

Learning Calendar – Confirmed and Unconfirmed Attendees

Manage Worksite

Author: J-Pee De Guzman

Product: EPP WFM

Confirmed Attendees

The Confirmed Attendees tab will display employees who have been confirmed to attend the booked session. An employee is confirmed once they have had all their documents verified and completed all E-Learning if it is part of the mobilisation requirements.

Attendee	Company	Attended	Job titles	Confirmation email sent	Previously mobilised	Finger scan required	Signature	Other sessions confirmed for	Attendee's email
[Redacted]	[Redacted]	× No	Labourer	14 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]
[Redacted]	[Redacted]	× No	Scaffolder Intermediate	14 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]
[Redacted]	[Redacted]	× No	Cleaner	14 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]
[Redacted]	[Redacted]	× No	Rail Labourer	12 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]
[Redacted]	[Redacted]	× No	Communications Technician	13 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]
[Redacted]	[Redacted]	× No	Scaffolder (Advanced)	14 Jun 2024	× No	Yes	[Redacted]	0	[Redacted]

An email is sent to the company that mobilised the employees confirming their spot on the booked session. You can view this email from the Employee's profile.

To view the email:

1. Search for the Employee's profile.
2. Click the **More** button, then select **Emails about employee**.

Stanton, Beth Ann (Beth)
 Damstra ID: 618022
 Permanent

Worksite access: 2 terminals at 2 worksites
 Date of birth: 20 Dec 1980
 EID: 5765730
 Department: Risk Management coordinator

Job titles: 4 job titles
 Crews: Risk Management Team
 Access cards: No cards have been printed

Company: QA Testing Company
 When editing this profile, be aware of the below company note: CC Only - TWMS Portal Created.
 Branches: jerolga, Demo B1

More menu options:
 - Emails about employee (highlighted)
 - Employee's signature
 - Current skills overview
 - Verifications history
 - Download log
 - Deleted records
 - Refresh worksite access
 - Status/termination history

3. Check the subject of the email to see if this is the correct email confirmation from the session booked for the employee. This is the same email that was sent to the company informing them that their employee was confirmed for the booked session.

Unknown 10:48am
 Booking made for Stanton, Beth Ann (Beth) at ...

Sent to: Andrew Aguirre a.aguirre@damstratechnology.com, Glenn Masa g.masa@damstratechnology.com, Jeanette Brack j.brack@damstratechnology.com, J-pee De Guzman j.deguzman@damstratechnology.com

This year
 Alerts 30 May 2024
 Overstay alert 14 hours - Stanton, Beth Ann (B...

Dear Glenn Masa
 Thank you for the Contractor Site Induction booking request and for meeting all of Demo Site A requirements. The essential documents have been processed and we would like to confirm the booking below.
 Please ensure this confirmation notice is passed onto Beth Ann (Beth) Stanton before Wednesday, 19 June 2024.

Booking date	For	Booking type
Wednesday, 19 June 2024	Beth Ann (Beth) Stanton (618022) of QA Testing Company	Contractor Site Induction

Everyone must sign the attendance sheet and provide their DAMSTRA ID number.
Please also bring along this confirmation email on your induction day.

The induction is conducted face-to-face at the following site address:
 Training Room

Important information:
 All attendees are required to wear full PPE (steel/composite cap face up boots, long pants (no tracksuit pants), long sleeve hi-vis/long sleeve with hi-vis vest over top, hard hat).
 Induction start time:
 7:30am sharp - please arrive 10 minutes early
 Please be advised - individuals who arrive late will be turned away and an alternative booking will need to be arranged.

Test Mobilisation Email Confirmation

Thank you
 Demo Site A

Once the session is completed, the worksite user has the option to mark the employee as attended or reschedule if the employee didn't make it to attend or remove the employee from the session.

To access this feature, custom access and permission is needed.

To mark as attended:

1. Tick the check box next to the employee's name then click the Mark as attended button at the bottom part of the screen.

