



D A M S T R A

Using the Operational
Dashboard

Safety



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Operational Dashboard

Introduction

The 'Operational Dashboard' in Damstra Safety provides a graphical, real-time snapshot of the Health & Safety landscape across your organisation.

Powerful and easy to use, it's a great starting point for your regular Health & Safety meetings.

In this guide, we'll cover how to access, understand and get the most out of this feature.

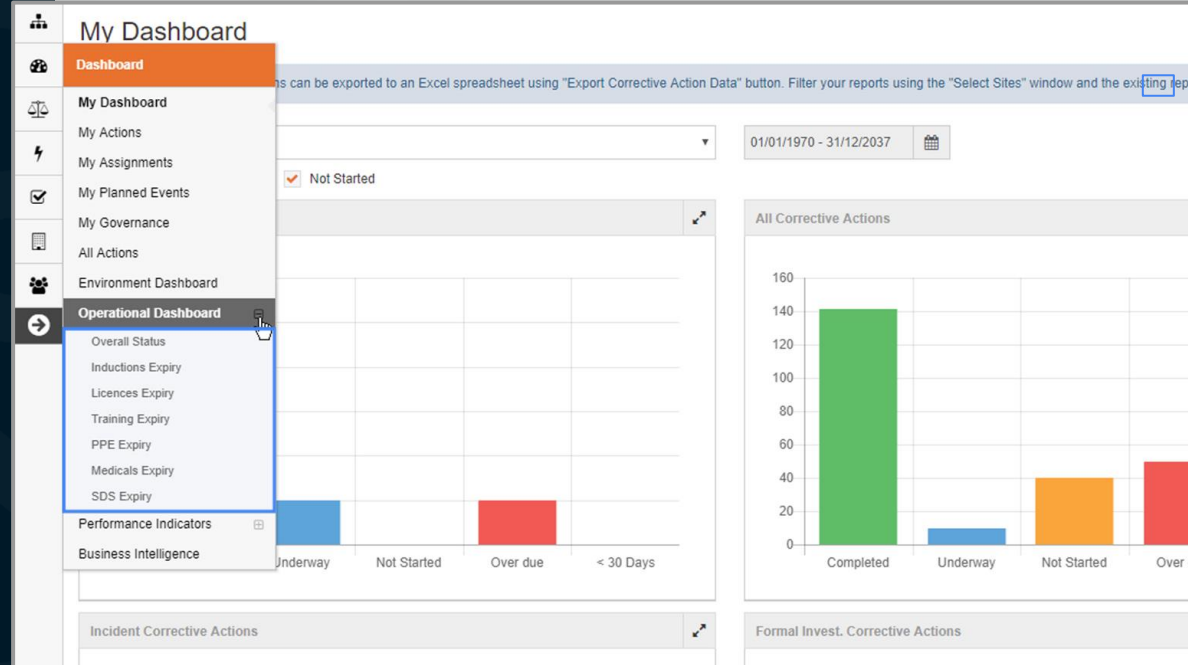


Operational Dashboard

Accessing the Operational Dashboard

The 'Operational Dashboard' can be accessed via 'Dashboard' in the 'Menu bar'.

Expand it to reveal all sections of the 'Dashboard'.

