



D A M S T R A

Manage Web Portals

Safety



[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

Manage Web Portals

Introduction

With Damstra Safety, "*VForms*" or "*Web Portals*" provide an easy way for anybody in your Organisation to submit information into your Damstra Safety system without needing a login and without risk to the security of your data.

Web Portals can be configured for a number of uses and are typically used as a way for Workers to report Events such as injuries or incidents, share observations and to provide updates on the progress of Corrective Actions.



Manage Web Portals

Introduction cont.

Damstra Safety allows you to create multiple web portals for different purposes, sites or user groups.

Once configured, Web Portals can be accessed via a web browser or via the Notify app.

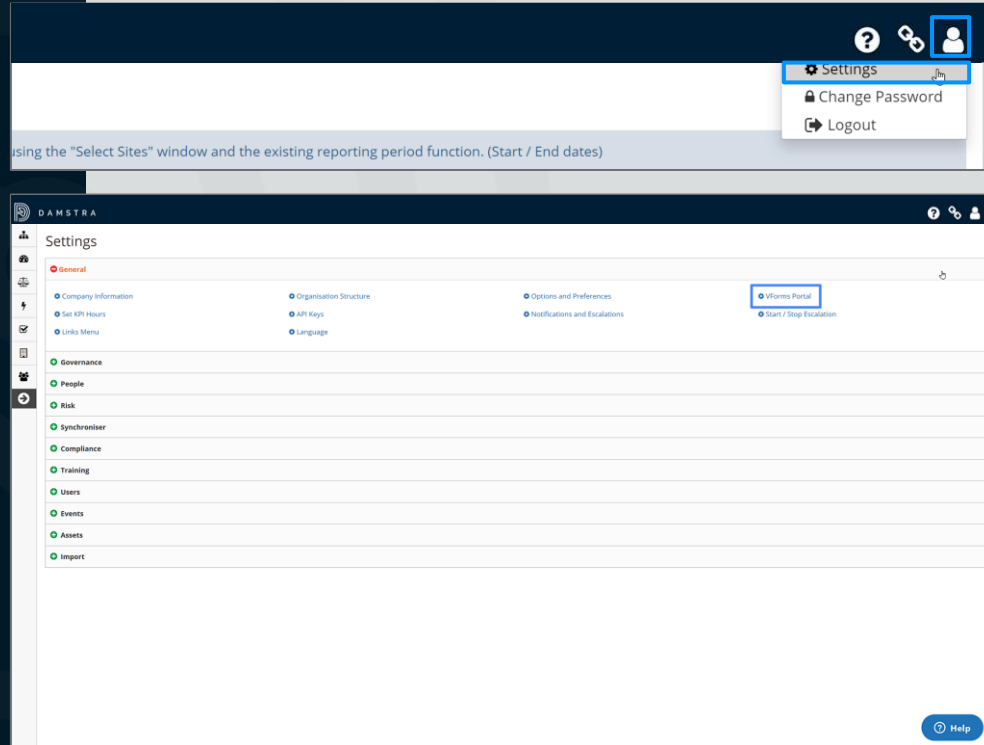
In this video, we'll show how to configure a new Web Portal, and how to share it to members of your team.



Manage Web Portals Settings

Begin in *Settings*, which can be found under the 'profile' icon toward the top right of the screen.

In the 'General' section, **click** 'VForms Portal'.



Manage Web Portals

VForms Portal

Any existing Web Portals are displayed in the table, along with key information about each.

To create a new Web Portal, click 'Add'.

The screenshot displays the 'Settings / VForms Portal' interface in the DAMSTRA system. A sidebar on the left contains navigation icons. The main content area features a search bar and a table of existing web portals. An 'Add' button is located in the top right corner of the table area. The table has columns for ID, Name, Site/Department, Location, and Actions. Four portals are listed: 'Health and Safety Reporting Portal', 'Workers Web Portal', 'Contractors/Tenants', and 'Event Portal'. Below the table, there is a pagination control showing 'Showing 1 to 4 of 4 entries' and a 'Back' button. A 'Help' button is visible in the bottom right corner.

