



DAMSTRA

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# Registering/Booking Employees

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

## Registering or Booking Employees



This is required to be completed for each employee, for each site that they will need to work on

To complete this, you will need:

- To know the worksites your employee will be required to work on for the project
- To know what jobs/roles/tasks each employee will be likely to be completed within each worksite
- Copies of all relevant qualifications/licences/tickets/training records as evidence of competence for the employee to do these jobs/roles/tasks
- Company Insurances
- A credit card to complete payment of fees

1. From within the Company Portal, click **Online Booking or Registration** then click **New Request** button

The screenshot shows the TWMS Portal interface. At the top is a navigation bar with links: Dashboard, On Site Now, Times, Employees, Company, Export, Custom Data, and Equipment/Fleet. Below this is the 'TWMS Portal' header. The main content area features four large blue buttons: 'Online Booking or Registration' (highlighted with a red box), 'Expiry Dates', 'Dashboard', and 'Site Access Check'. Below these buttons is the 'Online Booking & Registration System' section, which includes a 'New request' button (also highlighted with a red box) and a row of status buttons: 'In progress' (91), 'Approved' (9), 'Declined' (2), and 'Cancelled' (37).

2. Choose your organisation from the **Organisation** dropdown list.
3. Choose from the dropdown list the **Worksite** that you/your employee needs to be registered/inducted for
4. Choose the applicable **Induction/Training/Registration** type on the site from the dropdown list
5. Choose from the **Calendar view** what date and time you would like your employee/s to complete their **Induction/Registration/Training Course** for the applicable site location. The blue slots are available, the red slots are not

The screenshot shows the 'Select An Induction/Registration/Training Course' form. At the top, there is a progress bar with seven steps: Step 1: Select Induction, Step 2: Select Employees, Step 3: Confirm Employee Details, Step 4: Upload Company Paperwork, Step 5: Upload Employee Paperwork, Step 6: Pay Fees (if applicable), and Step 7: Send for Approval. Below the progress bar, there are three dropdown menus: 'Organisation:' (Choose an organisation...), 'Site:' (Select an organisation...), and 'Induction/Registration/Training Course:' (Select a site...). To the right of these dropdowns is a calendar for March 2022. The calendar shows dates from 1 to 31, with blue slots indicating available dates and red slots indicating unavailable dates. A message at the bottom left of the calendar area says: 'Please select an organisation from the list above.'



Choosing the date and time slot **does not** confirm your employee will be able to attend this session. You must submit all required documentation and meet all requirements in this registration process successfully before your employee will be confirmed to attend an On-Site induction/orientation for a worksite.

If this is an **Online registration**, the calendar will disappear when the worksite is chosen

6. **Tick the box** confirming all information you will provide in this upcoming booking/registration process is true and correct to your knowledge

#### Confirmation



☐ I agree that everything that will be uploaded is, to the full extent of our knowledge, true & correct in regards to what is indicated. Where applicable, We confirm that we have discussed the possible collection of biometric data with our workers. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment.

7. Scroll down the page and **tick the box/es** next to the name of the employee/s you would like to be registered for this site and that you would like to attend the previously selected On-Site induction/orientation, pending all requirements are met. Then click the green **Continue to Next Step** button

#### Select employees from the list below for Site Access at Clark Office

Employee	Card ID	Select to Book/Register	Booking Request Status	Registration Status
Damstra, Christian	8856	<input checked="" type="checkbox"/>		
Damstra, Esha R	415418	<input type="checkbox"/>		
Damstra, Golden	434446	<input type="checkbox"/>		
Damstra, Obilqua	434448	<input type="checkbox"/>		
Dapula, Yanni	447387	<input type="checkbox"/>		
Dawson, Regan	365700	<input type="checkbox"/>		
Day, Matt	209341	<input type="checkbox"/>		
De Guzman, J-Pee R	284737			✓ There is already a valid registration for this employee at the requested booking date - Effective 7/06/2021 - 1/01/3000
De la Cruz, Vanessa	445820			✓ There is already a valid registration for this employee at the requested booking date - Effective 28/10/2021 - 1/11/2023
De La Motte, Stuart	117696	<input type="checkbox"/>		

Site Access - Clark Office

Add Additional Booking

Continue to Next Step

If an employee is not in the grid above, you will have to register them for your company.

