

# 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

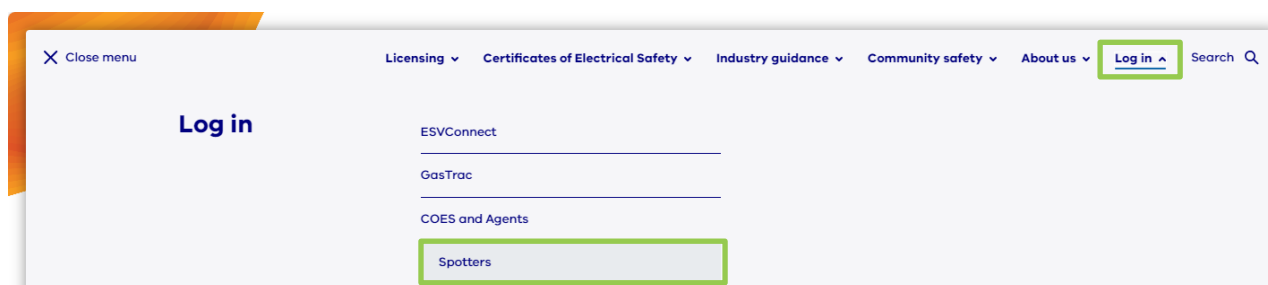
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## Getting Started

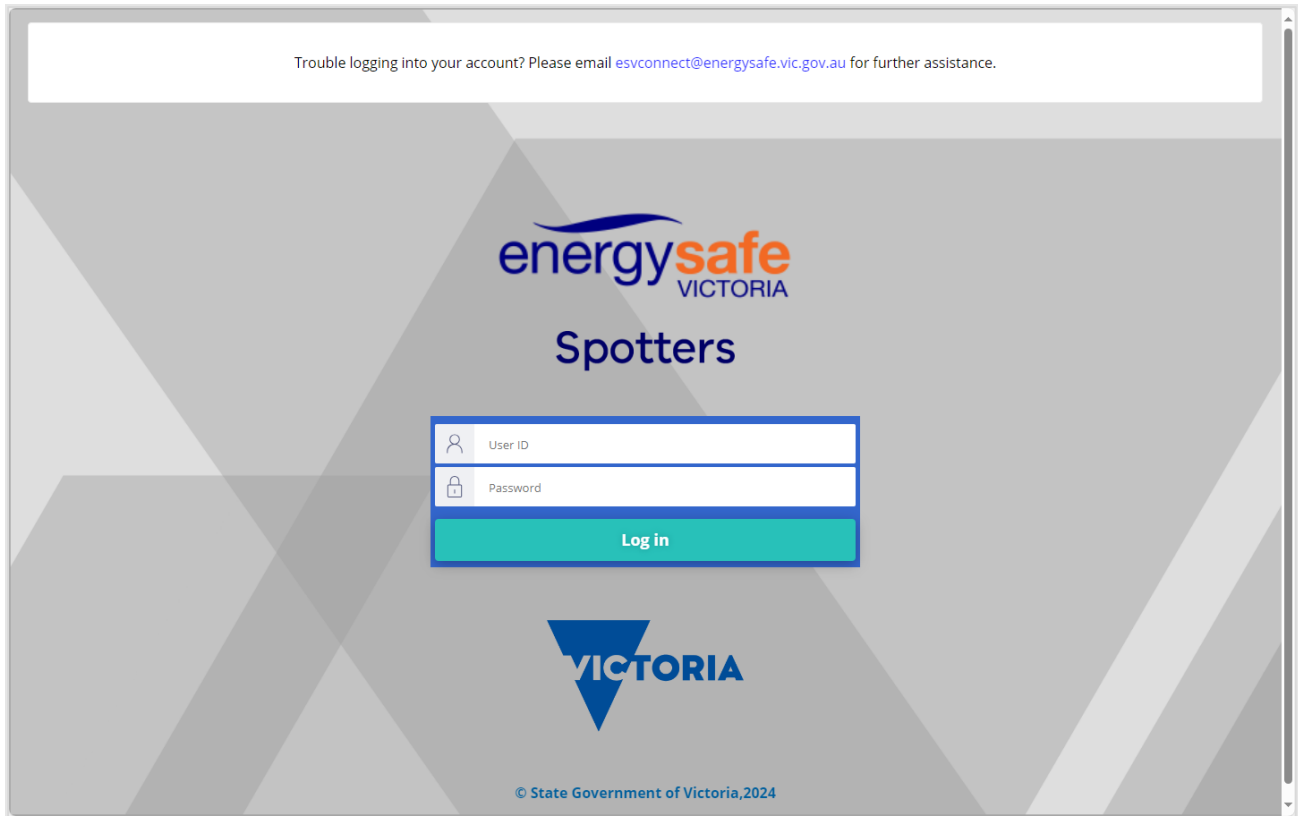
This section provides instructions for both spotters and RTOs on getting started in the Spotters portal.