ID	Name	Site/Department	Location	Actions
45	Health and Safety Reporting Portal	ABC Group		Actions
44	Workers Web Portal	ABC Industries New Zealand, ABC Industries Australia	Digital Content Creators	Actions
25	Contractors/Tenants	ABC Group	All contractors	Actions
1	Event Portal	ABC Group	Intranet shortcut	Actions

Showing 1 to 4 of 4 entries

Back

Help

Manage Web Portals

Add Web Portal

Provide a name for your Web Portal, noting that this is purely for identification purposes when managing your web portals in Damstra Safety - it won't be displayed to Users, so enter something descriptive that will help you identify it later.

Next, **select** the Site(s) that people using this portal should have access to using the checkboxes. To give Users the ability to submit information that relates to any site in your Org Structure, tick the global level.

Add Web Form Access Point

Access Point Name *

Warehouse Incidents

Site

Sydney Warehouse

Search

- ☐ ABC Group
 - ☐ ABC Industries Australia
 - ☐ New South Wales
 - ☐ Rydalmere
 - ☐ Finance
 - ☐ New Forest
 - ☐ Sydney Accounting
 - ☐ Sydney Payroll
 - ☐ Plant
 - ☒ Sydney Warehouse
 - ☐ Rydalmere Plant
 - ☐ Despatch
 - ☐ Inwards Goods

Manage Web Portals

Add Web Portal cont.

If you intend this Web Portal to be used in a specific location, for example you may intend to have a kiosk where the portal is permanently available, you may **enter** location information here. Again, this field is for identification purposes only and any values you enter will not be displayed to users.

Select the date format you'd like to use from the pick-list, being mindful of the format the audience will find most natural.

Access Point Name *

Warehouse Incidents

Site

Sydney Warehouse

Location

Tablet kiosk, main office

Date Format *

-- Please Select --

Default Portal For CA signoff

-- Please Select --

dd/mm/yyyy

mm/dd/yyyy

Title * ?

☐ Default

Title Description

Hide Other Persons ?

☐

Other Person Only ?

☐

Include Event Category

☐

Manage Web Portals

Add Web Portal cont.

If you'd like to include a link to this portal when sending email notifications to people assigned to Corrective Actions, **tick** the checkbox bearing in mind that only one Web Portal can be selected at a time. Ticking this will override any previous selection. If this checkbox is not ticked on any portal, no link will be included in Corrective Action emails.

Next, **enter** the title that you'd like to be displayed at the top of the screen when people view this Web Portal. Alternatively, you may tick the 'Default' checkbox to give it the factory default title.

Access Point Name *

Warehouse Incidents

Site

Sydney Warehouse

Location

Tablet kiosk, main office

Date Format *

dd/mm/yyyy

Default Portal For CA signoff

☐

Title * ?

☐ Default se Incident Report Portal

Title Description

Hide Other Persons ?

☐

Other Person Only ?