8. Click the **Confirm Your Employee's Details** hyperlink, review and/or amend the Employees details. If no changes were required, click the **Close Without Submitting** button. If no changes were required, click the **Submit Changes Details** button



Step 1: Select Induction



Step 2: Select Employees



Step 3: Confirm Employee Details



Step 4: Upload Company Paperwork



Step 5: Upload Employee Paperwork



Step 6: Send for Approval

#### Confirm Employee Details

Name	Employee ID	Confirm Employee Details	Site	Induction	Select Role/Position/Job on Site	Status
Damstra, Christian	8856	<a href="#">Confirm Your Employee's Details.</a> Details have been checked recently & do not require checking at this time.	Clark Office	Site Access	Select Role/Position/Job	Not Complete

9. Click the **Select Role/Position/Job** hyperlink. Within the pop-up window, either uses the search bar or scroll through the list to locate the roles/positions/jobs that the employee is likely to work within on this site. Click on a chosen item from the list and click the **right arrow button to add the selection**. Once one or multiple are selected click the **Use the above roles/tasks/jobs** button

Employee: Damstra, Christian ID: 8856

Select Roles/Tasks/Jobs On Site

Select the relevant Roles/Tasks/Jobs that your employee will carrying out on site (eg. Boilermaker, Cleaner, Confined Space Worker, Electrician, etc). Please note more than one role/task/job can be selected.

If your role/task/job is not listed here, please contact Damstra.

Search Jobs...

Maintenance Planner  
Mechanic  
Mechanical Engineer  
Mining Supervisor  
Mobile Crusher Operator  
Mobile Equipment/Plant Operator  
Occupational Hygiene Technician  
Overhead Powerline Worker

Selected Roles/Tasks/Jobs (multiple can be selected):

Manager

Use the above roles/tasks/jobs

10. Once all items on screen have changed to **highlighted in green**, click the [Continue to Next Step](#)
11. Click the Upload button and follow the instructions within the pop-up window completing all fields to upload your Company Contract. Click the Close this Window hyperlink, once uploaded successfully

Company Documents				
Document Name	Site	Status		Status
Public Liability	GLOBAL	Valid Public Liability	<a href="#">Update</a>	Complete
Workers Compensation / Sole Trader Insurance	GLOBAL	Missing Workers Compensation / Sole Trader Insurance	<a href="#">Upload</a>	Not Complete



When the screen refreshes, you will notice the document requirement is now **highlighted in yellow**. This means the document is now pending verification from Damstra Technology to confirm it meets all requirements. Once this document is verified by Damstra, you will not need to re-upload this document for any further employee registration you complete, other than when the contract passes its expiry date and requires renewal.

12. Once all items on screen have changed to **highlighted in yellow**, click the [Continue to Next Step](#)
13. Within the **Upload Employee Paperwork** phase, several items of documentation will need to be provided per employee. **Upload** per employee all required documentation based on the previous selection of job role/s

**Upload Information**

Damstra, Christian (8856) Cancel Booking Request

**Contractor Registration at Holcim - NSW** ✕

This booking request is for the Contractor Registration on 28/03/2022.

**Information Required**

Photographic Identification	19/01/2017 - 1/01/3000	<span>Update</span>	Complete
Area of Work		<span>Select</span>	Not Complete

**Manager**

Letter of Competency/Experience	<span>Upload</span>	Not Complete
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If your Qualification or Competency Document is not available in the dropdown box - Please email service@damstratechnology.com with your Employees Name, TWMS Number, the Site that this Booking is for, and a copy of the Qualification/s that your Employee has. This will be sent to Site on your behalf for review.

Any other qualifications required Upload

Induction booking missing information



These documents will only need to be uploaded once per employee while they are current documents, therefore, for site registrations, they will already be loaded onto the employee's profile as evidence. When uploading cards, please ensure to **upload both front & back** copies.

14. Once all items on screen have changed to **highlighted in yellow**, click the

Continue to Next Step

15. Click the **Pay All Fees** button

Step 1: Select Induction	Step 2: Select Employees	Step 3: Confirm Employee Details	Step 4: Upload Company Paperwork	Step 5: Upload Employee Paperwork	Step 6: Pay Fees (if applicable)	Step 7: Send for Approval

**Payments for Bookings - AUD**

Employee	Card ID	Site	Induction	Fee	Select Fee
Christian Damstra	8856	Holcim - NSW	Contractor Registration	Twms Licence Fee	Holcim 1 Year TWMS Licence Fee

Pay All Fees

16. The price of the induction will present onscreen. The induction fee per employee is valid for one year mostly, (depending on the site rules). Click the hyperlink for the 'Terms and Conditions' and read through to ensure you understand. Repeat this process for the 'Privacy Policy'. Once satisfied, **tick the box** to confirm you have read and understand.

17. Click either **Proceed to Pay with Purchased Order** or **Proceed to Pay with Credit Card** and follow the steps onscreen to complete payment of the fee.

18. Click Continue to Next Step

19. Lastly, **review the details** of the registration

If you would like to send a notification to another person, for example, the employee themselves, you may click the hyperlink below **Additional Notifications**, type in the email address, click **Add Recipient** and close the pop-up window.

