



DAMSTRA

CONNECT + PROTECT YOUR WORLD



EPP for Employees – Expiries

PRODUCT: Workforce Management

VERSION:

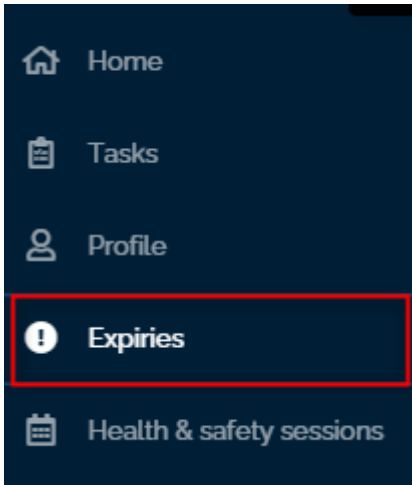
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APPROVED BY:

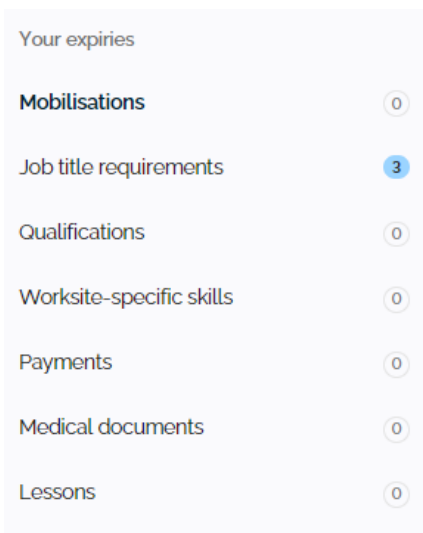
This section allows the employee to view and resolve the expiring documents or requirements on their own profile.

To access this:

1. Click the **Expiries** from the menu.



2. Your expiries will be displayed on your screen.

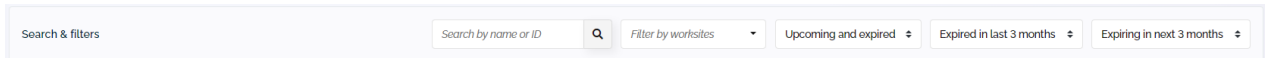


- **Mobilisations** – this area will display if you have an expired mobilisation.
- **Job Title Requirements** – for some job title requirements, the worksite may set a time frame the requirements will be valid for before to be renewed, even if the skill record on the profile expires later than this. The requirement will show in this area and need to be renewed before the date shown to ensure your mobilisation will remain valid.

Worksite & mobilisation	Job title	Requirements	Renew before	
Demo Site A Portal Training 1	OHS	Supply OHS Skill	1 Jan 3000	Upload
Demo Site A Contractor Induction	Drivers Licence	Supply Drivers Licence Skill	29 Mar 2032	Upload
Demo Site A Contractor Induction	OHS Card	Supply OHS Card Skill	1 Jan 3000	Upload

- **Qualifications** – this area will display your expired and upcoming expired global qualifications.
- **Worksite-specific skills** – these are the requirements/documents that are worksite specific.
- **Payments** – this is where your mobilisation licence fees will sit if expire.
- **Medical Documents** – this is where your medical documents will sit if expired.
- **Lessons** – If one of your online courses expires, this is where you can see the list.

3. Expired documents/requirements can also be filtered according to your search.



The image shows a search and filter interface with the following elements:

- A search bar on the left labeled "Search & filters".
- A search input field containing the text "Search by name or ID" and a magnifying glass icon.
- A dropdown menu labeled "Filter by worksites" with a downward arrow.
- A dropdown menu labeled "Upcoming and expired" with a double-headed arrow.
- A dropdown menu labeled "Expired in last 3 months" with a double-headed arrow.
- A dropdown menu labeled "Expiring in next 3 months" with a double-headed arrow.

- Filter by worksites
- Filter by upcoming and expired, only expired and only upcoming expired.
- Filter by expired in last month up to expired in last 5 years.
- Filter by expiring in next month up to expiring in next 5 years.