☐

Include Event Category

☐

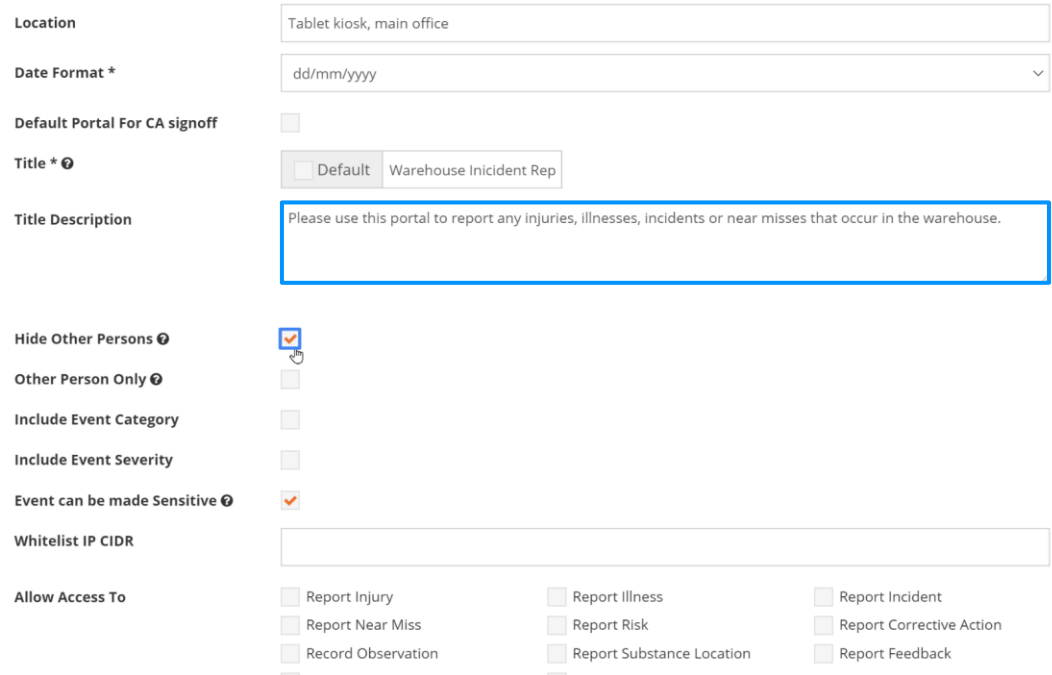
DAMSTRA

Manage Web Portals

Add Web Portal cont.

To provide Users with context or instruction, **enter** text into the optional '*Title Description*' field. This will be displayed directly beneath the Title.

By default, when Users select the person reporting and person involved for the event being reported, they are able to search and select from the people recorded in your Damstra Safety system. Additionally, they are able to enter the name of somebody who does not belong to the Organisation by selecting 'Other' as the person type, and entering the name via free text. If you'd like to suppress the ability for Users to select 'Other', **tick** the check-box.



The screenshot shows a web form for adding a new web portal. The 'Title Description' field is highlighted with a blue border. The form includes various configuration options for the portal's location, date format, and access permissions.

Location	Tablet kiosk, main office		
Date Format *	dd/mm/yyyy		
Default Portal For CA signoff	☐		
Title * ?	☐ Default ☐ Warehouse Incident Rep		
Title Description	Please use this portal to report any injuries, illnesses, incidents or near misses that occur in the warehouse.		
Hide Other Persons ?	☒		
Other Person Only ?	☐		
Include Event Category	☐		
Include Event Severity	☐		
Event can be made Sensitive ?	☒		
Whitelist IP CIDR			
Allow Access To	☐ Report Injury	☐ Report Illness	☐ Report Incident
	☐ Report Near Miss	☐ Report Risk	☐ Report Corrective Action
	☐ Record Observation	☐ Report Substance Location	☐ Report Feedback

Manage Web Portals

Add Web Portal cont.

Inversely, if you'd like Users to only be able to select 'Other', and therefore never be able to search and select from the people stored in your Damstra Safety system, **tick** the 'Other Person Only' checkbox.

If you'd like the User to select Event Category and Event Severity for the event they're reporting, **tick** the relevant check-boxes. Otherwise, this detail can be added once it is received into your Damstra Safety system.

The screenshot shows a configuration form for a web portal. At the top, there are two tabs: 'Default' and 'Warehouse Incident Rep'. The 'Title Description' field contains the text: 'Please use this portal to report any injuries, illnesses, incidents or near misses that occur in the warehouse.' Below this, there are several checkboxes with labels and help icons:

- Hide Other Persons**: ☒
- Other Person Only**: ☐
- Include Event Category**: ☒
- Include Event Severity**: ☒
- Event can be made Sensitive**: ☒

Below these is a text field for 'Whitelist IP CIDR'.

The 'Allow Access To' section contains a grid of checkboxes for various report types:

☐ Report Injury	☐ Report Illness	☐ Report Incident
☐ Report Near Miss	☐ Report Risk	☐ Report Corrective Action
☐ Record Observation	☐ Report Substance Location	☐ Report Feedback
☐ Create Token	☐ Hide Logon to Damstra Safety	

At the bottom, there are two buttons: 'Save' (orange) and 'Cancel' (grey).

Manage Web Portals

Add Web Portal cont.

If you'd like Users to be able to mark an event as 'sensitive', **tick** the '*Event can be made sensitive*' checkbox. If a User does mark an Event as sensitive, they will then need to select at least one Sensitive User to have visibility of the Event, and it will be hidden from all other Users.

If you'd like to restrict access to this Web Portal to only certain networks or devices, **enter** permitted IP addresses in CIDR format, separated by commas. Attempts to access the Web Portal from all other IP addresses will be rejected.

