



DAMSTRA

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EPP for Employees – Mobilisation

PRODUCT: Workforce Management

VERSION:

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APPROVED BY:

This section located on the employee profile page allows employees to view their information on inductions and registration details. The following details are shown in this section.

- Worksite
- Mobilisation type
- Status
- Start Date
- Expiry Date

Worksite	Mobilisation	Status	Start date	Expiry date
Demo Site A	Portal Training 1	Begin date in future	Future date 2 Oct 2023	Never expires
Demo Site A	Contractor Induction	Active	28 Sep 2023	Never expires


Notes:


- Click the All items tab located on the top left to view all active, expired, or cancelled mobilisations.
- Click the valid items tab located on the top left to view all active mobilisations.
- Click the valid & recent items tab located on the top left to view recent and active mobilisations.
- Enter a keyword in the search item bar located on the top right to narrow down the desired search result.
- Click on **Details >** tab to open the employee's **mobilisation details**.

Requirement	Completed by	Successfully completed if	Current status	Due
Medical Certificate (DMO OHS) medical	n/a	Medical has a 'Valid' status	Completed	Valid until 1 Sep 2026
Drivers Licence Qualifications	n/a	One option is valid	Completed	Valid until 29 Mar 2032
OHS Card Qualifications	n/a	One option is valid	Completed	n/a

The following information is shown under the mobilisation details:

- **Top Summary**
 - Employee details
 - Worksite
 - Mobilisation type/name
 - Start/Expiry Date
 - Overall Status
- **Mobilisation Requirements**

- Requirement
- Successfully completed if
- Current Status
- Due
- Click  to expand and view additional details of the selected requirement

Requirement	Completed by	Successfully completed if	Current status	Due
-  Medical Certificate <small>23 AND 23653 medical</small>	n/a	Medical has a 'Valid' status	✓ Completed	Valid until 1 Sep 2024
Additional details				
Entered: 29 Sep 2022 7:47 AM Entered by/supervisor: J.poe De Guzman Referee/doctor: Dr. Larry Smith Alert: No Alert				
- Drivers Licence <small>Qualifications</small>	n/a	One option is valid	✓ Completed	Valid until 29 Mar 2032
- OHS Card <small>Qualifications</small>	n/a	One option is valid	✓ Completed	n/a 