### 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.



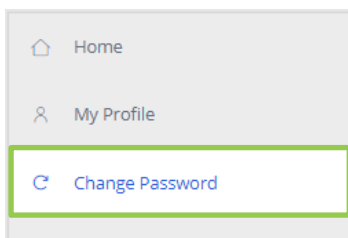
**💡 Save the portal URL to your browser favourites to easily access as needed.**

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.

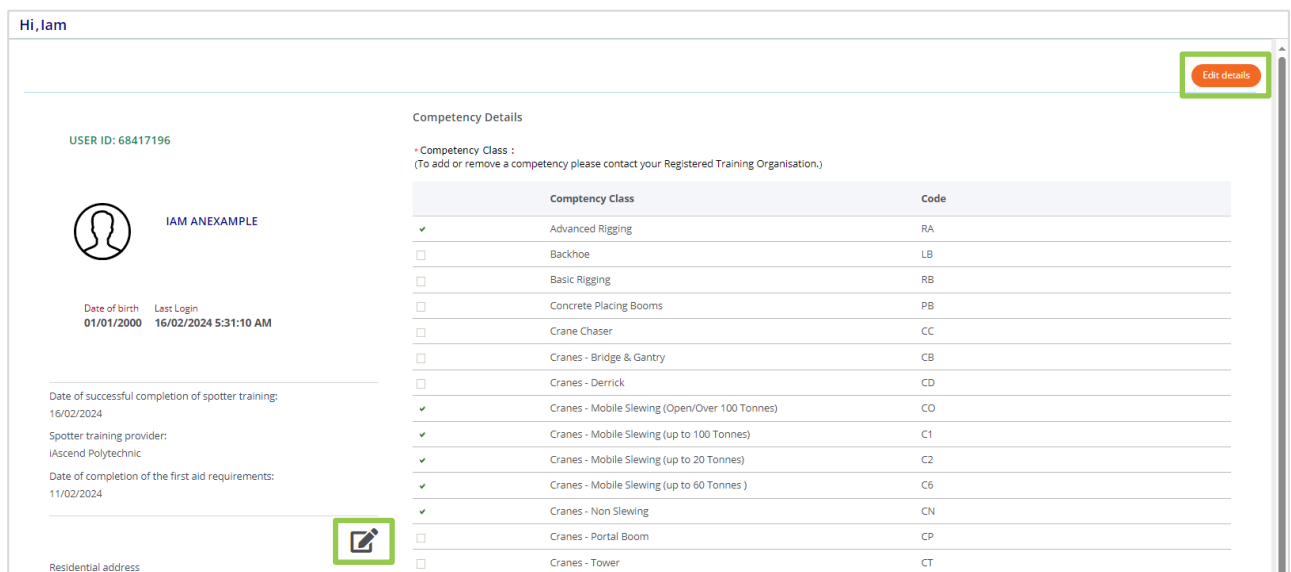
### Update your address or contact details