Once satisfied everything is completed. Click the Send for Approval button under **Step 7**



## Bulk Booking Induction / Registration / Mobilisation

Bulk booking an Induction/Registration/Mobilisation goes with the same process when booking a new request:

1. After selecting the Site, under **Step 2**, **select all the employees** you wish to register for an induction/mobilization by ticking the box next to their name

Select employees from the list below for Site Induction - 1 Training Way at Australia

Employee	Card ID	Select to Book/Register	Booking Request Status	Registration Status
Ab, Red Test	397944	<input checked="" type="checkbox"/>		
Ab2, Red2 Test	398100	<input checked="" type="checkbox"/>		
Account, ESQ Test	470457	<input checked="" type="checkbox"/>		
Amauran, Ambun Test A	290992	<input type="checkbox"/>		
Amy, Test	247728	<input type="checkbox"/>	Booking already requested for this type of registration at this site. Add to Basket	
Api, Test	291256	<input type="checkbox"/>		
Approval, Test	200797	<input type="checkbox"/>		
Batongbakal, PedroTest R	352211	<input type="checkbox"/>		
Biometric, Testing	336859	<input type="checkbox"/>		
Braidy, TestLeany M	233687	<input type="checkbox"/>		
Bula, Bubbles Test T	290676	<input checked="" type="checkbox"/>		
CallinPhillips, Test	177320	<input type="checkbox"/>		
Cardy, Mark J	291252	<input type="checkbox"/>		
Citizen, John	352407	<input type="checkbox"/>		
Cius, Cristina	504771	<input type="checkbox"/>		
Cius Test, Cris	507627	<input type="checkbox"/>		

2. Selected employees will be **added to your Booking Basket**, click **Continue to Next Step** to proceed to the next step. Click **Cancel Request** if you wish to remove the employee from the Booking Basket

Booking Basket >>

Red Test Ab (397944)	Australia	Site Induction - 1 Training Way	Cancel Request
Bubbles Test Bula (290676)	Australia	Site Induction - 1 Training Way	Cancel Request
Red2 Test Ab2 (398100)	Australia	Site Induction - 1 Training Way	Cancel Request
ESQ Test Account (470457)	Australia	Site Induction - 1 Training Way	Cancel Request

Continue to Next Step

3. Provide **all the requirements needed** until Step 5 according to the role selected for each employee
4. Under **Step 6**, you can pay in bulk for all the employees you booked in by clicking the **Pay All Fees** button

The screenshot shows a series of seven steps at the top: Step 1: Select Induction, Step 2: Select Employees, Step 3: Confirm Employee Details, Step 4: Upload Company Paperwork, Step 5: Upload Employee Paperwork, Step 6: Pay Fees (if applicable), and Step 7: Send for Approval. Below this is a section titled 'Payments for Bookings - AUD' containing a table with two rows of employee data. At the bottom right, a red arrow points to a button labeled 'Pay All Fees'.

Employee	Card ID	Site	Induction	Fee	Select Fee
Bubbles Test Bula	290676	Australia	Site Induction - 1 Training Way	Worker Registration Fee	Worker Registration Fee
Red2 Test Ab2	398100	Australia	Site Induction - 1 Training Way	Worker Registration Fee	Worker Registration Fee

5. A pop-up box will appear, **tick the box** under Terms & Conditions to load the payment type

The screenshot shows the 'Total Workforce Management System Portal' with the 'DAMSTRA' logo. The 'Payment Information' section displays a table of fees for two employees. Below this, the 'Terms & Conditions' section contains a checkbox that is highlighted with a red square and a red arrow. The text next to the checkbox reads: 'confirm that I have read and accepted the above Terms and Conditions and the Privacy Policy.'

Skill	Employee	Site	Induction / Registration	Price	Current Dates	New Dates
Worker Registration Fee	Bubbles Test Bula (290676)	Australia	Site Induction - 1 Training Way	\$55.00	19/10/2022 - 19/10/2023	
Worker Registration Fee	Red2 Test Ab2 (398100)	Australia	Site Induction - 1 Training Way	\$55.00	19/10/2022 - 19/10/2023	

**Price:** AUD\$110.00 (GST incl.)  
**Discounts:** \$-35.00  
 Unverified worker discount applied

6. Click either **Proceed to Pay with Purchased Order** or **Proceed to Pay with Credit Card** and follow the steps onscreen to complete payment of the fee.

7. Click **Continue to Next Step**

8. Lastly, **review the details** of the registration

If you would like to send a notification to another person, for example, the employee themselves, you may click the hyperlink below **Additional Notifications**, type in the email address, click **Add Recipient** and close the pop-up window.

Once satisfied everything is completed. Click the **Send for Approval** button under **Step 7**

## What Happens Next?

### Processing an Online Registration

Damstra Technology reviews and verifies the registration/booking for the employee and ensures all documentation has been provided as per set requirements. This verification process will be completed **within 24-48 hours** period at the most, but often will be less. The company contact will receive an email advising when this has been completed.

## Registration Approved

Once the registration/booking has been verified by Damstra Technology, an email will be sent to the company contact person confirming that all requirements have been met for the employee to attend the previously chosen date and time of the induction. **This email will confirm the address and details of the induction.**

## Attending the Induction

When the employee attends the induction at the chosen date and time, upon completion the facilitator will provide the employee with their **Damstra Access Card**, which is required to be used to log in and log out of the worksite.