Confirmed attendees | Unconfirmed attendees | Skills | Session details | Session history

Confirmed attendees

Showing 1 - 4 of 4

Attendee	Company	Attended	Job titles	Confirmation email sent	Previously mobilised	Finger scan required	Signature	Other sessions confirmed for	Attendee's email
<input checked="" type="checkbox"/> Stanton, Beth Ann (Beth) DAMSTRA ID: 618022	QA Testing Company PH: 1111111	No	First Aid Officer	Confirmation email not sent	No	Yes		0	j.pee.deguzman.021
<input type="checkbox"/> Specter, Corina DAMSTRA ID: 608602	Damstra Testing Company Number 1 PH: 1300722801	No	First Aid Officer	Confirmation email not sent	No	Yes		0	corinaspecter94@gr
<input type="checkbox"/> Read, Clarice (Curly) DAMSTRA ID: 655305	Damstra Technology PH: 1300722801	No	Fire Safety Officer	Confirmation email not sent	No	Yes		0	clariceread19@gmail
<input type="checkbox"/> Doe, John DAMSTRA ID: 627318	Hyne Timber PH: 0407963372	No	Fire Safety Officer	Confirmation email not sent	No	Yes		0	john.doe@example.c

Showing 1 - 4 of 4

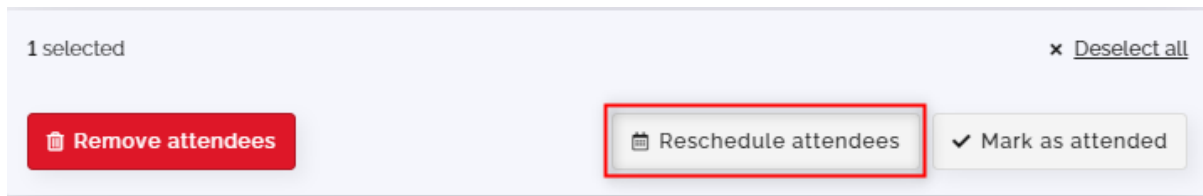
1 selected

Remove attendees | Reschedule attendees | **Mark as attended** | Deselect all

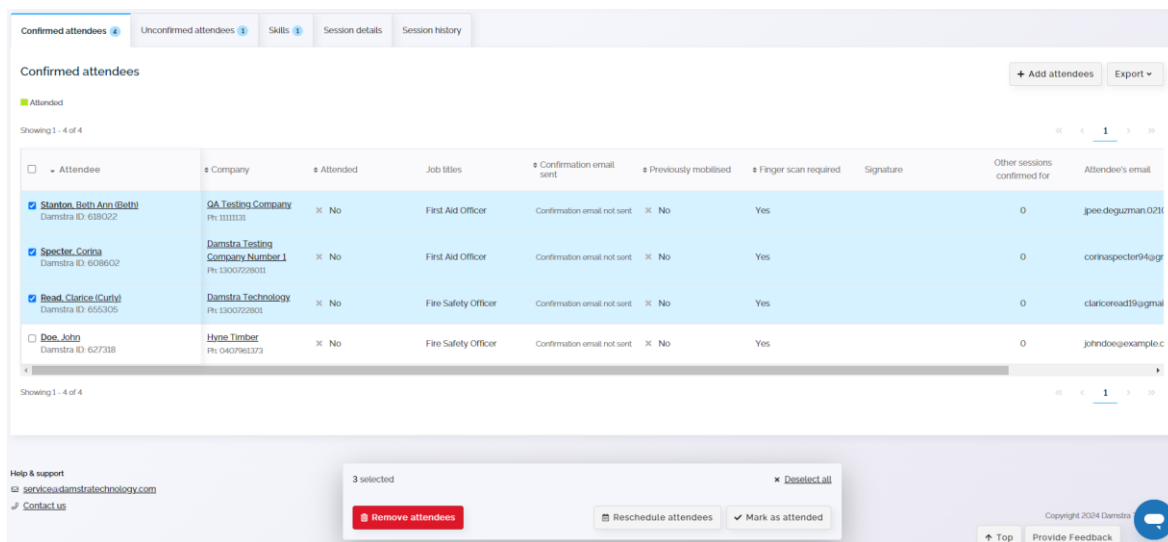
Help & support
 service@damstratechnology.com
 Contact Us