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

**1 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 .



Hi, Iam

USER ID: 68417196


**IAM ANEXAMPLE**

Date of birth: 01/01/2000 Last Login: 16/02/2024 5:31:10 AM

Date of successful completion of spotter training: 16/02/2024

Spotter training provider: IAscend Polytechnic

Date of completion of the first aid requirements: 11/02/2024

Residential address 

**Competency Details**

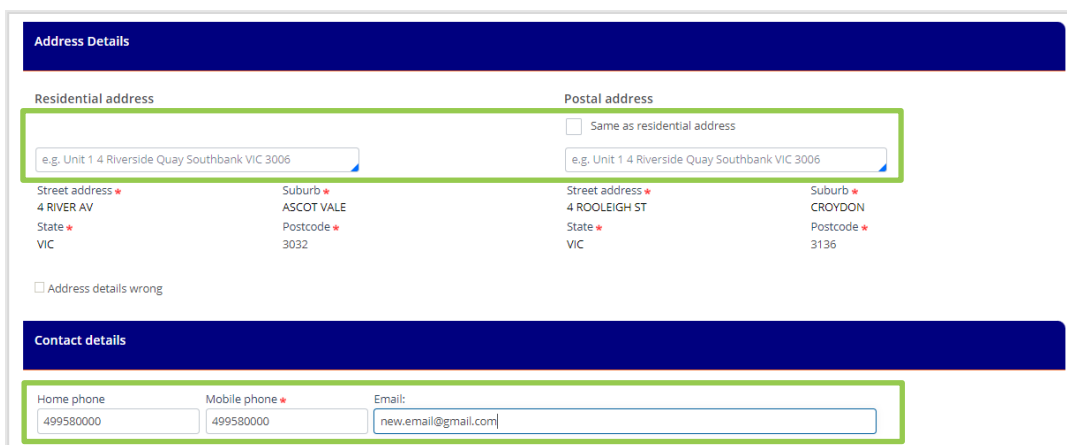
\* Competency Class : (To add or remove a competency please contact your Registered Training Organisation.)

Competency Class	Code
<input checked="" type="checkbox"/> Advanced Rigging	RA
<input type="checkbox"/> Backhoe	LB
<input type="checkbox"/> Basic Rigging	RB
<input type="checkbox"/> Concrete Placing Booms	PB
<input type="checkbox"/> Crane Chaser	CC
<input type="checkbox"/> Cranes - Bridge & Gantry	CB
<input type="checkbox"/> Cranes - Derrick	CD
<input checked="" type="checkbox"/> Cranes - Mobile Slewing (Open/Over 100 Tonnes)	CO
<input checked="" type="checkbox"/> Cranes - Mobile Slewing (up to 100 Tonnes)	C1
<input checked="" type="checkbox"/> Cranes - Mobile Slewing (up to 20 Tonnes)	C2
<input checked="" type="checkbox"/> Cranes - Mobile Slewing (up to 60 Tonnes)	C6
<input checked="" type="checkbox"/> Cranes - Non Slewing	CN
<input type="checkbox"/> Cranes - Portal Boom	CP
<input type="checkbox"/> Cranes - Tower	CT

[Edit details](#)

The Modify Spotter Details screen is displayed.

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



**Address Details**

Residential address: e.g. Unit 1 4 Riverside Quay Southbank VIC 3006

Postal address:  Same as residential address  
e.g. Unit 1 4 Riverside Quay Southbank VIC 3006

Street address \* 4 RIVER AV Suburb \* ASCOT VALE State \* VIC Postcode \* 3032

Street address \* 4 ROOLEIGH ST Suburb \* CROYDON State \* VIC Postcode \* 3136

Address details wrong

**Contact details**

Home phone: 499580000 Mobile phone \* 499580000 Email: new.email@gmail.com

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

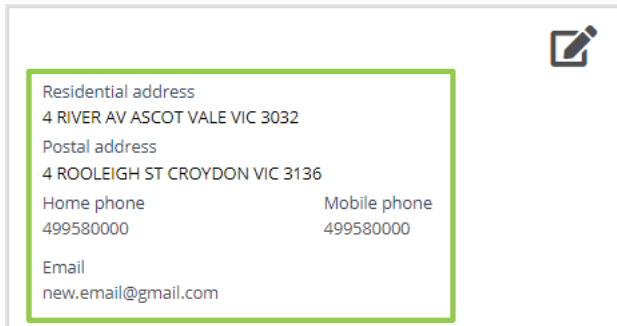
**1 Updates to competency classes or certifications must be made directly through your registered training organisation.**

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.



