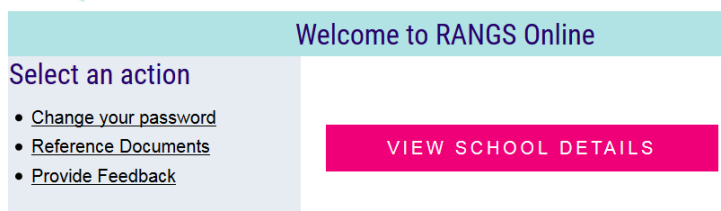
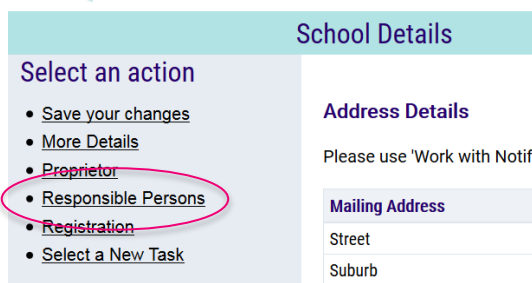


Guide to updating 'Responsible Persons' information in RANGS Online

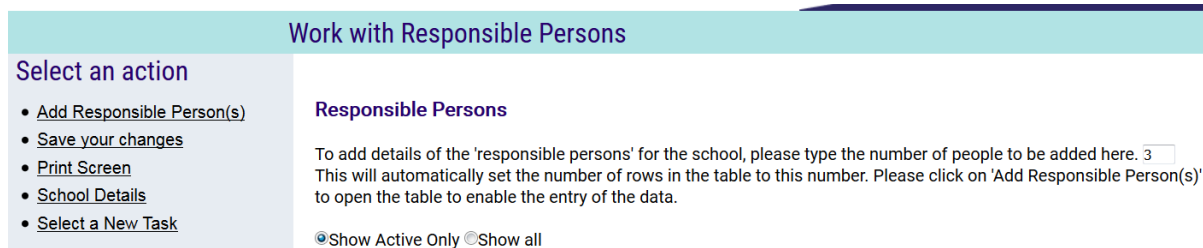
1. Log onto RANGS Online and select 'View School Details'.



2. In the 'Select an action' navigation, click 'Responsible Persons'.

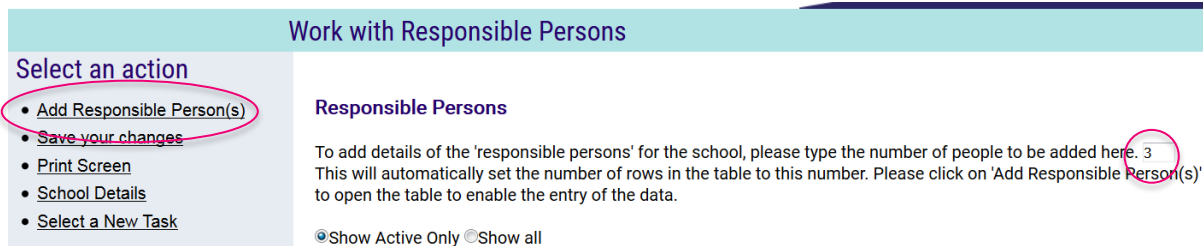


3. This is a historical register of all Responsible Persons for the school. When the list displays, choose to show active records or all records of Responsible Persons.



Adding details of Responsible Person(s)

4. To add new details, determine how many persons are required to be added and type the number in the box at the end of the first line. Then click 'Add Responsible Person(s)'



A blank table will open:

- all fields must be completed (note: end date can be left blank until their period of responsibility ends – see page 3)
- date must be entered as DD/MM/YYYY or the entry will not save
- positions are completed by selecting an option from the drop-down box
- make as many changes as required before saving as once saved, the only field available will be 'End Date'.

	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	dd/mm/yyyy
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	dd/mm/yyyy
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	dd/mm/yyyy

- 'Save your changes once' the fields have been completed and checked. For example, see the completed table below.

