



**D A M S T R A**

Manage Configurable  
Compliance Modules

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.

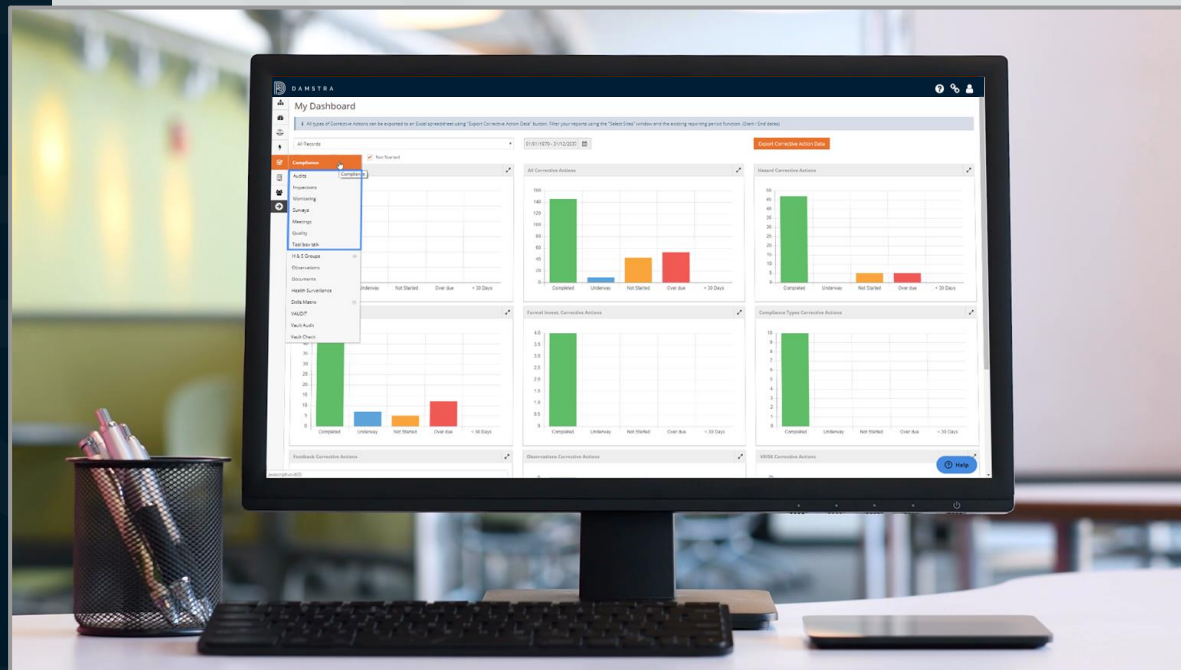
# Manage Configurable Compliance Modules

## Introduction

In Damstra Safety, topics such as Meetings and Toolbox talks can be recorded in up to Seven configurable Compliance Modules, depending on the needs of your organisation.

These Configurable Modules can be found above the H&S groups Module within the Compliance section menu .

Your organisation may show less than seven of these modules in your system, and these modules may be named differently.