Residential address	
4 RIVER AV ASCOT VALE VIC 3032	
Postal address	
4 ROOLEIGH ST CROYDON VIC 3136	
Home phone	Mobile phone
499580000	499580000
Email	
new.email@gmail.com	

## 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.

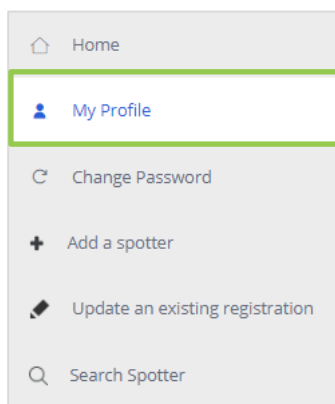
### Manage your company contacts

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.

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- ❗ **Changes to company information must be made directly through Energy Safe Victoria by emailing [esvconnect@energysafe.vic.gov.au](mailto:esvconnect@energysafe.vic.gov.au).**
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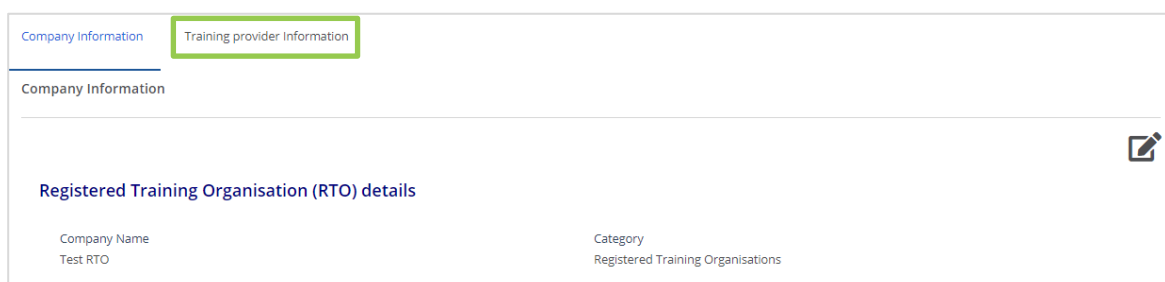
### Add or edit a company contact

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



- Home
- My Profile**
- Change Password
- Add a spotter
- Update an existing registration
- Search Spotter