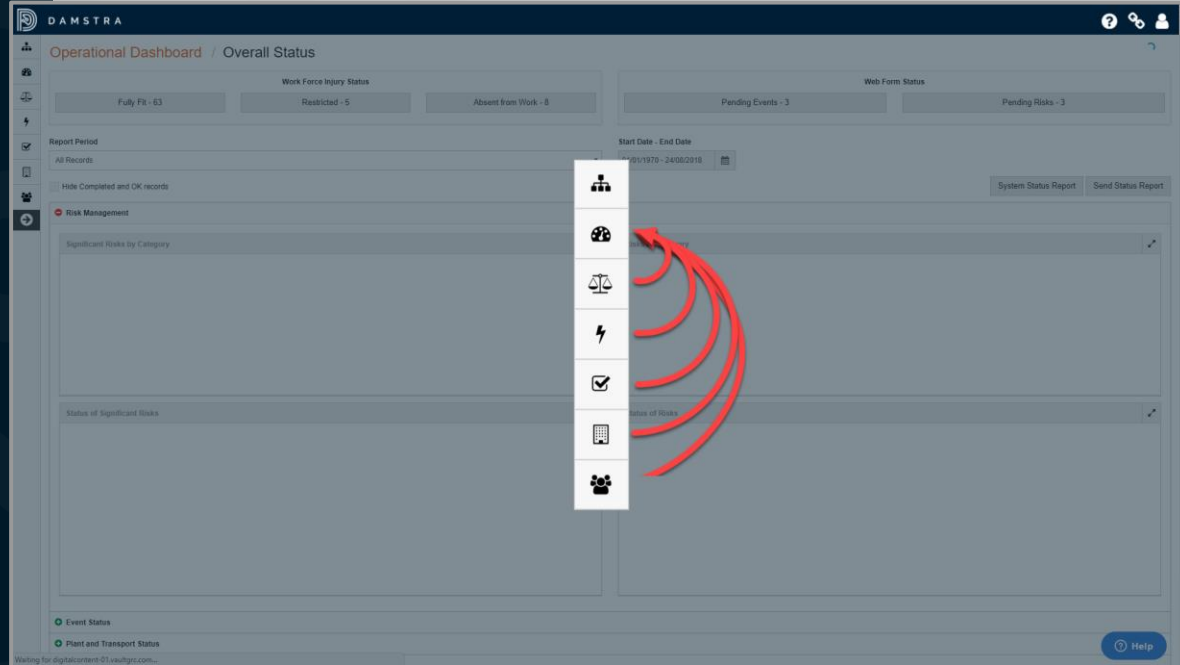


Operational Dashboard

Overall Status

As the name suggests, the 'Overall Status Dashboard' provides the highest-level look across the key elements of Damstra Technology.

No setup or data entry is required, the Dashboard automatically accumulates data from all modules of Vault and displays it in groups as easily decipherable graphs, charts and tables.



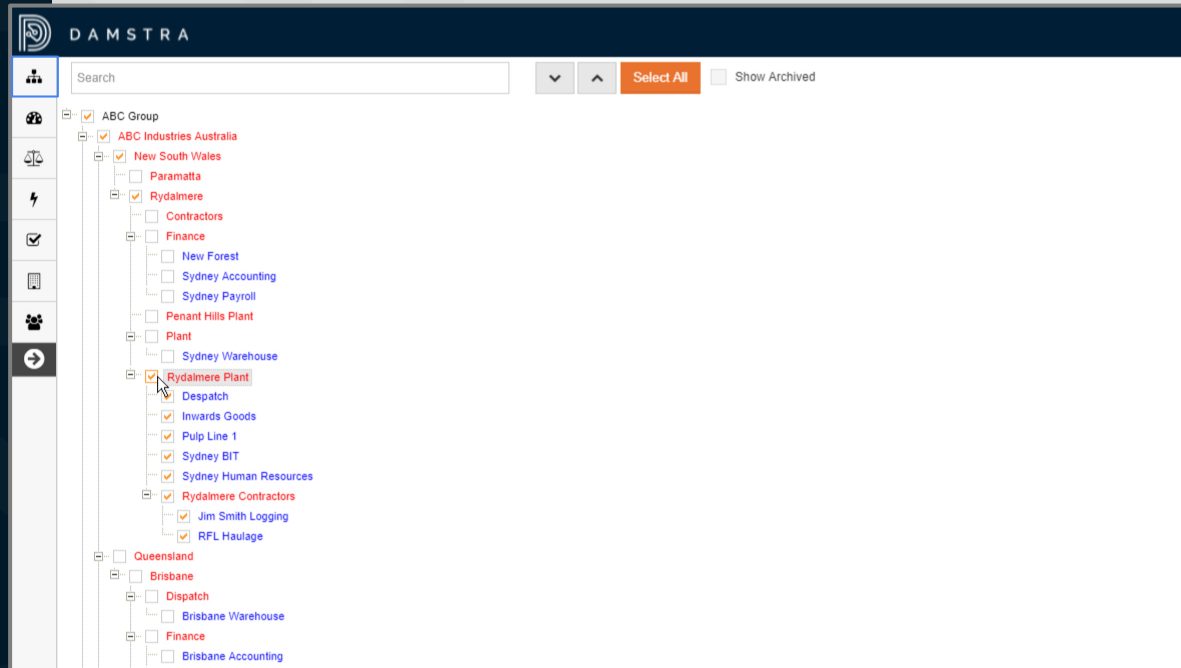
Operational Dashboard

Filter by Site

The data displayed within the dashboard can be filtered in a number of different ways, allowing you to focus on just the data you're interested in:

To filter by 'Site' - **use** the 'Site Selection' button in the 'Menu bar' to **select** one or more 'Sites', depending on the level of access available to your profile.

The 'Dashboard' will then be filtered to only show data for the 'Site' or 'Sites' selected.



Operational Dashboard

Filter by Date

To filter by Date - **select** between 'All Records' to display information for all data captured since your system was implemented, or **select** 'Custom' to set a date range of your choice.

Quick and easy presets are available, or specific dates may be typed or selected from the calendar for precise control over the dates considered.

The screenshot displays the DAMSTRA Operational Dashboard. The main header shows 'Operational Dashboard / Overall Status'. Below this, there are three summary cards for 'Work Force Injury Status': 'Fully Fit - 63', 'Restricted - 5', and 'Absent from Work - 8'. To the right, a 'Web Form Status' card shows 'Pending Events - 3'. A 'Report Period' dropdown menu is open, showing options: 'All Records', 'All Records', and 'Custom' (which is highlighted). Below the dropdown, a 'Start Date - End Date' field shows '01/01/1970 - 24/08/2018'. A calendar modal is open, showing the date range from January 1970 to August 2018. The calendar has tabs for 'This Week', 'Last Week', 'This Month', 'Last Month', and 'Custom Range' (which is selected). The 'Custom Range' section shows the start date '01/01/1970' and the end date '24/08/2018'. The calendar grid shows the days of the week and the dates for January 1970 and February 1970. The 'Apply' button is highlighted.