Work with Responsible Persons

Select an action

- **Save your changes**
- [School Details](#)
- [Select a New Task](#)

Enquiries

For any RANGS related enquiries, please contact the School Registration and Accreditation Directorate on 9367 8432.

Responsible Persons

To add details of the 'responsible persons' for the school, please type the number of people to be added here.

This will automatically set the number of rows in the table to this number. Please click on 'Add Responsible Person(s)' to open the table to enable the entry of the data.

Show Active Only Show all

This list is sorted by 'Start Date' in descending order by default. 'Click any column heading to re-sort this list. Only Responsible Persons with a start date and end date that includes today OR have no end date are shown below. Please click 'Show all' to see the complete list.

	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1	Mrs	Are	Double-You	Principal	12345678	29/01/2018	dd/mm/yyyy
2	Mr	Tee	Eff	Business Manager	98765432	03/02/2018	dd/mm/yyyy
3	Prof	Dee	Bee	Board Member	0412345678	03/02/2018	dd/mm/yyyy

- You should see a message stating 'Changes have been saved'.

! • Changes have been saved

- Once all changes are completed, you may begin a new task to return to the homepage of RANGS Online or 'Log off'.

Help Feedback **Log off**
 Work with Responsible Persons

Select an action

- [Add Responsible Person\(s\)](#)
- [Save your changes](#)
- [Print Screen](#)
- [School Details](#)
- [Select a New Task](#)

Responsible Persons

To add details of the 'responsible persons' for the school, please type the number of people to be added here.

This will automatically set the number of rows in the table to this number. Please click on 'Add Responsible Person(s)' to open the table to enable the entry of the data.

Show Active Only Show all

Adding an end date to Responsible Person(s)

8. When Responsible Persons cease responsibility, update the table of Responsible Persons. Add an end date next to the relevant person(s) by typing directly into the table. Dates must be entered as DD/MM/YYYY or they will not save. For example, see Prof Dee Bee below:

	Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1	21/03/2018	Prof	Dee	Bee	Board Member	0412345678	3/02/2018	21/03/2018
2	21/03/2018	Mr	Tee	Eff	Business Manager	98765432	3/02/2018	dd/mm/yyyy
3	21/03/2018	Mrs	Are	Double-You	Principal	12345678	29/01/2018	dd/mm/yyyy

9. Click 'Save your changes'.

Work with Responsible Persons

Select an action

- [Add Responsible Person\(s\)](#)
- [Save your changes](#)
- [Print Screen](#)
- [School Details](#)
- [Select a New Task](#)

Enquiries

For any RANGS related enquiries, please contact the School Registration and Accreditation Directorate on 9367 8432.

! • Changes have been saved

Responsible Persons

To add details of the 'responsible persons' for the school, please type the number of people to be added here.
 This will automatically set the number of rows in the table to this number. Please click on 'Add Responsible Person(s)' to open the table to enable the entry of the data.

Show Active Only Show all

This list is sorted by 'Start Date' in descending order by default. 'Click any column heading to re-sort this list. Only Responsible Persons with a start date and end date that includes today OR have no end date are shown below. Please click 'Show all' to see the complete list.

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1	21/03/2018	Prof	Dee	Bee	Board Member	0412345678	3/02/2018 21/03/2018

10. Note: select 'Show all' to view the historical list of responsible persons. People with an 'End Date' will display here.

11. Once all changes are completed, you may begin a new task to return to the homepage of RANGS Online or 'Log off'.

Work with Responsible Persons
Help Feedback **Log off**

Select an action

- [Add Responsible Person\(s\)](#)
- [Save your changes](#)
- [Print Screen](#)
- [School Details](#)
- [Select a New Task](#)

Responsible Persons

To add details of the 'responsible persons' for the school, please type the number of people to be added here.
 This will automatically set the number of rows in the table to this number. Please click on 'Add Responsible Person(s)' to open the table to enable the entry of the data.

Show Active Only Show all