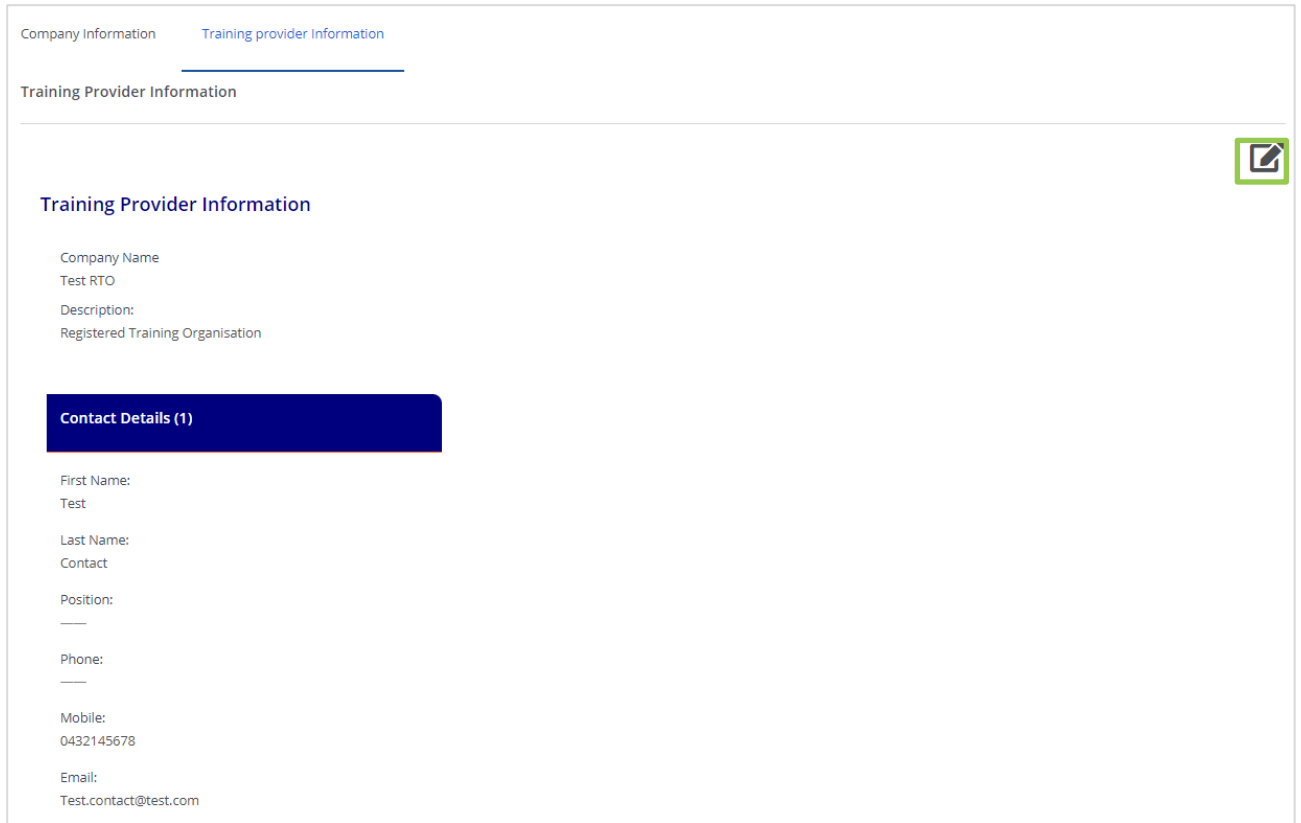
The registered training organisation (RTO) details screen is displayed.




Company Information	<b>Training provider Information</b>
Company Information	
<b>Registered Training Organisation (RTO) details</b>	
Company Name	Category
Test RTO	Registered Training Organisations

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.

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

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

The screenshot shows a web form titled 'Contact Details (1)'. It contains a section 'Contact Details (2)' which is highlighted with a green border. This section includes the following fields: 'First Name:' with the value 'Test 2', 'Last Name:' with the value 'Contact 2', 'Position:', 'Phone:', 'Mobile:' with the value '0400111222', and 'Email:' with the value 'Test.contact2@test.com'. Below this section is 'Contact Details (3)'. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'. The 'Submit' button is highlighted with a green border.

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 screenshot shows the same web form as above, but the 'Contact Details (2)' section is now empty. The fields for 'First Name', 'Last Name', 'Position', 'Phone', 'Mobile', and 'Email' are all blank. The 'Submit' button at the bottom right is highlighted with a green border.

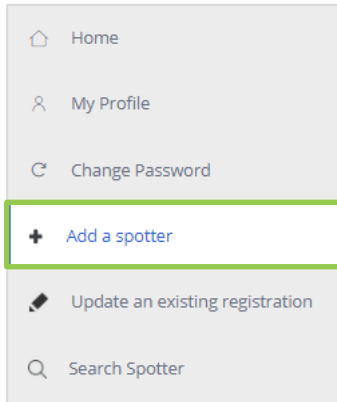
The contact is deleted and a notification is displayed.

