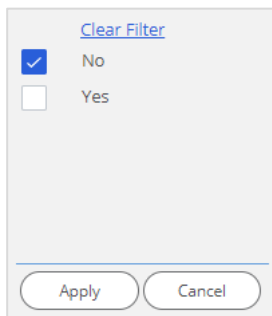1. In the portal menu, click **Spotter Register**.

The Add a Spotter screen is displayed and shows the **Current students** list.

2. In the table header, click the **Card Print** filter icon ▾.

The filter popup is displayed.

3. Select **No**, then click **Apply**.

The list shows profiles that have not yet had cards printed.

4. If required, click **Export**.

The file is exported and is accessible from your default downloads location.

Who we are

We are Victoria's safety regulator for electricity, gas and pipelines.

Our role is to ensure that Victorian gas and electricity industries are safe and meet community expectations. We are also responsible for licensing and registering electricians, and educating the community about energy safety.

More information is available on the Energy Safe Victoria website: www.esv.vic.gov.au