



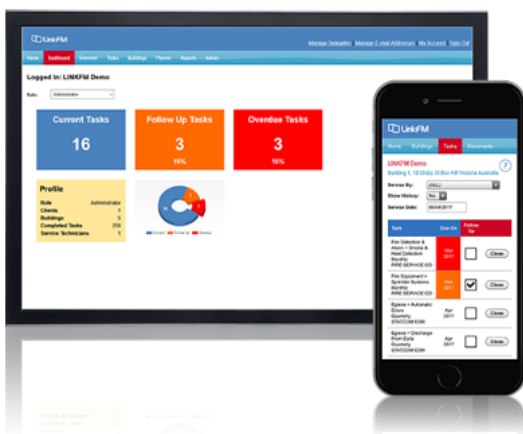
# User Guide



RLink, the provider of the Redbook Risk Management system have added an online system to help you manage your existing Redbook program.

Redbook Online gives you easy access to all your church's Redbook records and other important information, making it simple to keep our churches safer than ever! It also includes a schedule of tasks that need to be completed for the month and any tasks that have not been previously completed.

Redbook Online -powered by LinkFM



## Your safety control centre

Everything in one place

- ✓ Keep track of your facility maintenance from anywhere, 24/7
- ✓ Easily create audit and compliance reports
- ✓ Manage unlimited essential services, tasks and facilities
- ✓ Check whether a task is completed, needs follow-up or is overdue
- ✓ Use on any computer or device



## Levels of User Access

### System Administrator

- Dependent upon agreement - usually either denomination head office or RLink
- Open access to everything relevant to your church
- The capacity to add an inspector or service to your church
- The capacity to update details about your church

### The Church Building Owner/Occupier

- Main point of contact to system administrators
- Oversight of property tasks
- Accountability - ensuring tasks are being completed by the assigned inspector
- Access status reports for a snap shot of your church's current compliance levels
- Option to be assigned as Inspector of all tasks by system administrator

### Inspectors

- Combination of the Redbook Coordinator, Safety Officer and Ministry Leaders
- Assigned to selected tasks relevant to area of operation by System Administrator
- Responsible for the completion of specific tasks
- **PLEASE NOTE:** Being assigned as an inspector is the only way of gaining authority to complete tasks

### Delegate

- Given access by an inspector or building owner/occupier
- Will have the same level of access as the account which delegated to them.



## To Register:

1. Go to [www.rlink.com.au/services/redbookonline/](http://www.rlink.com.au/services/redbookonline/)
2. Click on the **SIGN UP** button.
3. Enter the email address that was used to setup your Church's Redbook and press enter. Ideally, this email is a generic church email address (for example: [admin@yourchurchname.com.au](mailto:admin@yourchurchname.com.au)).
4. You should receive an email to the address you registered with. If you cannot find the email, be sure to check junk mail..
5. Follow the prompts from the email and Welcome to Redbook online!




Powered by LinkFM

Redbook Online is your portal to manage your Risk Management, Essential Safety, Duty of Care, and Health & Safety covered in your Redbook.

[SIGN UP](#)

[LOGIN](#)

[LEARN](#)



**Login**

Username:

Password:

Remember me:

[Login](#)

[Forgot your password?](#)

**Redbook online** is powered by **LinkFM** which means that when you go to **Redbook online**, you will be redirected to the **LinkFM** login.