## 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

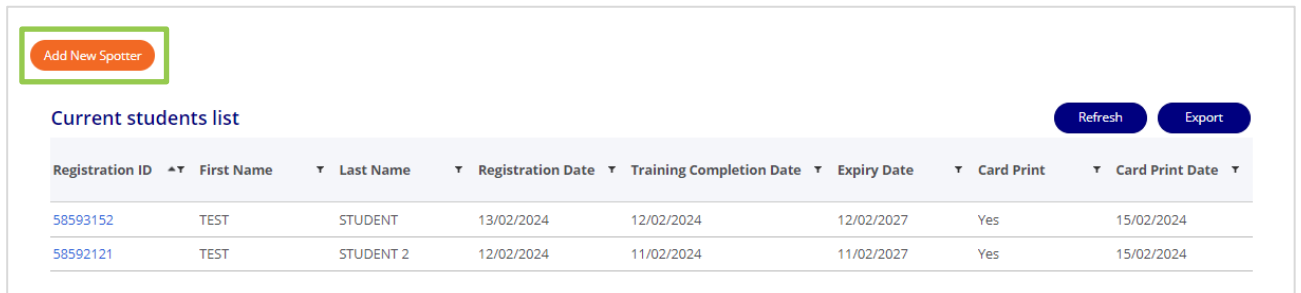
1. In the portal menu, click **Add a Spotter**.



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

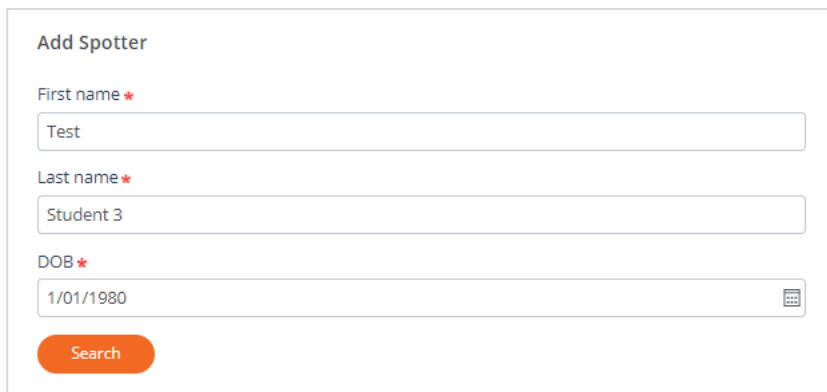
**💡 Click the required table header or the filter icon to the right of the table header to sort or filter the list as required.**

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**.

A screenshot of the 'Add Spotter' form. It has three input fields: 'First name' with the value 'Test', 'Last name' with the value 'Student 3', and 'DOB' with the value '1/01/1980'. A calendar icon is next to the DOB field. At the bottom is an orange 'Search' button.

**Add Spotter**

First name \*

Test

Last name \*

Student 3

DOB \*

1/01/1980

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.

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**i** To edit an existing Spotter profile, follow the steps in [“Search for and update an existing profile”](#) of this guide.

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

The Capture Spotter info screen is displayed.

- Complete the **Address Details**, **Contact Details** and **Competency Details** sections of the profile.
- Check the first aid requirements check box, then select the first aid requirements completion date and Spotter training completion date.

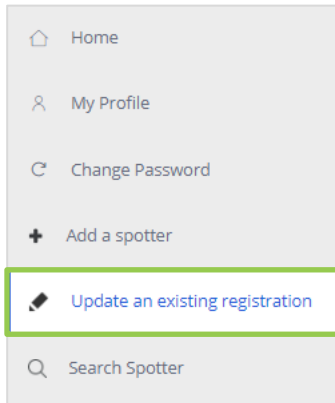
- Click **Submit**.