DAMSTRA

Operational Dashboard / Overall Status

Work Force Injury Status

Fully Fit - 63

Restricted - 5

Absent from Work - 8

Web Form Status

Pending Events - 3

Report Period

All Records

All Records

Custom

Start Date - End Date

01/01/1970 - 24/08/2018

Risk Management

Start Date - End Date

01/01/1970 - 24/08/2018

This Week

Last Week

This Month

Last Month

Custom Range

Apply

Cancel

Jan 1970

Feb 1970

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

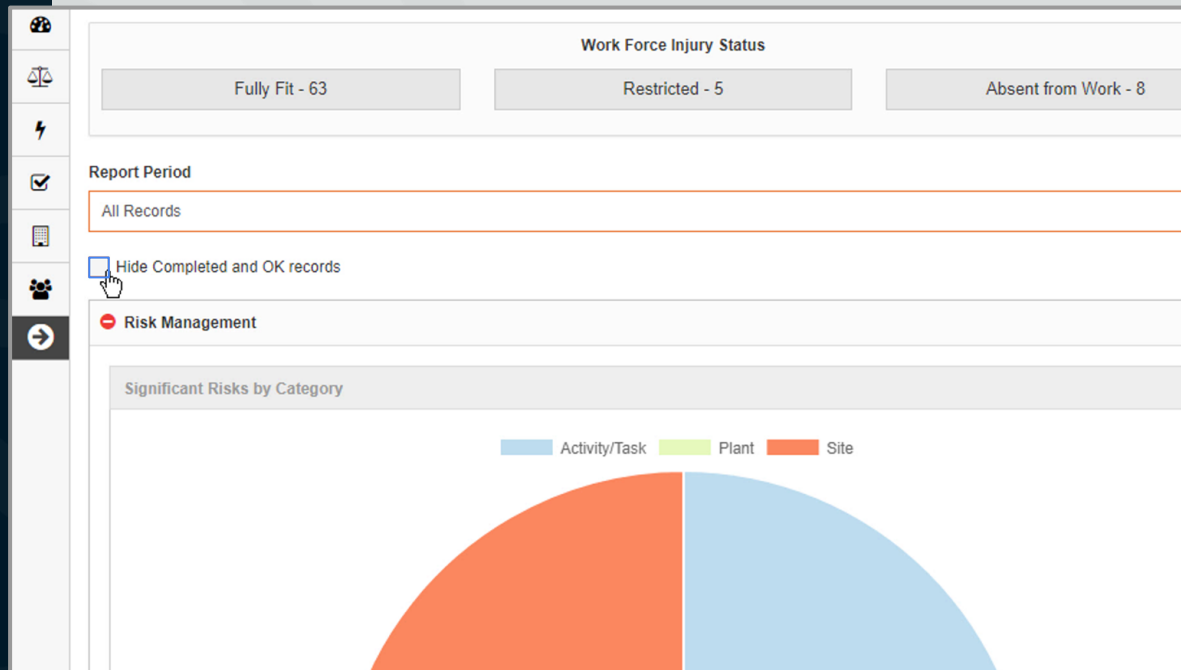
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Operational Dashboard

Filter by Completion or 'OK Staus

Finally, data can be filtered by Completion or 'OK' status.

Tick the 'Hide Completed and OK records' check-box to focus on ongoing or unresolved items, or keep it unticked to include all data, regardless of status.