Warehouse Incident Rep

Title Description

Please use this portal to report any injuries, illnesses, incidents or near misses that occur in the warehouse.

Hide Other Persons

☒

Other Person Only

☐

Include Event Category

☒

Include Event Severity

☒

Event can be made Sensitive

☒

Whitelist IP CIDR

203.0.113.0/24, 203.0.114.0/24

Allow Access To

☐ Report Injury

☐ Report Illness

☐ Report Incident

☐ Report Near Miss

☐ Report Risk

☐ Report Corrective Action

☐ Record Observation

☐ Report Substance Location

☐ Report Feedback

☐ Create Token

☐ Hide Logon to Damstra Safety

Save

Cancel

Manage Web Portals

Add Web Portal cont.

Finally, **select** the features that you'd like to allow access to by ticking the relevant checkboxes. For each ticked checkbox, **enter** the text that should appear alongside it. Rich formatting tools are available to give your Web Portal the look you want.

Allow Access To

☒ Report Injury	☒ Report Illness	☒ Report Incident
☒ Report Near Miss	☐ Report Risk	☐ Report Corrective Action
☐ Record Observation	☐ Report Substance Location	☐ Report Feedback
☐ Create Token	☐ Hide Logon to Damstra Safety	

Report Injury

Report an incident that **caused injury to a person.**

Report Incident

Report Near Miss

Save **Cancel**

Manage Web Portals

Add Web Portal cont.

By default, Web Portals include a 'Login' button so that people with Damstra Safety access can quickly access the system. If you'd like to hide this, **tick** the '*Hide logon to Damstra Safety*' checkbox.

Finally, if you'd like your Damstra Safety Users to be able to self-generate login tokens, **tick** the '*Create Token*' checkbox. Users will then be able to create login tokens by confirming their full name and employee ID.

Once everything is set as you'd like, **click** 'Save'. The new portal now appears in the table and is ready to use.

The screenshot shows a configuration form for adding a web portal. The form includes several sections with checkboxes and input fields:

- Other Person Only**: A checkbox that is currently unchecked.
- Include Event Category**: A checked checkbox.
- Include Event Severity**: A checked checkbox.
- Event can be made Sensitive**: A checked checkbox.
- Whitelist IP CIDR**: A text input field containing the value "203.0.113.0/24, 203.0.114.0/24".
- Allow Access To**: A section with a grid of checkboxes for various report types:
 - Report Injury: checked
 - Report Near Miss: checked
 - Record Observation: unchecked
 - Create Token: unchecked
 - Report Illness: checked
 - Report Risk: unchecked
 - Report Substance Location: unchecked
 - Hide Logon to Damstra Safety: checked
 - Report Incident: checked
 - Report Corrective Action: unchecked
 - Report Feedback: unchecked
- Report Injury**: A section with a rich text editor. The text inside the editor reads: "Report an incident that **caused injury to a person.**"

