A guide for the provision of details of 'Responsible Persons' for the school via the Authority's RANGS Online facility

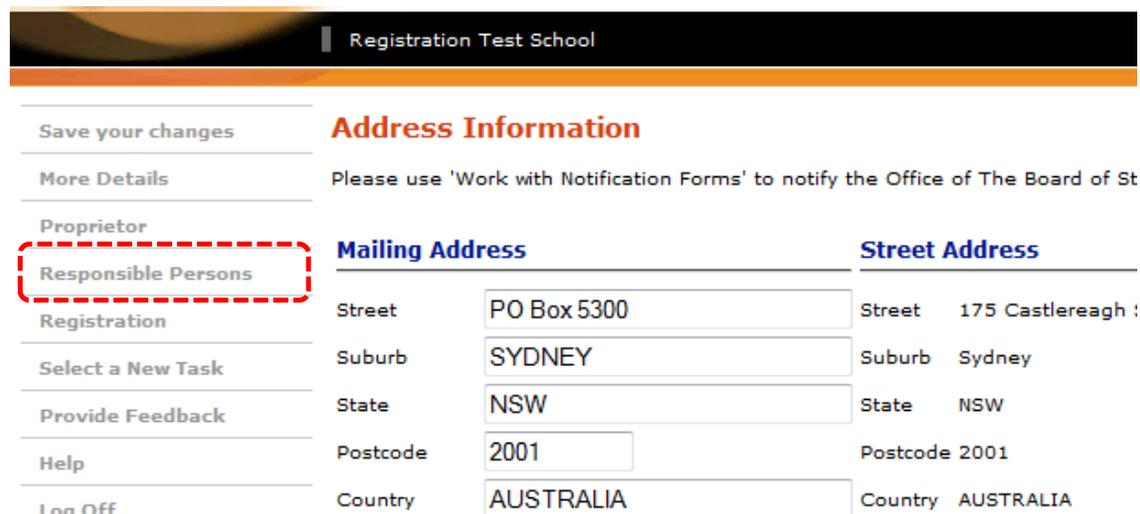## A. Provision of the details of responsible persons for the school

1. Using your user name and password log into RANGS Online.

   https://bosho.boardofstudies.nsw.edu.au/links/rangsonline.html

2. On the main page click on 'School Details'.

3. On the 'School Details' page click on 'Responsible Persons' in the left side menu.

The page that will open contains a table of 'Responsible Persons' for the school to complete.

4. To add details of 'responsible persons' to the table, determine how many people are to be added and type that number in the box at the end of the first line ❶. Click on 'Add Responsible Person(s)' in the left side menu. ❷

A new blank table will open as shown below. Please enter your data into this table.

Please note that:

- data **must** be entered into every field except 'End date'❸. (This may be left blank if, at the time the data is being entered, a date for the end of the 'responsible person's' period of responsibility is not known.)
- there is a date format that must be followed or the record will not save – dd/mm/yyyy
- you may make as many changes as necessary before saving the table. However, once the table is saved you will not be able to make changes except for entering the 'End Date'.

- there is a dropdown menu in the 'Position' section to enable you to identify each person's position. Simply click on your selection to enter the position in the table.

Position
Board Member
Bursar
Business Manager
Chairperson
Chief Executive Officer
Deputy Chairperson
Director
Executive Director
Other
President
Principal
Registrar
Secretary
Treasurer
Trustee

An example of a completed table is shown below.

Responsible Persons

○ Show Active Only   ● Show all

Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Ms	Are	Ess	Bursar ▾	888888987	12/03/2016	dd/mm/yyyy
Dr	Tee	You	Board Member ▾	778909876	01/05/2016	dd/mm/yyyy
Prof	Vee	Double-You	Other ▾	667788990	01/05/2016	dd/mm/yyyy

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
11/05/2016	Mr	P	Queue	Other	88888888	5/05/2016	dd/mm/yyyy
11/05/2016	Mrs	E	Gee	Executive Director	33333333	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	H	Eve	Principal	44444444	1/01/2016	dd/mm/yyyy

5. When you have completed entries to the table, click on 'Save Your Changes' in the left side menu.

> Save your changes

School Details

Select a New Task

Provide Feedback

Log Off

The system will generate a new page showing a message that the 'Changes have been saved' and displaying the updated table of 'responsible persons'. Please note, that the 'responsible' persons' will be listed in the table in date order of their appointment as 'responsible persons'.