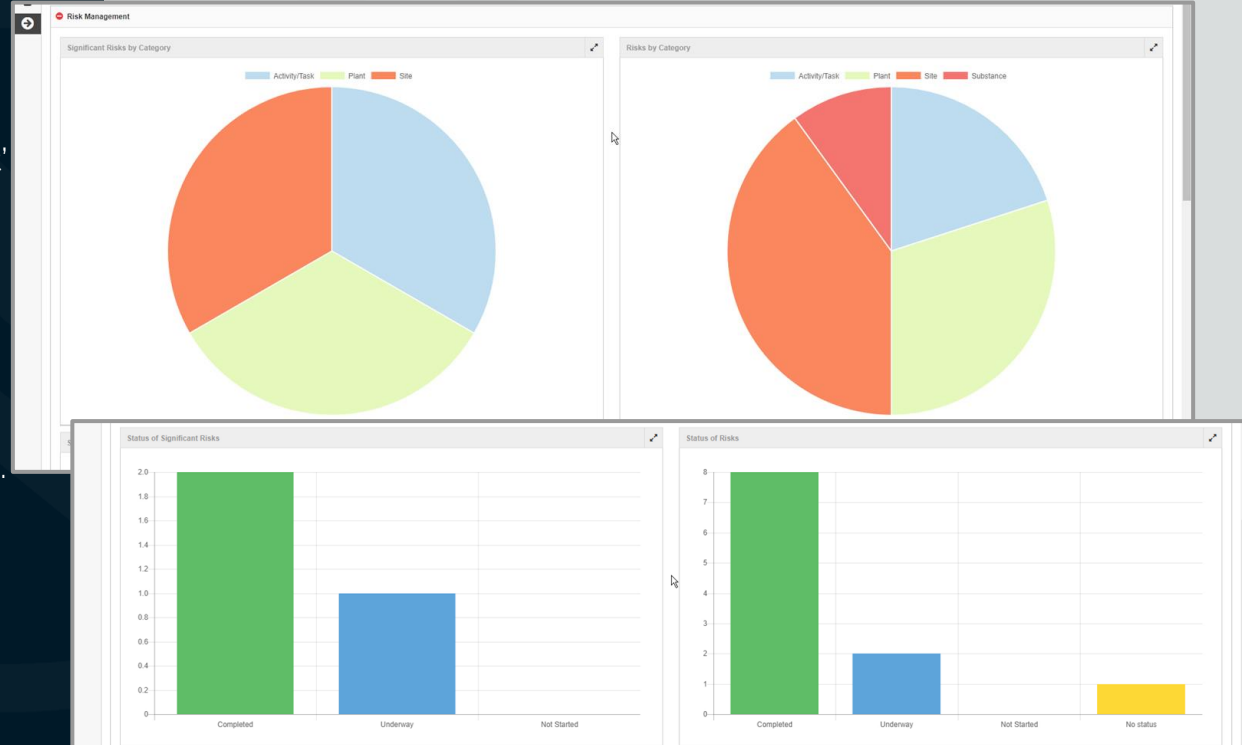
Operational Dashboard

Web Form Status

The 'Risk Management' section shows the number of 'Risks' and 'Significant Risks' identified by your Organisation in the 'Risk Assessment' section of Damstra Safety, and are displayed here by category and by status.

For convenience, all graphs and charts can be viewed in full-screen mode by **clicking** the 'Full-screen' icon toward the top-right of the item.

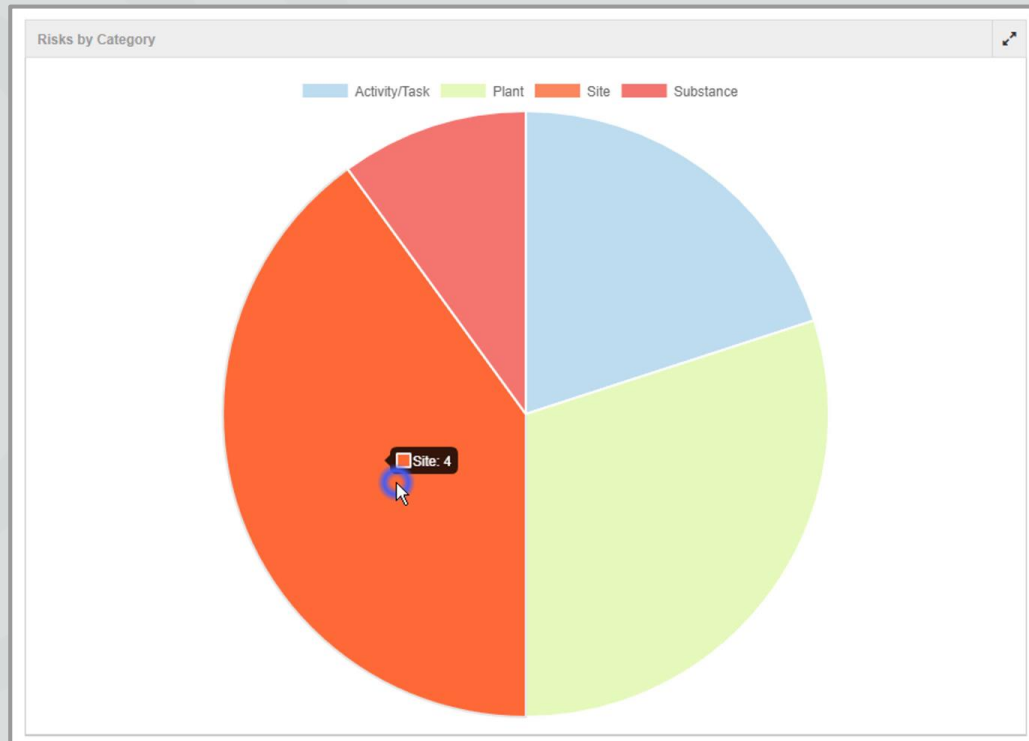
Click again to return to normal viewing mode.



