



Registering/Booking Employees



PRODUCT: Damstra Workforce Management

VERSION:

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APPROVED BY:

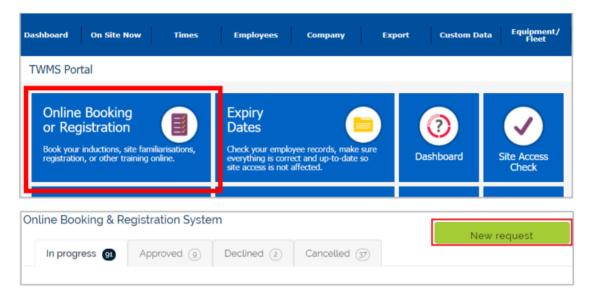
Registering or Booking Employees



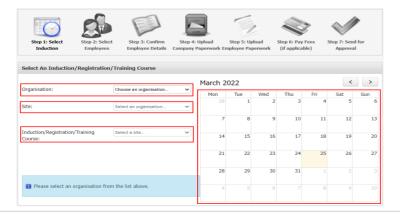
This is required to be completed for each employee, for each site that they will need to work on

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
- From within the Company Portal, click Online Booking or Registration then click New Request button



- 2. Choose your organisation from the **Organisation** dropdown list.
- 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
- 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

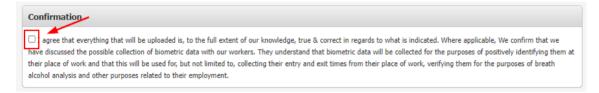




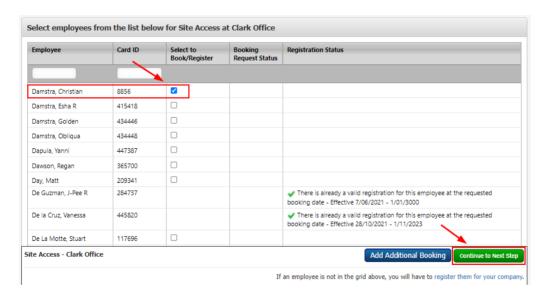
Choosing the date and time slot **does not** confirm your employee will be able to attend this session. You must submit all required documentation and meet all requirements in this registration process successfully before your employee will be confirmed to attend an On-Site induction/orientation for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

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

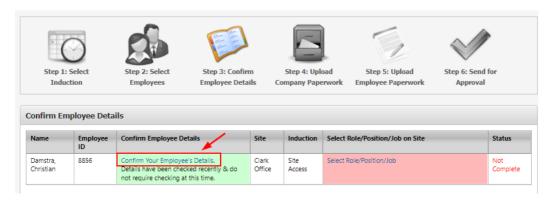
6. **Tick the box** confirming all information you will provide in this upcoming booking/registration process is true and correct to your knowledge



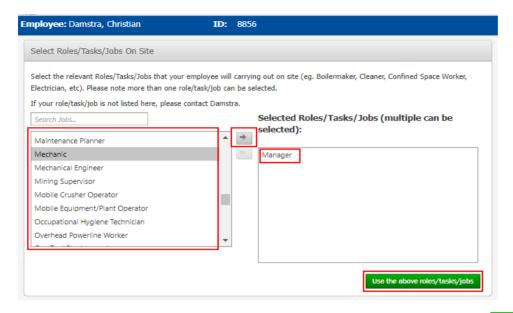
7. Scroll down the page and **tick the box/es** next to the name of the employee/s you would like to be registered for this site and that you would like to attend the previously selected On-Site induction/orientation, pending all requirements are met. Then click the green **Continue to Next Step** button



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



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



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



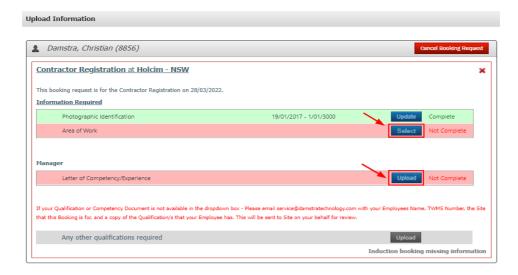


When the screen refreshes, you will notice the document requirement is now highlighted in yellow. This means the document is now pending verification from Damstra Technology to confirm it meets all requirements. Once this document is verified by Damstra, you will not need to re-upload this document for 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





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



- 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

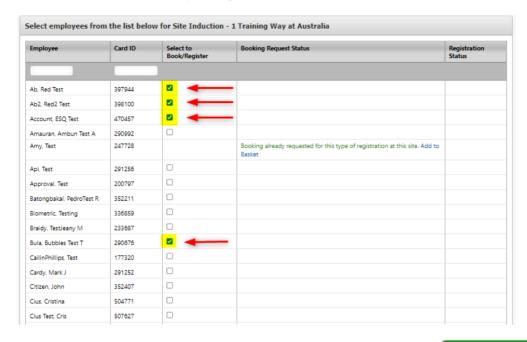


button under Step 7

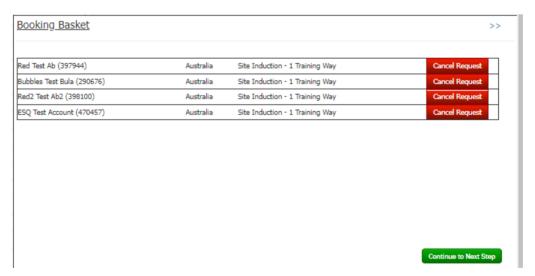
Bulk Booking Induction / Registration / Mobilisation

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



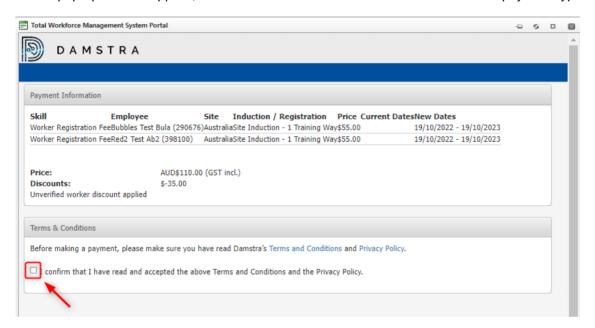
2. Selected employees will be added to your Booking Basket, click Continue to Next Step to proceed to the next step. Click if you wish to remove the employee from the Booking Basket



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



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



- 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.