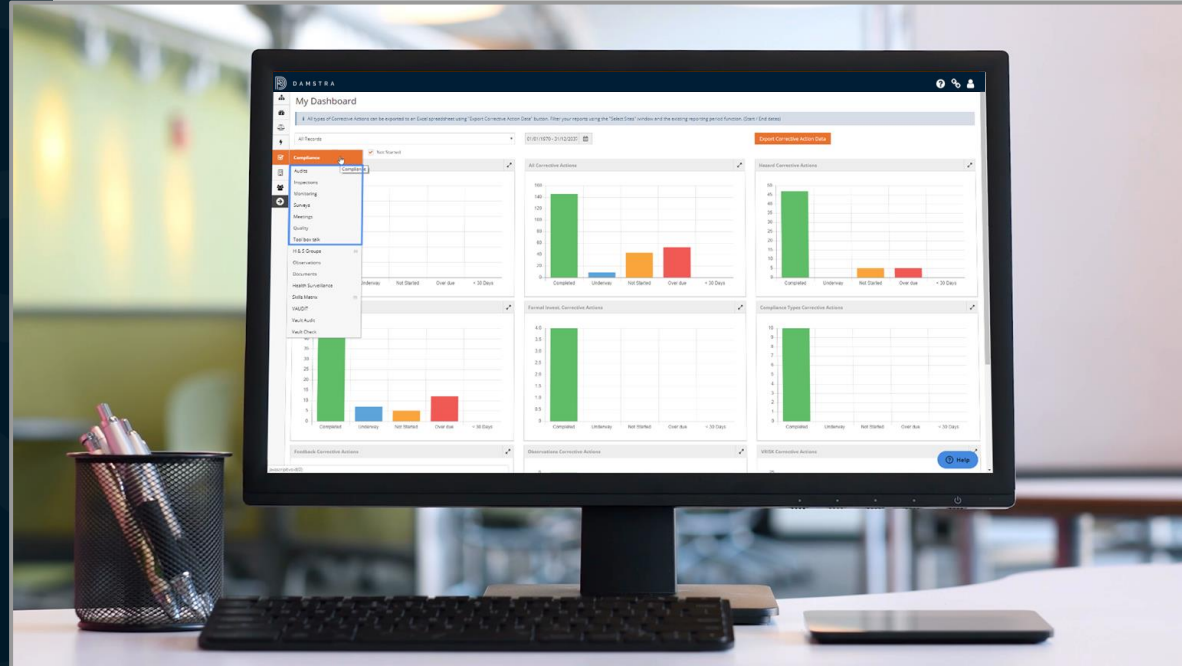


# Manage Configurable Compliance Modules

## Introduction cont.

This guide explains how to add, delete and edit records in the Configurable Compliance Modules.

For this guide, we'll use the *Inspections* module, however all configurable modules work identically.



# Manage Configurable Compliance Modules

## Add a New Record

To add a new record, **click** the 'Add' button. This will open a form for entering the details of the item being added.

**Fill out** the form by populating all mandatory and relevant fields.

The screenshot displays the DAMSTRA 'Inspections' module. On the left, a sidebar contains navigation icons and filter options. The main area features a table of inspection records with columns for ID, Site, Type, Subject, Accountable, Assigned to, Findings, Date, Status, and Actions. An 'Add' button is located in the top right corner of the table. An 'Add Inspections' modal form is open, showing fields for Type, Site, Subject, Accountable, Assigned to, Findings, Date, Status, and Actions. The form includes a 'Save' button at the bottom right.

| ID    | Site          | Type                   | Subject               | Accountable            | Assigned to   | Findings | Date       | Status      | Actions |
|-------|---------------|------------------------|-----------------------|------------------------|---------------|----------|------------|-------------|---------|
| 11318 | Sydney BIT    | Vehicle Inspection     | All Vehicles          | Ackerly, Warren Ronald | Lenny Summers |          | 17/10/2018 | Not Started | Actions |
| 11317 | Sydney BIT    | Vehicle Inspection     | All Vehicles          | Ackerly, Warren Ronald | Lenny Summers |          | 03/10/2018 | Not Started | Actions |
| 11316 | Sydney BIT    | Vehicle Inspection     | All Vehicles          | Ackerly, Warren Ronald | Daniel Martin |          | 19/09/2018 | Not Started | Actions |
| 11315 | Sydney BIT    | Vehicle Inspection     | All Vehicles          | Ackerly, Warren Ronald | Daniel Martin |          | 05/09/2018 | Not Started | Actions |
| 11314 | Sydney BIT    | Vehicle Inspection     | All Vehicles          | Ackerly, Warren Ronald | Daniel Martin |          | 22/08/2018 | Not Started | Actions |
| 11313 | Inwards Goods | Perimeter Inspection   | monthly inspection    | Cook, Rhonda           | Daniel Martin |          | 01/09/2018 | Not Started | Actions |
| 10291 | Geelong       | Fire and Building Code | Fire Extinguisher     |                        |               |          |            |             | Actions |
| 10290 | Bellarat      | Fire and Building Code | Fire Extinguisher     |                        |               |          |            |             | Actions |
| 10289 | Melbourne     | Fire and Building Code | Fire Extinguisher     |                        |               |          |            |             | Actions |
| 8187  | Melbourne     | Vehicle Inspection     | Check vehicle IFB2596 |                        |               |          |            |             | Actions |

# Select Item Type

The items shown here can be customised in Settings, Help with which is available in the Support Portal.