Created: 2024-05-30 10:48 AM

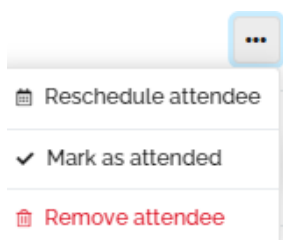
2. You can Reschedule the employee if was not able to attend the session by clicking the Reschedule attendees button.



3. Bulk selection of employees is also possible when marking the employees as attended, rescheduled, or removed from the session.



The Action (⋮) button will also give you the same option but this time it is for per employee.



Note: You must add the attachment before you mark attendance. The reason for this is that when you mark the employee as attending, this is when the skill gets added to their profile. If you add the attachments after marking them as attended, the attachments won't go onto the employee's profile.

Under Confirmed attendees, you will also have the option to add more attendees by clicking the **+ Add attendees** button. Added employees also need to complete all the requirements based on the job title selected.

To export the selected session:

1. Select **Export** tab.

2. Selected sessions can be exported via PDF, CSV file, and as a spreadsheet.

- Download as PDF
- Download as CSV file
- Download as spreadsheet

3. Selected sessions can also be printed and copied from

- Print table
- Copy full table to clipboard

Unconfirmed Attendees

The Unconfirmed Attendees tab will display employees who have been registered for the session but have either not had all their documents verified or not completed all their E-Learning if it is part of the requirements, or the session already reached the maximum attendees and no more spot available for the next employee's booked on the same session.

The reason why they haven't been confirmed will be listed.

Unconfirmed attendees						
These employees had their mobilisation request processed, but have not been confirmed to attend						
Showing 1 - 2 of 2						
<input type="checkbox"/> Preferred priority	Attendee	Company	Outstanding requirements	Attended	First confirmation check	Next confirmation check
<input type="checkbox"/> 1	Citizen, John	Damstra Testing Company Number 1 PH13007228011	<ul style="list-style-type: none"> Missing DMS DMST Contractor Management Portal Training Missing First Aid Theory 	X No	14 Jun 2024 - 4:23 PM by J-pee De Guzman	14 Jun 2024 - 7:23 PM
<input type="checkbox"/> 2	Doe, John	Hyme Timber PH 0407961373	<ul style="list-style-type: none"> Missing DMS DMST Contractor Management Portal Training Missing Fee Testing Missing First Aid Theory 	X No	14 Jun 2024 - 10:39 AM by J-pee De Guzman	14 Jun 2024 - 4:48 PM

An email was also sent to the company that mobilised the employees stating the employee was not confirmed outlining the reason why and that the employee needs to be rescheduled for the next available session.

Sample email correspondence for incomplete requirements.

Induction request not yet approved

Sent to [redacted]

Induction request not yet approved

We cannot yet approve the request for [redacted] of [redacted] to complete the [redacted] on **18 June, 2024**.

Thomas will only be confirmed to attend the above session once this request is approved.

Documentation required

Some essential documentation hasn't yet been successfully supplied. See which and the reasons below:

CPB - Safety Essential Training - Working with Live Services
Employee to complete
The employee needs to complete this online course.
If you require help, email service@damstratechnology.com for assistance.

Mark as attended ✕

This will mark **John Citizen (Damstra ID: 352407)** as 'Attended' for this session

ⓘ This can't be undone and will mean:

- If all other requirements for these mobilisations have been successfully completed, these employees will be able to access these worksites
- Any skills for these sessions will be added to these employee's profiles
- Note, once an employee is marked as attended, no skills will be able to be added or removed from these sessions
- Note, once an employee is marked as attended, this session will not be able to be cancelled