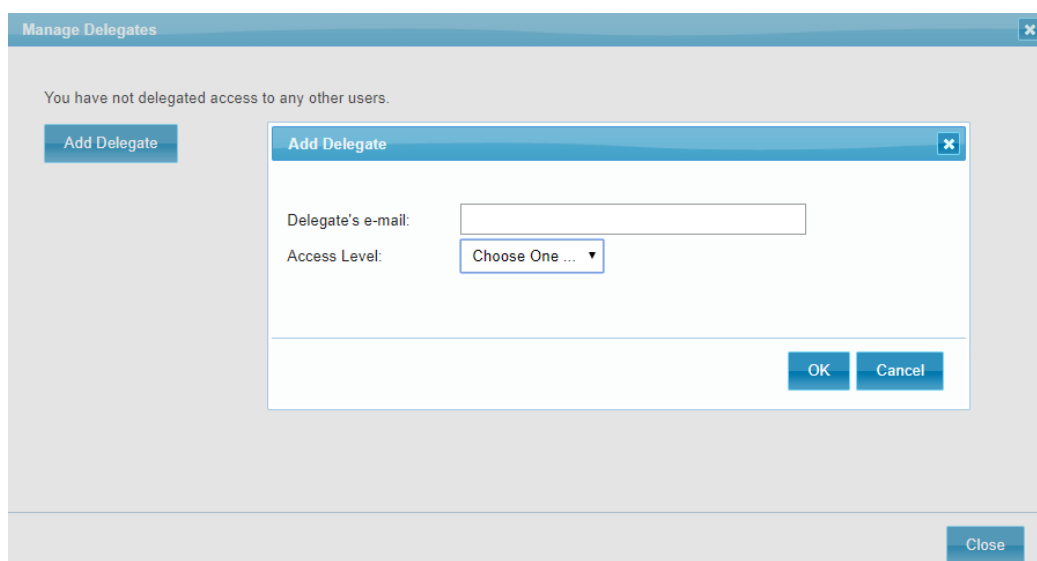
If you would like to update any of your church's information with Redbook or if you would like any further help, contact your system administrator.

## To Add Delegate:

1. Have the person you are delegating register their email address with **Redbook Online**.
2. Log in to **Redbook Online** with your own details.
3. On the **LinkFM** page, click on **Manage Delegates** in the top right corner of the website banner.
4. Then, click **Add Delegate** and enter the email address of the delegate from step 1.
5. Adjust the delegate's access level to **Read only** or to **Read and write**.  
**Read only** means the delegate will be able to view relevant tasks and information.  
**Read and write** allows the delegate to both view and complete tasks.

### Please Note:

The delegate will have the same level of access as the account from which they are assigned.



The screenshot shows a web application window titled "Manage Delegates". Inside the window, there is a message: "You have not delegated access to any other users." Below this message is a blue button labeled "Add Delegate". A modal dialog box, also titled "Add Delegate", is open in the foreground. This dialog box contains two fields: "Delegate's e-mail:" with an empty text input field, and "Access Level:" with a dropdown menu currently showing "Choose One ...". At the bottom right of the dialog box are two buttons: "OK" and "Cancel". At the bottom right of the main window, there is a "Close" button.



## To View Tasks:

1. Login to Redbook Online.
2. On your home screen select Building Task View (the blue button).
3. If you are a delegate you will need to click on *Switch Delegate* in the top right corner and choose the appropriate account.
4. This page shows a list of all current or outstanding tasks for your church.
  - *Current tasks appear in white*
  - *Follow up tasks appear in orange*
  - *Overdue tasks (less than 14 days) appear in red*
  - *Overdue tasks (past 14 day) appear in black*

## To Complete Tasks:

1. Identify the task you wish to complete.
2. Select the Update button. This will launch the Close Task window.
3. In the Close Task window, check the details of the building and inspection that you are completing and the information contained in the instruction panel.
4. If these are all correct, select Close Task.
5. If the Serviced On date needs to be changed, click on the date and select the correct date from the drop down calendar.
6. If notes or photographs need to be added to the record, click on the Add Note/Photo button and follow the prompts in the Add Notes/Photo screen.



## To Access a PDF of your Redbook:

If you need a PDF version of your Redbook, you can access one from your online platform.

1. Go to the task view screen and scroll down to the bottom.
2. Click on the blue button on the far bottom left called **Building CRT**.
3. Enter your most easily accessible email address into the pop-up field and click **OK**.
4. The PDF will be sent to your email address.