# Manage Configurable Compliance Modules

## Type a Subject

Type a *Subject* for your Item.

**DAMSTRA** Inspections / Add Inspections

Type: Vehicle Inspection

Subject:

Date: 04/02/2019

Accountable: Type Something...

Assigned type: -- Please Select --

Assigned to: Type Something...

Site: Select Site

Status: Not Started

Findings:

Corrective Action:

Files:

**Save** **Cancel** **Help**

# Manage Configurable Compliance Modules

## Enter Due Date

**Enter** the *due date* by typing it directly into the field, or selecting it from the calendar.

The screenshot displays the 'Add Inspections' form in the DAMSTRA application. The form includes fields for Type, Subject, Date, Accountable, Assigned type, Assigned to, Site, Status, Findings, and Corrective Action. The 'Date' field is highlighted with a blue border and contains the text '04/02/2019'. A calendar icon is visible next to the date field. Below the form, there is a 'Save' button. An inset window shows a calendar view with the date '04/02/2019' selected.

DAMSTRA

Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Type Pressure Inspection

Date: 04/02/2019

Accountable: Type Something...

Assigned type: -- Please Select --

Assigned to: Type Something...

Site: Select Site

Status: Not Started

Findings:

Corrective Action:

ID: Action

Show 10 entries | Showing 0 to 0 of 0 entries

Title:

Show 10 entries | Showing 0 to 0 of 0 entries

Save



# Manage Configurable Compliance Modules

## Select Accountable Target

To **select** an employee to be accountable for this item, start typing their name in the *Accountable* field.

Smart Search will locate the person as you begin to type.

The screenshot displays the 'Add Inspections' form in the DAMSTRA application. The form includes fields for Type, Subject, Date, Accountable, Assigned type, Assigned to, Site, Status, Findings, and Corrective Action. The 'Accountable' field is highlighted with a blue border, and a search dropdown is visible below it, showing a list of employees. A smaller inset window shows a detailed view of the 'Accountable' field, including a search bar and a list of employees. The 'Save' button is located at the bottom left of the form.

DAMSTRA

Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Type Something...

Assigned type: -- Please Select --

Assigned to: Type Something...

Site: Select Site

Status: Not Started

Findings:

Corrective Action:

ID: Action

Show 10 entries | Showing 0 to 0 of 0 entries

Title:

Show 10 entries | Showing 0 to 0 of 0 entries

Save

# Manage Configurable Compliance Modules

## Select Assigned Person Type

**Select** the *Person Type* that you wish to assign this item to.

DAMSTRA

Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Martin Daniels

Assigned type: -- Please Select --

Assigned to: Type Something...

Site \*: Select Site

Status: Not Started

Findings:

Corrective Action:

| ID                         | Action | Person Responsible | Status | Status as at | Completion Date |
|----------------------------|--------|--------------------|--------|--------------|-----------------|
| No data available in table |        |                    |        |              |                 |

Show 10 entries | Showing 0 to 0 of 0 entries

| Title                      | Filename |
|----------------------------|----------|
| No data available in table |          |

Show 10 entries | Showing 0 to 0 of 0 entries

Save

Cancel

Help

# Manage Configurable Compliance Modules

## Select Assigned Target

**Enter** the person's name responsible for this Item in the '*Assigned To*' field.

**DAMSTRA** Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Martin Daniels

Assigned type: Worker

**Assigned to:** Type Something...

Site: Select Site

Status: Not Started

Findings:

Corrective Action:

| ID                         | Action | Person Responsible | Status | Status as at | Completion Date |
|----------------------------|--------|--------------------|--------|--------------|-----------------|
| No data available in table |        |                    |        |              |                 |

Show 10 entries | Showing 0 to 0 of 0 entries

Files:

| Title                      | Filename |
|----------------------------|----------|
| No data available in table |          |