Operational Dashboard

Data Points

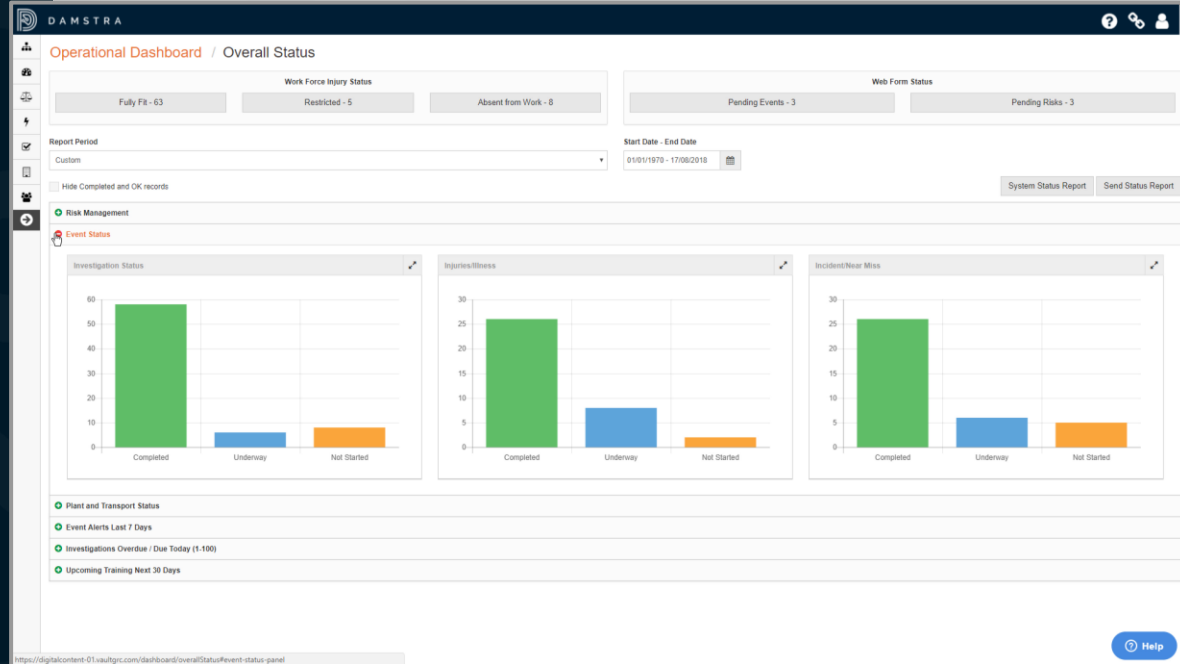
Hovering over a graph segment will display the key for the data being represented, and **clicking** on it will take you directly to the source data with Damstra Safety, for a deeper dive, if required.



Operational Dashboard

Event Status

The 'Event Status' section shows the number of 'Events' and associated 'Investigations' that have been logged within the 'Risk' module, separated by type and displayed by status.

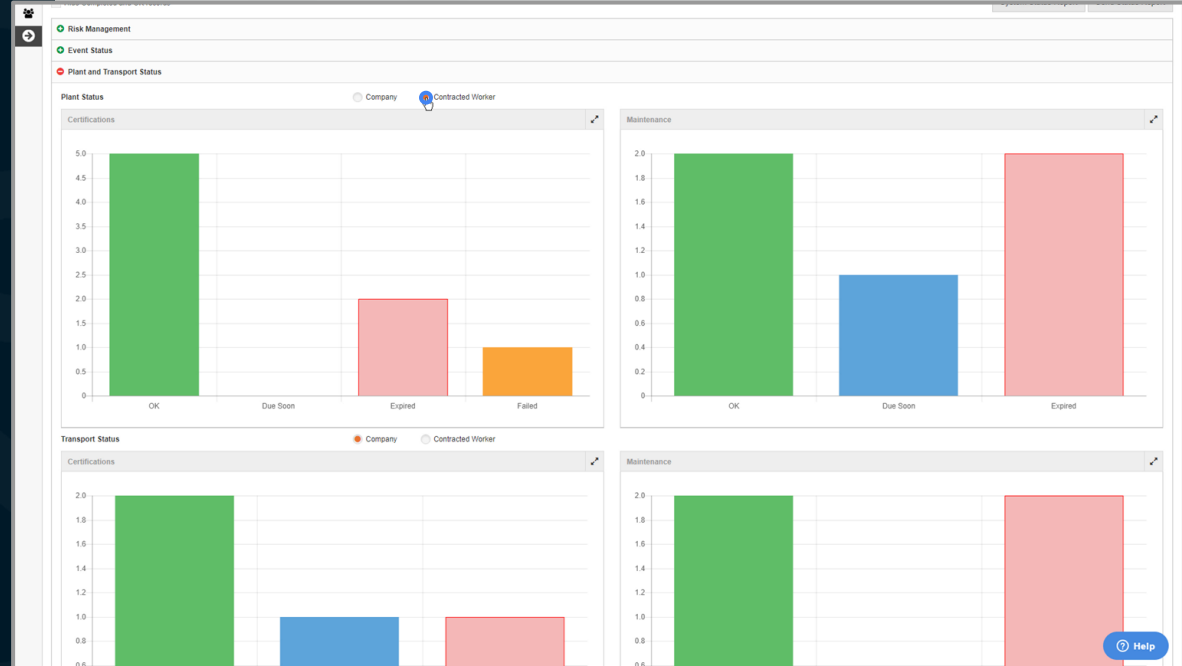


Operational Dashboard

Plant and Transport Status

The 'Plant and Transport Status' section displays the current Certification and Maintenance statuses of both 'Plant' and 'Transport' items, sourced from the Assets module.