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

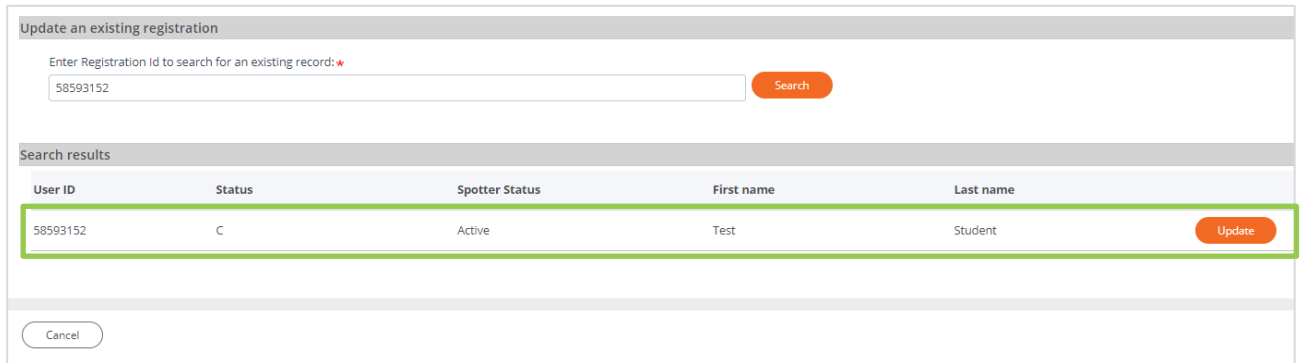
1. In the portal menu, click **Update an existing registration**.



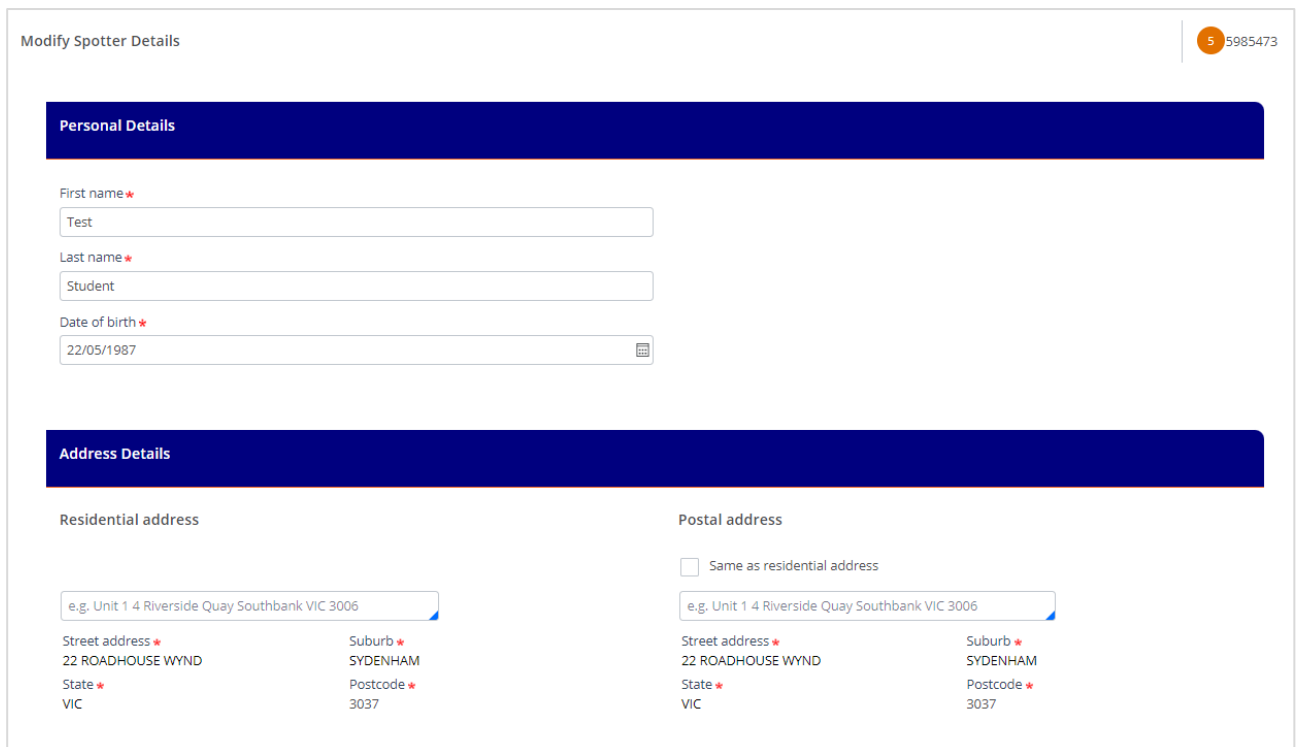
The Update an existing registration screen is displayed.