Show 10 entries | Showing 0 to 0 of 0 entries

**Save** **Cancel** **Help**

# Enter Site(s)

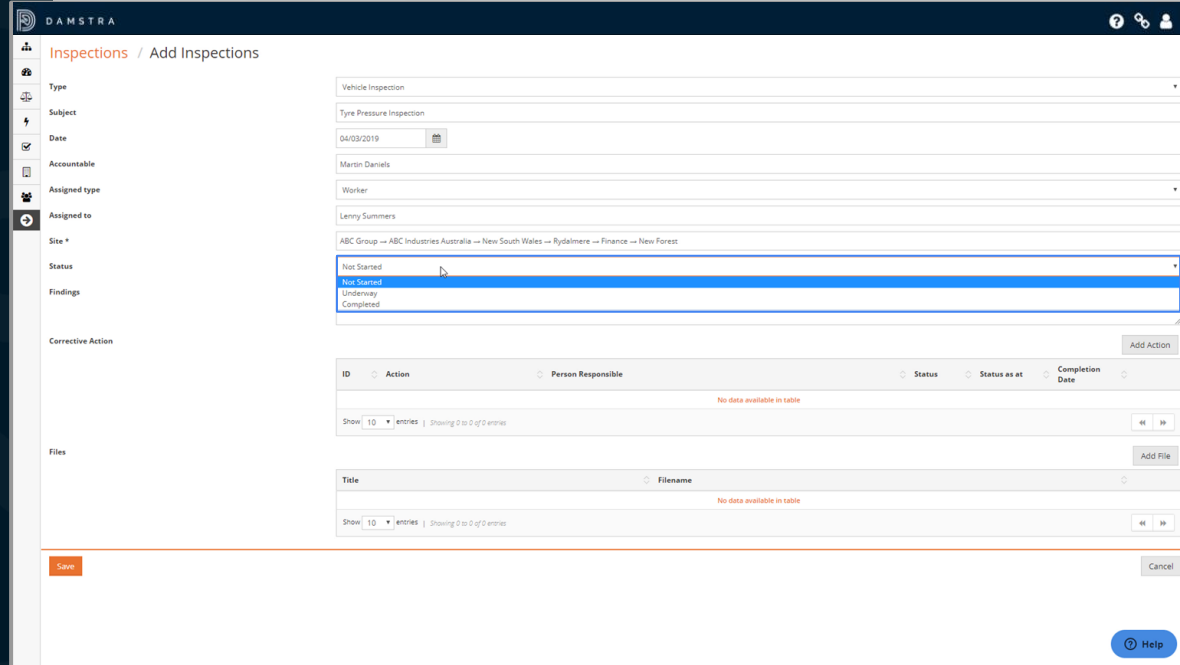
[illegible]

# Manage Configurable Compliance Modules

## Set Status

**Enter** the *status* of the item.

This should be kept up to date as the item progresses.



The screenshot shows the 'Add Inspections' form in the DAMSTRA application. The form includes fields for Type, Subject, Date, Accountable, Assigned type, Assigned to, Site, Status, and Findings. The 'Status' dropdown menu is open, showing four options: 'Not Started', 'Not Started', 'Undersway', and 'Completed'. The first 'Not Started' option is highlighted. Below the form, there are two tables: 'Corrective Action' and 'Files'. Both tables show 'No data available in table'. The 'Save' button is at the bottom left, and the 'Cancel' button is at the bottom right. A 'Help' button is located in the bottom right corner of the application interface.

**Inspections / Add Inspections**

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Martin Daniels

Assigned type: Worker

Assigned to: Lenny Summers

Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Status: **Not Started**

Findings:

Corrective Action:

| ID                         | Action | Person Responsible | Status | Status as at | Completion Date |
|----------------------------|--------|--------------------|--------|--------------|-----------------|
| No data available in table |        |                    |        |              |                 |

Show 10 entries | Showing 0 to 0 of 0 entries

Files:

| Title                      | Filename |
|----------------------------|----------|
| No data available in table |          |

