



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Manage your Company – Forwarding to Employees

PRODUCT: Workforce Management


VERSION:

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APPROVED BY:

- After selecting the preferred session (if required) and Job titles, roles, and tasks, you need to supply the employee requirements based on the job title/s you selected for the employee. **These requirements can also be forwarded to the employee to upload.** The same pop-up screen will appear to enter the email address and again the link will **expire in 7 days, the validity of the link will be based on the latest requirement forwarded.**

- **Forward all incomplete items** – forwarding all incomplete items required to employee’s mobilisation.
- **Forward to employee** – forwarding a specific requirement needed for employee’s mobilisation.

- Click  button to complete the process.
- The employee will then be notified via email that they need to complete this/these requirements. Be reminded that you won’t be able to send this mobilisation request for verification until the employee completes the requirements.

6. Forwarding of requirements to employees can be retracted and send a reminder.
Employee requirements

These are the documents and information required by Demo Site A to prove employees are competent in their job/role

OHS Required by Demo Site A	Undo forward
Forwarded to employee , access link expires 3 Nov 2023	Send reminder
Employee questionnaire Required by Demo Site A	Undo forward
Forwarded to employee , access link expires 3 Nov 2023	Send reminder

To forward this to an Existing Employee to complete:

1. In the mobilisation process after selecting the job title and preferred session (if required), under Employee requirements, click Forward all incomplete items or Forward to employee link.

Employee requirements

[Forward all incomplete items](#)

These are the documents and information required by Demo Site B to prove employees are competent in their job/role

Evidence of Training
Required by Demo Site B for Health & Safety Coordinator / Advisor job title

[Forward to employee](#)

Option
Select an option

Tips to help with approval

- Employee name on document is **Beth Ann (Beth) Stanton** (no shortening or variation will be accepted)
- Uploaded file matches the qualification/skill
- If this document is a card or licence, ensure both front and back of the card is supplied
- Ensure files are high quality and clearly legible

Why is this required?

Upload

- **Forward all incomplete items** – forwarding all incomplete items required to employee’s mobilisation.
 - **Forward to employee** – forwarding a specific requirement needed for employee’s mobilisation.
2. A pop-up screen will appear for you to verify the email address of the employee. You can set a due date for this request to be completed.

Email required ✕

Email to send notification to

name@example.com

By forwarding to the employee, you are consenting to us emailing this employee a link to complete this requirement

Due date

📅 Select a date

 No due date

Forward

3. Click Forward button to complete the process.

4. The employee will then be notified via email that they need to complete this/these requirements. Be reminded that you won't be able to send this mobilisation request for verification until the employee completes the requirements.

DAMSTRA

🚨 Tasks forwarded to you to complete

Your company, QA Testing Company has forwarded the below requirements to you to complete for your AUD Mob Test mobilisation at Demo Site B.

Tasks to complete

- Supply Evidence of Training
- Supply ICAM Lead Investigator

Note, your company can change the tasks they have forwarded to you at any time, use 'Complete now' button below to view your current task list.

Complete Now >

5. Forwarding of requirements to employees can be retracted and send a reminder.

Employee requirements

These are the documents and information required by Demo Site B to prove employees are competent in their job/role

<p>Evidence of Training</p> <p>Required by Demo Site B for Health & Safety Coordinator / Advisor job title</p> <p>🔁 Forwarded to employee to complete</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">↶ Undo forward</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">✉ Send reminder</div>
<p>ICAM Lead Investigator</p> <p>Required by Demo Site B for Health & Safety Coordinator / Advisor job title</p> <p>🔁 Forwarded to employee to complete</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">↶ Undo forward</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">✉ Send reminder</div>

Click here to see how the Employee can complete the requirements forwarded to them by their company administrator.