Use the radio buttons to switch between items used by the 'Company' or 'Contracted Workers'.



Operational Dashboard

Events Last 7 Days

The final three sections of the 'Overall Status Dashboard' display time-bound information that is not governed by any date-range filters we may have applied.

The 'Events Last 7 Days' section shows a summary of Pending and Active 'Events' that have been reported within the last 7 days.

The data is displayed as a table with key information about each alert. **Search**, **sort** and **browse** the data using the standard table controls, or **click** the 'View' button to be taken to the 'Event' item.

The screenshot displays the DAMSTRA Operational Dashboard. The top navigation bar includes the DAMSTRA logo and user profile icons. The main header reads 'Operational Dashboard / Overall Status'. Below this, there are several summary cards: 'Work Force Injury Status' (Fully Fit - 63, Restricted - 5, Absent from Work - 8) and 'Web Form Status' (Pending Events - 3, Pending Risks - 3). A 'Report Period' dropdown is set to 'All Records', and a 'Start Date - End Date' range is specified as '9/05/1978 - 24/05/2018'. A 'System Status Report' and 'Send Status Report' button are visible. The main content area lists several sections: 'Risk Management', 'Event Status', 'Plant and Transport Status', and 'Event Alerts Last 7 Days'. The 'Event Alerts Last 7 Days' section is highlighted with a red dot and contains a search bar and a table. The table has columns for ID, Case, Type, Category, and Name. A single entry is shown: ID 10703, Case Injury, Type Contracted Worker, Name Heta Wilson. A 'View' button is next to the entry. Below the table, there are 'Show 10 entries' and 'Showing 1 of 1 entries' controls. At the bottom, there are sections for 'Investigations Overdue / Due Today (1-100)' and 'Upcoming Training Next 30 Days'. A 'Help' button is in the bottom right corner.

ID	Case	Type	Category	Name
10703	Injury	Contracted Worker		Heta Wilson

Operational Dashboard

Investigations and Training

Similarly-displayed information about 'Investigations' that are either overdue or due today, as well as Training that is upcoming in the next 30 days is displayed within the respective section.

Hide Completed and OK records

System Status Report

Send Status Report

Risk Management

Event Status

Plant and Transport Status

Event Alerts Last 7 Days

Investigations Overdue / Due Today (1-100)

ID	Case	Date Due	Responsible	Status	
9588	CN51398	29/03/2018	Daniel Martin	Overdue	View
9701	CN64172	03/03/2017	Kent, Henry	Overdue	View
10724	CN47931	23/03/2018	Daniel Martin	Overdue	View
10759	CN47136	05/09/2017	Daniel Martin	Overdue	View
10779	CN58698	09/03/2018	Daniel Martin	Not Started	View

Show 10 entries | Showing 1 to 5 of 5 entries

Upcoming Training Next 30 Days

Course ID	Course Name	Start Date	Attendees	
10714	Project Management	29/06/2018	1	View
10704	Advanced Excel	31/08/2018	3	View
10567	Office Safety	28/08/2018	5	View