Show 10 entries | Showing 0 to 0 of 0 entries

**Save** **Cancel** **Help**

# Manage Configurable Compliance Modules

## Add Findings

**Add** any relevant Findings or notes into the free-text 'Findings' field.

**DAMSTRA** Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Martin Daniels

Assigned type: Worker

Assigned to: Lenny Summers

Site \*: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Status: Undersway

Findings:

Corrective Action

| ID                         | Action | Person Responsible | Status | Status as at | Completion Date |
|----------------------------|--------|--------------------|--------|--------------|-----------------|
| No data available in table |        |                    |        |              |                 |

Show 10 entries | Showing 0 to 0 of 0 entries

Files

| Title                      | Filename |
|----------------------------|----------|
| No data available in table |          |

Show 10 entries | Showing 0 to 0 of 0 entries

**Save** **Cancel** **Help**

## Add Corrective Actions

**Enter** one or more Corrective Actions if required.

Help with this topic is available in the Support Portal.

**DAMSTRA** Inspections / Add Inspections

Type: Vehicle Inspection

Subject: Tyre Pressure Inspection

Date: 04/03/2019

Accountable: Martin Daniels

Assigned type: Worker

Assigned to: Lenny Summers

Site \*: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Status: Undersway

Findings: Tyre pressure for all company vehicles needs to be checked and any vehicles failing checks will require servicing

Corrective Action

| ID                         | Action | Person Responsible | Status | Status as at | Completion Date |
|----------------------------|--------|--------------------|--------|--------------|-----------------|
| No data available in table |        |                    |        |              |                 |

Show 10 entries | Showing 0 to 0 of 0 entries

Files

| Title                      | Filename |
|----------------------------|----------|
| No data available in table |          |

Show 10 entries | Showing 0 to 0 of 0 entries

Save Cancel

Help

# Manage Configurable Compliance Modules

## Add File(s)

Finally, if you have any relevant files you wish to attach to this Item, such as a photo or document, **click** 'Add File'.

Either **Drag and Drop** a file into this box or **click** to choose a file from a folder.

The screenshot displays the DAMSTRA 'Add Inspections' form. The form includes the following fields:

- Type: Vehicle Inspection
- Subject: Tyre Pressure Inspection
- Date: 04/03/2019
- Accountable: Martin Daniels
- Assigned type: Worker
- Assigned to: Lenny Summers
- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest
- Status: Undersway
- Findings: Tyre pressure for all company vehicles needs to be checked and any vehicles failing checks will require servicing
- Corrective Action: (Empty field)

An inset window shows the 'Add File' dialog, which includes a file upload area with the text 'Drag files to upload (or click)' and a 'Select File' button.



# Manage Configurable Compliance Modules

## Title File(s)

**Type** a title for the file if you wish, or leave the field blank.

If left blank, the title will be populated by the name of the file.

Then, **click** 'OK'.

The screenshot shows the DAMSTRA 'Add Inspections' form. A modal dialog titled 'Please enter title' is open, with a text input field containing 'Tyre Pressure Inspection 5.02.19.docx' and 'OK' and 'Close' buttons. The background form includes fields for Type, Subject, Date, Accountable, Assigned type, Assigned to, Site, Status, Findings, and Corrective Action. Below these is a table for 'Files' with columns for ID, Action, Person Responsible, Status, Status as at, and Completion Date. The table currently shows 'No data available in table'. At the bottom right, there is a 'Help' button.

# Manage Configurable Compliance Modules

## Save Item to Register

Once all information has been added, **click 'Save'.**

The item has now been added to the register.

The screenshot displays the DAMSTRA 'Add Inspections' form and the resulting 'Inspections' register table.

**Form Fields:**

- Type: Vehicle Inspection
- Subject: Tyre Pressure Inspection
- Date: 04/03/2019
- Accountable: Martin Daniels
- Assigned type: Worker
- Assigned to: Lenny Summers
- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest
- Status: Undervay
- Findings: Tyre pressure for all company vehicles needs to be checked and any vehicles failing checks will require servicing.
- Corrective Action:
- Files:
- Save button