[Back](#) Mark as attended

6. You have just marked an **unconfirmed attendee** as **attended**.

Confirmed attendees	Unconfirmed attendees	Skills	Session details	Session history																					
<p>Unconfirmed attendees Reorder priority</p> <p>These employees had their mobilisation request processed, but have not been confirmed to attend</p> <p>Showing 1 - 2 of 2</p> <table border="1"> <thead> <tr> <th>Preferred priority</th> <th>Attendee</th> <th>Company</th> <th>Outstanding requirements</th> <th>Attended</th> <th>First confirmation check</th> <th>Next confirmation check</th> </tr> </thead> <tbody> <tr style="border: 2px solid #f00;"> <td><input type="checkbox"/></td> <td>Citizen John</td> <td>Damstra Testing Company Number 1 Ph: 13007228011</td> <td> <ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: First Aid Theory </td> <td style="text-align: center;">✔ Yes</td> <td>14 Jun 2024 - 4:23 PM by J-pee De Guzman</td> <td>14 Jun 2024 - 4:23 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Dee John</td> <td>Hynes Timber Ph: 0407961373</td> <td> <ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: Fee Testing Missing: First Aid Theory +1 more </td> <td style="text-align: center;">✘ No</td> <td>14 Jun 2024 - 10:39 AM by J-pee De Guzman</td> <td>14 Jun 2024 - 10:39 AM</td> </tr> </tbody> </table>					Preferred priority	Attendee	Company	Outstanding requirements	Attended	First confirmation check	Next confirmation check	<input type="checkbox"/>	Citizen John	Damstra Testing Company Number 1 Ph: 13007228011	<ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: First Aid Theory 	✔ Yes	14 Jun 2024 - 4:23 PM by J-pee De Guzman	14 Jun 2024 - 4:23 PM	<input type="checkbox"/>	Dee John	Hynes Timber Ph: 0407961373	<ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: Fee Testing Missing: First Aid Theory +1 more 	✘ No	14 Jun 2024 - 10:39 AM by J-pee De Guzman	14 Jun 2024 - 10:39 AM
Preferred priority	Attendee	Company	Outstanding requirements	Attended	First confirmation check	Next confirmation check																			
<input type="checkbox"/>	Citizen John	Damstra Testing Company Number 1 Ph: 13007228011	<ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: First Aid Theory 	✔ Yes	14 Jun 2024 - 4:23 PM by J-pee De Guzman	14 Jun 2024 - 4:23 PM																			
<input type="checkbox"/>	Dee John	Hynes Timber Ph: 0407961373	<ul style="list-style-type: none"> Missing: DMS DMST Contractor Management Portal Training Missing: Fee Testing Missing: First Aid Theory +1 more 	✘ No	14 Jun 2024 - 10:39 AM by J-pee De Guzman	14 Jun 2024 - 10:39 AM																			

Note: The outstanding requirements still need to be supplied and completed to activate the mobilisation.

Ability to reorder priority for confirmation

This feature allows level 3 users to rearrange the order of priority for confirmation should the user wish to approve the employees at the bottom of the list.

To reorder priority:

- From the Unconfirmed attendees tab, click Reorder priority button.



- Drag and move the attendee to the top to rearrange the priority.

Unconfirmed attendees Cancel **Update priority**

Attended

Preferred priority	Attendee	Company	Outstanding requirements	Attended	First confirmation check	Next confirmation check
1	<u>Doe, John</u>	<u>Hyve Timber</u> Ph: 0407961273	<ul style="list-style-type: none"> Missing DMS DMST Contractor Management Portal Training Missing Fee Testing Missing First Aid Theory -1 tests 	✘ No	14 Jun 2024 - 10:39 AM by J-pee De Guzman	14 Jun 2024 - 10:39 AM
2	<u>Citizen, John</u>	<u>Damstra Testing Company Number 1</u> Ph: 1300728021	<ul style="list-style-type: none"> Missing DMS DMST Contractor Management Portal Training Missing First Aid Theory 	✘ No	14 Jun 2024 - 4:23 PM by J-pee De Guzman	14 Jun 2024 - 4:23 PM

3. Click the **Update priority** tab when done and you have just re-arrange the priority.