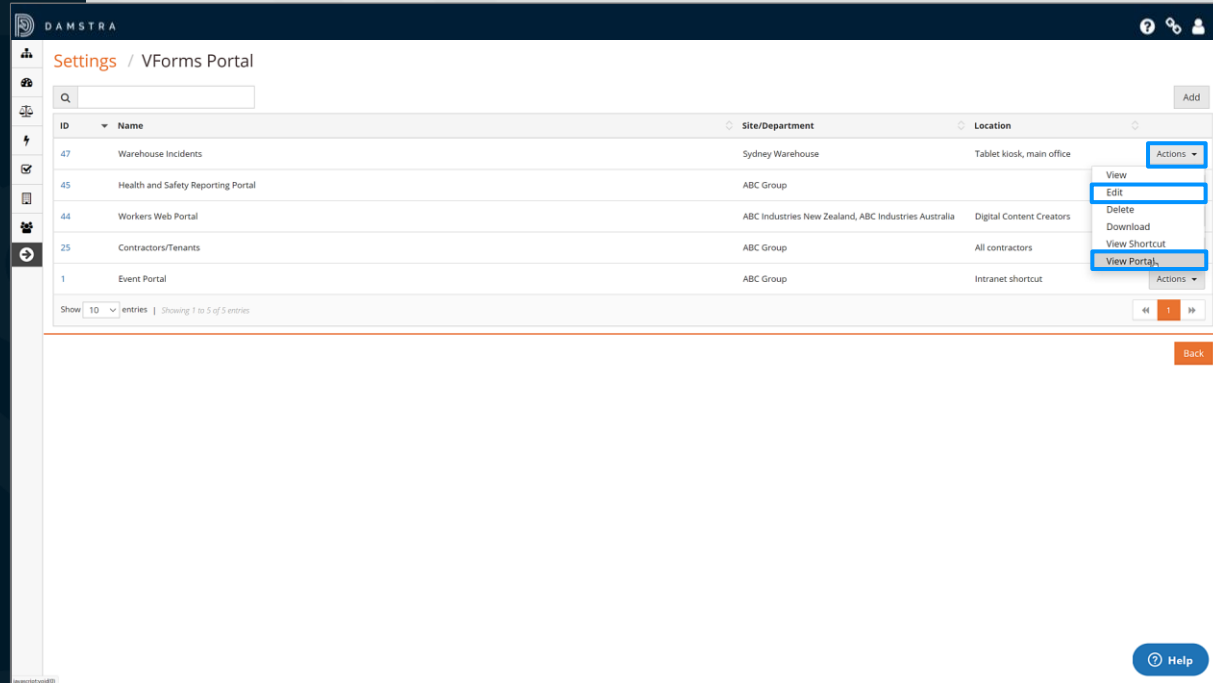
At the bottom of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button.

Manage Web Portals

View, Edit Web Portal

To see how it looks, **click** 'Actions', then 'View Portal'.

To make any changes, **click** 'Actions', then 'Edit' and make the required changes before saving.



The screenshot shows the DAMSTRA VForms Portal Settings page. The page has a dark blue header with the DAMSTRA logo and a search bar. The main content area is white and contains a table of web portals. The table has columns for ID, Name, Site/Department, Location, and Actions. The 'Actions' column for each row contains a dropdown menu with options: View, Edit, Delete, Download, View Shortcut, and View Portal. The 'View Portal' option is highlighted in blue. The table lists five portals: Warehouse Incidents, Health and Safety Reporting Portal, Workers Web Portal, Contractors/Tenants, and Event Portal. The 'Event Portal' row is selected. At the bottom right, there is a 'Back' button and a 'Help' button.

ID	Name	Site/Department	Location	Actions
47	Warehouse Incidents	Sydney Warehouse	Tablet kiosk, main office	Actions
45	Health and Safety Reporting Portal	ABC Group		View Edit Delete Download View Shortcut View Portal
44	Workers Web Portal	ABC Industries New Zealand, ABC Industries Australia	Digital Content Creators	Actions
25	Contractors/Tenants	ABC Group	All contractors	Actions
1	Event Portal	ABC Group	Intranet shortcut	Actions

Manage Web Portals

Share Web Portal

To share with your team for access via a web browser, **click** 'Actions', 'View Shortcut', and share via the URL.

If your team members use the Notify app, you may select which Web Portal you would like them to connect to via User Authorisation settings. Help with this is available separately in the Support Portal.

The screenshot displays the DAMSTRA VForms Portal Settings interface. The main content area shows a table of web portals with columns for ID, Name, Site/Department, and Location. A dropdown menu is open for the 'Actions' column of the first row, showing options: View, Edit, Delete, Download, View Shortcut, and View Portal. The 'View Shortcut' option is highlighted. Below the table, a modal window titled 'Shortcut Link' is displayed, showing a long URL: <https://dccuat01.vaultgrc.com/kiosk/index?id=v9qoscgz82ou8roe5y2jj5t3026f2sd8bk5ukbdevb7l5g1wwpohee3fhvj7o7>. The modal has an 'OK' button and a 'Help' button in the bottom right corner. The footer of the page shows 'ABC Group'.

