Rail Sentinel

Viewing and managing records in Sentinel

This section is designed to outline how you can simply **access, view, manage and add individual records** in the Sentinel system. As a Sentinel Administrator, you should already have access to the Sentinel system here: **https://www.railsentinel.co.uk/Sentinel/Account/LogOn** however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a tab called 'People' and this is where you can access all individuals that you Sponsor and pay to hold a valid Sentinel smartcard. This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

1. Accessing individuals

Enter name details in the 'Search' box and click 'Search' OR double click on the individual's name in the 'People' list. To export a complete list of People to a CSV file: click the 'Export' button

2. Viewing individuals

Double click on an individual's name to bring up the 'Summary' screen. From here you can view:
- Basic details of the Card Holder
- Competences
- Medicals
- Drugs & Alcohol screenings

To access and manage more Card Holder detail, click 'Details' in the top left of the screen.

3. Managing individuals

From this section you can view and manage a wide variety of Card Holder records. The tabs to the left of the screen give access to:
- Details – view and manage name, address and contact details.
- Competences – view competence records.
- Takedowns – view and manage takedowns through add / edit / delete buttons.
- Sponsor History – view a Card Holder's sponsor history.
- Employment History – view and manage a Card Holder's employment history through add / edit buttons Cards – view cards issued and card requests.
- Authentication – view an record of Card Holder authentication.
- Medicals – view medical records, double click to view and print certificates.
- D&A Screenings - view D&A screenings, double click to view and print certificates.
- Risk Assessments – view and manage risk assessments through add button.
- Events – View event attendance.
- Track Visitor Permits - view TVPs, double click to view and print permits.
- PPE - view and manage issue of PPE.
- Notes - view and manage other notes for the Card Holder through add / edit / delete buttons.

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4. Adding individuals

A Primary Sponsor can add a new individual into the system by following this process:
- Click on the 'People' tab.
- Click 'Search' within the Search box.
- Click 'Add' to add a new person.
- Type in the individual's First Name, Surname and National Insurance number and click 'Continue'
- The 'Date of Birth' and 'Office' fields are mandatory; however all other information is optional.
- When you have filled this in, click 'Save' and this will create a Sentinel record for the individual along with a Sentinel number.