Registration Test School

- 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. 3
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

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm /yyyy)	End Date (dd/mm /yyyy)
11/05/2016	Mr	P	Queue	Other	88888888	5/05/2016	dd/mm/yyyy
27/05/2016	Dr	Tee	You	Board Member	778909876	1/05/2016	dd/mm/yyyy
27/05/2016	Prof	Vee	Double-You	Other	667788990	1/05/2016	dd/mm/yyyy
27/05/2016	Ms	Are	Ess	Bursar	888888987	12/03/2016	dd/mm/yyyy
11/05/2016	Mrs	E	Gee	Executive Director	33333333	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	H	Eye	Principal	44444444	1/01/2016	dd/mm/yyyy
11/05/2016	Ms	J	Kaye	Treasurer	55555555	1/01/2016	dd/mm/yyyy
11/05/2016	Ms	L	Em	Director	66666666	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	N	Oh	Secretary	77777777	1/01/2016	dd/mm/yyyy
11/05/2016	Ms	C	Dee	Executive Director	22222222	1/01/2015	31/12/2015
11/05/2016	Mr	A	Bee	Chairperson	11111111	1/01/2014	dd/mm/yyyy

6. 'Show Active Only' or 'Show All' buttons

The table in 5 above displays all 'responsible persons' listed for the school including those persons whose period of tenure has expired.

Should you wish to see the list of current or 'active' 'responsible persons', please click on the 'Show Active Only' button❹. A table will be generated showing only the current/active 'responsible persons'. (Shown below)

Responsible Persons

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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.

❹ ⦿ Show Active Only ○ Show all

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm /yyyy)	End Date (dd/mm /yyyy)
11/05/2016	Mr	P	Queue	Other	88888888	5/05/2016	dd/mm/yyyy
27/05/2016	Dr	Tee	You	Board Member	778909876	1/05/2016	dd/mm/yyyy
27/05/2016	Prof	Vee	Double-You	Other	667788990	1/05/2016	dd/mm/yyyy
27/05/2016	Ms	Are	Ess	Bursar	888888987	12/03/2016	dd/mm/yyyy
11/05/2016	Mrs	E	Gee	Executive Director	33333333	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	H	Eye	Principal	44444444	1/01/2016	dd/mm/yyyy
11/05/2016	Ms	J	Kaye	Treasurer	55555555	1/01/2016	dd/mm/yyyy
11/05/2016	Ms	L	Em	Director	66666666	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	N	Oh	Secretary	77777777	1/01/2016	dd/mm/yyyy
11/05/2016	Mr	A	Bee	Chairperson	11111111	1/01/2014	dd/mm/yyyy

7. When you have finished updating the list of 'responsible persons' for the school click in the left hand side menu on either:
   - 'Select a New task' to return to the RANGS Online Main page, OR
   - 'Log Off' to leave RANGS Online.

Add Responsible Person(s)

Save your changes

Print Screen

School Details

Select a New Task

Provide Feedback

Log Off

B. Adding the 'End Date' to a 'responsible person's' record in the table

1. Follow steps 1 to 3 above to access the table of 'responsible persons' for the school in RANGS Online.
2. In the table, click on the 'End date' cell for the person whose record is to be amended. For example in the table below, Prof Double-You

Add Responsible Person(s)

Save your changes

Print Screen

School Details

Select a New Task

Provide Feedback

Log Off

Registration Test School

Responsible Persons

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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

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm /yyyy)	End Date (dd/mm /yyyy)
11/05/2016	Mr	P	Queue	Other	88888888	5/05/2016	dd/mm/yyyy
27/05/2016	Dr	Tee	You	Board Member	778909876	1/05/2016	dd/mm/yyyy
27/05/2016	Prof	Vee	Double-You	Other	667788990	1/05/2016	dd/mm/yyyy
27/05/2016	Ms	Are	Ess	Bursar	888888987	12/03/2016	dd/mm/yyyy

3. Type in the 'End date' making sure to use the required format dd/mm/yyyy.
4. Click 'Save your changes' in the left side menu and the date will be saved as shown below.

Add Responsible Person(s)

Save your changes

Print Screen

School Details

Select a New Task

Provide Feedback

Log Off

Registration Test School

• Changes have been saved

Responsible Persons

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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

Entry Saved Date	Salutation	Given Name	Surname	Position	Contact Telephone	Start Date (dd/mm /yyyy)	End Date (dd/mm /yyyy)
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27/05/2016	Dr	Tee	You	Board Member	778909876	1/05/2016	dd/mm/yyyy
27/05/2016	Prof	Vee	Double-You	Other	667788990	1/05/2016	12/12/2016
27/05/2016	Ms	Are	Ess	Bursar	888888987	12/03/2016	dd/mm/yyyy

5. When you have finished updating the list of 'responsible persons' for the school, click in the left hand side menu on either:
   • 'Select a New task' to return to the RANGS Online Main page, OR
   • 'Log Off' to leave RANGS Online.