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.



- 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.

- 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.

- 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:

- 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.

The screenshot shows the 'Entire student history' page with a search and filter interface. Below the filters, a table displays 3 records:

User ID	First name	Last name	Registration Date	Training Completion Date	Expiry Date	Card Print	Card Print Date
58594112	TEST	STUDENT 3	23/02/24 2:08 PM	21/02/24 12:00 AM	21/02/27 12:00 AM	No	
58593152	TEST	STUDENT	13/02/24 5:28 PM	12/02/24 12:00 AM	12/02/27 12:00 AM	Yes	15/02/24 10:25 AM
58592121	TEST	STUDENT 2	12/02/24 3:15 PM	11/02/24 12:00 AM	11/02/27 12:00 AM	Yes	15/02/24 10:25 AM

- If required, you can filter the student list:
  - Enter one or more search filters in the fields provided.
  - Click **Search**.

The list shows profiles that apply to your search filters.

The screenshot shows the filtered student list with 2 records:

User ID	First name	Last name	Registration Date	Training Completion Date	Expiry Date	Card Print	Card Print Date
58593152	TEST	STUDENT	13/02/24 5:28 PM	12/02/24 12:00 AM	12/02/27 12:00 AM	Yes	15/02/24 10:25 AM
58592121	TEST	STUDENT 2	12/02/24 3:15 PM	11/02/24 12:00 AM	11/02/27 12:00 AM	Yes	15/02/24 10:25 AM

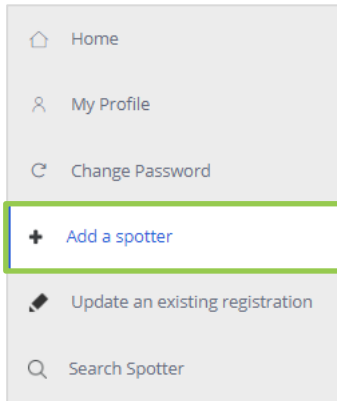
- Click the **Actions** drop-down menu, then click **Export to Excel**.

The screenshot shows the 'Entire student history' page with the 'Actions' menu open, highlighting the 'Export to Excel' option.

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**.



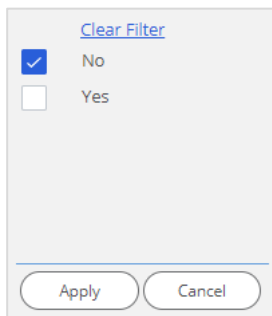
The Add a Spotter screen is displayed and shows the **Current students** list.

The screenshot shows a table titled 'Current students list' with columns: Registration ID, First Name, Last Name, Registration Date, Training Completion Date, Expiry Date, Card Print, and Card Print Date. There are 'Refresh' and 'Export' buttons in the top right. A green box highlights the filter icon on the 'Card Print' column header.

Registration ID	First Name	Last Name	Registration Date	Training Completion Date	Expiry Date	Card Print	Card Print Date
58594112	TEST	STUDENT 3	23/02/2024	21/02/2024	21/02/2027	No	
58592121	TEST	STUDENT 2	12/02/2024	11/02/2024	11/02/2027	Yes	15/02/2024
58593152	TEST	STUDENT	13/02/2024	12/02/2024	12/02/2027	Yes	15/02/2024

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 screenshot shows the table after filtering. The 'Card Print' column is highlighted with a green box. The 'Export' button is also highlighted with a green box. The table now only contains two rows where 'Card Print' is 'No'.

Registration ID	First Name	Last Name	Registration Date	Training Completion Date	Expiry Date	Card Print	Card Print Date
58592121	TONY	STARK	12/02/2024	11/02/2024	11/02/2027	No	
58593152	TINA	CLOSE	13/02/2024	12/02/2024	12/02/2027	No	

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](http://www.esv.vic.gov.au)