ID	Name	Site/Department	Location	Actions
47	Sydney Warehouse Incidents	Sydney Warehouse	Tablet kiosk, main office	View Edit Delete Download View Shortcut View Portal
45	Health and Safety Reporting Portal	ABC Group		
44	Workers Web Portal	ABC Industries New Zealand, ABC Industries Australia	Digital Content Creators	
25	Contractors/Tenants	ABC Group	All contractors	
1	Event Portal	ABC Group	Intranet shortcut	

Showing 1 to 5 of 5 entries

Back

Shortcut Link

<https://dccuat01.vaultgrc.com/kiosk/index?id=v9qoscgz82ou8roe5y2jj5t3026f2sd8bk5ukbdevb7l5g1wwpohee3fhvj7o7>

OK

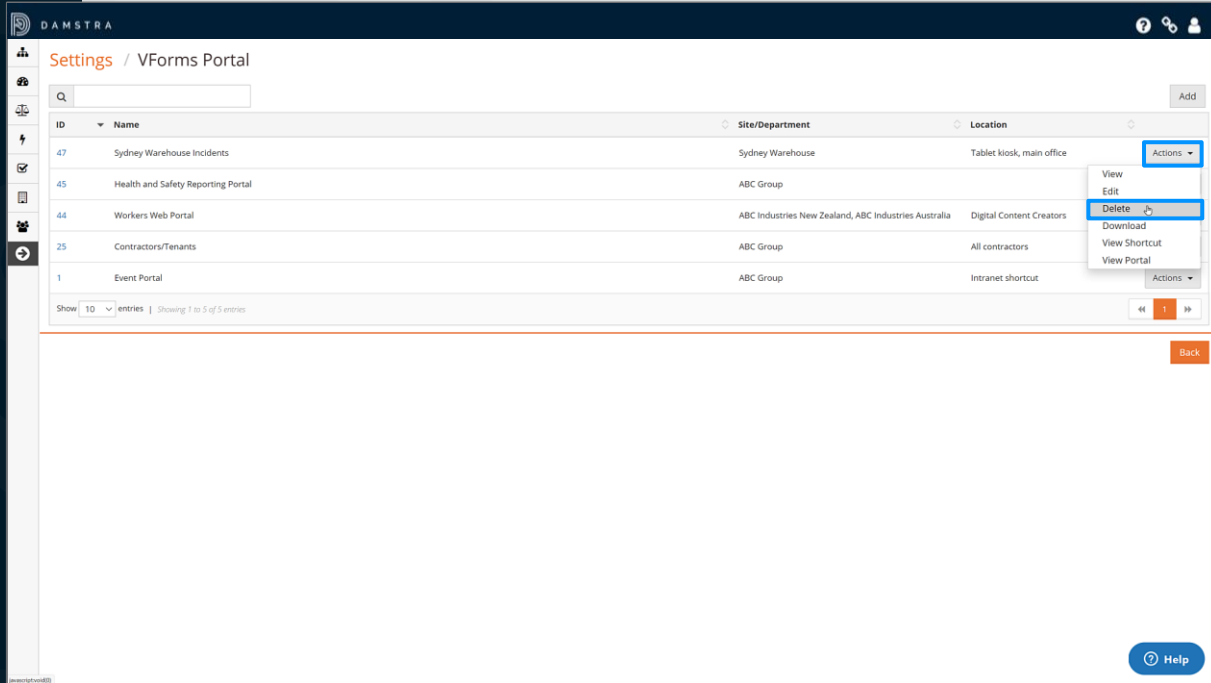
Help

ABC Group

Manage Web Portals

Delete Web Portal

To delete a Web Portal, **click** 'Actions', then 'Delete'.



The screenshot displays the 'Settings / VForms Portal' interface in the DAMSTRA system. A table lists five web portals. The 'Actions' dropdown menu for the first row is open, showing options: View, Edit, Delete (highlighted), Download, View Shortcut, and View Portal. The table has columns for ID, Name, Site/Department, and Location.

ID	Name	Site/Department	Location
47	Sydney Warehouse Incidents	Sydney Warehouse	Tablet kiosk, main office
45	Health and Safety Reporting Portal	ABC Group	
44	Workers Web Portal	ABC Industries New Zealand, ABC Industries Australia	Digital Content Creators
25	Contractors/Tenants	ABC Group	All contractors
1	Event Portal	ABC Group	Intranet shortcut

At the bottom of the table, it says 'Show 10 entries | Showing 1 to 5 of 5 entries'. There is a 'Back' button at the bottom right and a 'Help' button in the footer.