Show 10 entries | Showing 1 to 3 of 3 entries

Help

Operational Dashboard

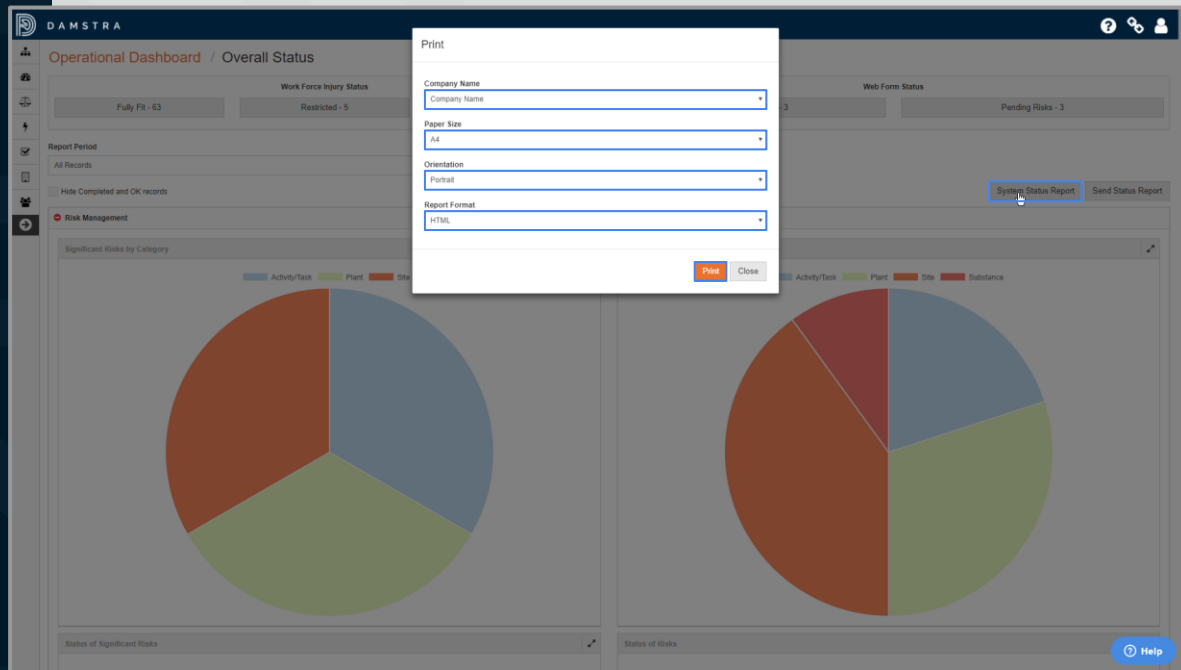
Exporting the Overall Status Dashboard

The 'Overall Status Dashboard' can be exported as a report, if required

Click 'System Status Report' and work through the output options including:

- The company name to appear in the report header.
- The Paper Size and orientation
- And finally, the report format.

Select between HTML, which requires Damstra Safety access to view, or PDF, which is ideal for printing or for sharing with those who do not have Damstra Safety access.



Operational Dashboard

Sending Status Report to Email Recipients

Alternatively, **click** 'Send Status Report' to share a PDF export via email using the default format settings.

Just **enter** the recipients, **add** any additional comments, and **click** 'Send'.

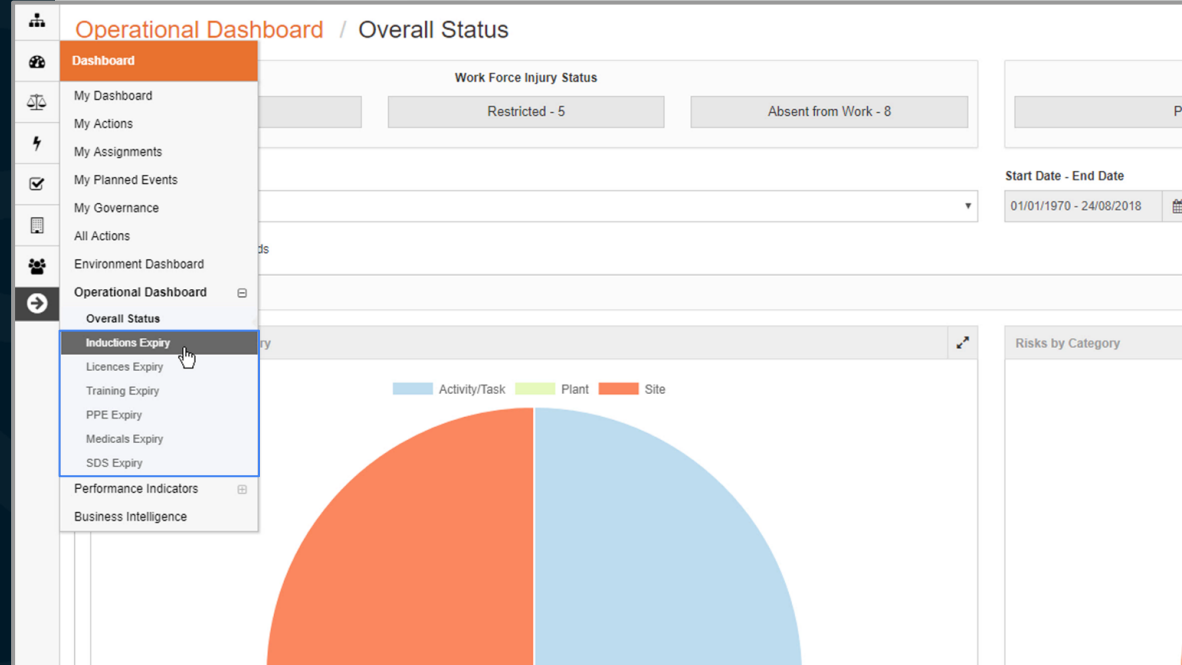
The screenshot shows the 'Send Status Report' interface within the DAMSTRA Operational Dashboard. The breadcrumb trail at the top reads 'Operational Dashboard / Overall Status / Send Status Report'. The form includes several sections: 'To' (with a recipient 'Dense Mark (Worker)' and email 'dense.mark@damstra.com'), 'CC', 'Subject' (pre-filled with 'System Status Report'), and 'Attach File' (with a 'System Status Report.pdf' attachment). A 'Header Text' section contains a warning: 'DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly. You have been assigned responsibility for a Corrective Action.' The 'Comments/Message' section has a rich text editor with the text 'Here's the report for this week's health and safety meeting'. The 'Footer Text' section displays sender information: 'This email has been sent by: User Name: steve lawrence, Type: Employee, Name: Steve Lawrence, Email Address: steve.lawrence@damstra.com, Vault URL: https://damstravault.com/steve.lawrence'. A 'Send' button is at the bottom left, and a 'Cancel' button is at the bottom right. A 'Help' icon is in the bottom right corner.

Operational Dashboard

Expiry Dashboards

The remaining sections of the Operational Dashboard relate to the Expiry of items that must remain current, including:

- Inductions
- Licences
- Training
- PPE
- Medicals
- Safety Data Sheets for substances



Operational Dashboard

Expiry Dashboard cont.

Each of these Expiry 'Dashboards' works in a similar way:

User selectable Filtering options, such as date ranges and 'Person Types', are displayed at the top of the screen.

Key data for all records matching the selected filters is displayed within a table.

Search, **sort** and **browse** the data using the standard table controls.

For a deeper dive on a particular item, **click** 'Actions', then 'View'.

Operational Dashboard / Inductions Expiry

Inductions Expiring within: 1 Month | Person Type: Worker

Employee No.	Employee Name	Induction	Expiry Date	Actions
2638	Robert Beggs	Inland Office Site Induction	09/08/2018	Actions
3642	Michael Farley	Brisbane Warehouse	05/09/2018	Actions
2631	John Ralke	Ford Safety Induction	20/08/2018	View

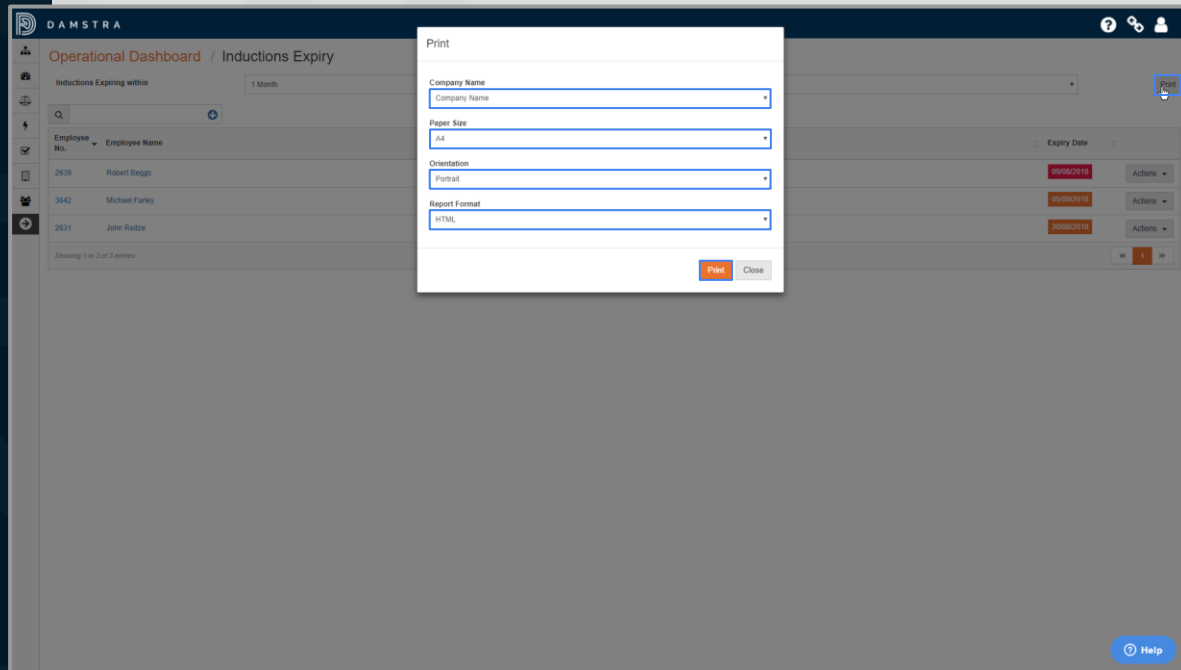
Showing 1 to 3 of 3 entries

Operational Dashboard

Exporting Expiry Dashboard

As with the 'Overall Status Dashboard', Expiry 'Dashboards' can be exported as HTML or PDF reports.

Simply **click** the 'Print' button and **select** your output requirements.



The screenshot displays the DAMSTRA Operational Dashboard, specifically the 'Inductions Expiry' section. A 'Print' modal is open, allowing users to select their output requirements. The modal includes dropdown menus for 'Company Name', 'Paper Size' (set to A4), 'Orientation' (set to Portrait), and 'Report Format' (set to HTML). Buttons for 'Print' and 'Close' are at the bottom of the modal. The background dashboard shows a table of employee induction expiry data.

Employee No.	Employee Name	Expiry Date	Actions
2638	Robert Beggs	09/08/2018	Actions
3642	Michael Farley	05/08/2018	Actions
2831	John Ralton	30/08/2018	Actions

Showing 1 to 3 of 3 entries