**Inspections Register Table:**

| ID    | Site       | Type                   | Subject                  | Accountable              | Assigned to              | Findings                                                                                                           | Date       | Status    | Action |
|-------|------------|------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------|------------|-----------|--------|
| 11007 | New Forest | Vehicle Inspection     | Tyre Pressure Inspection | Martin Daniels           | Lenny Summers            | Tyre pressure for all company vehicles needs to be checked and any vehicles failing checks will require servicing. | 04/03/2019 | Undervay  | Action |
| 11008 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers            |                                                                                                                    | 11/03/2019 | Undervay  | Action |
| 11009 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers            |                                                                                                                    | 09/03/2019 | Undervay  | Action |
| 11010 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers            |                                                                                                                    | 10/03/2019 | Undervay  | Action |
| 11011 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers            |                                                                                                                    | 09/03/2019 | Undervay  | Action |
| 11012 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers            |                                                                                                                    | 09/03/2019 | Undervay  | Action |
| 11013 | Inspection | Personnel Inspection   | Monthly Inspection       | Cook, Phebe              | Daniel Martin            |                                                                                                                    | 01/03/2019 | Undervay  | Action |
| 11014 | Geelong    | Fire and Building Code | Fire Extinguisher        | Blake, Joshua John       | Aswell, Rhonda Annabelle | Fire Extinguisher located on well outside of fire...                                                               | 27/02/2017 | Completed | Action |
| 11015 | Belconnen  | Fire and Building Code | Fire Extinguisher        | Martin, Paul Henry       | Smith, Henry Alan        | Change over fire extinguishers                                                                                     | 03/02/2017 | Completed | Action |
| 11016 | Wellbourne | Fire and Building Code | Fire Extinguisher        | Smith, Greg              | Conner, Rebecca          | Fire extinguishers to be replaced as missing etc...                                                                | 04/12/2016 | Completed | Action |
| 11017 | Wellbourne | Vehicle Inspection     | Check vehicle P823887    | Smith, Greg              | Martin, Paul Henry       | Vehicle passed inspection                                                                                          | 01/12/2015 | Completed | Action |

# Manage Configurable Compliance Modules

## Edit or Delete Record

To Edit or Delete a record, **click** 'Actions', then select the appropriate Action.

**Note** that deleting an item is permanent and cannot be undone.

The screenshot displays the DAMSTRA 'Inspections / Add Inspections' form and a modal window showing a list of existing inspections.

**Form Fields:**

- Type: Vehicle Inspection
- Subject: Tyre Pressure Inspection
- Date: 04/03/2019
- Accountable: Martin Daniels
- Assigned type: Worker
- Assigned to: Lenny Summers
- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest
- Status: Undervay
- Findings: Tyre pressure for all company vehicles needs to be checked and any vehicles failing checks will require servicing.
- Corrective Action:
- Files:
- Save

**Modal Window: Inspections**

| ID    | Site       | Type                   | Subject                  | Accountable              | Assigned to             | Findings                                           | Date       | Status    | Actions |
|-------|------------|------------------------|--------------------------|--------------------------|-------------------------|----------------------------------------------------|------------|-----------|---------|
| 11007 | New Forest | Vehicle Inspection     | Tyre Pressure Inspection | Martin Daniels           | Lenny Summers           | Tyre pressure for all company vehicles needs to... | 04/03/2019 | Completed | Actions |
| 11008 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers           |                                                    | 11/03/2018 | Completed | Actions |
| 11009 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Lenny Summers           |                                                    | 09/03/2018 | Completed | Actions |
| 11010 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Daniel Martin           |                                                    | 10/03/2018 | Completed | Actions |
| 11011 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Daniel Martin           |                                                    | 09/03/2018 | Completed | Actions |
| 11012 | Sydney B7  | Vehicle Inspection     | AT 1000000               | Activity, Martin Daniels | Daniel Martin           |                                                    | 09/03/2018 | Completed | Actions |
| 11013 | Inspection | Personnel Inspection   | Monthly Inspection       | Cook, Rhonda             | Daniel Martin           |                                                    | 01/03/2018 | Completed | Actions |
| 11014 | Geelong    | Fire and Building Code | Fire Extinguisher        | Blake, Joshua John       | Account, Rhonda Andrews | Fire Extinguisher located on well outside of...    | 27/02/2017 | Completed | Actions |
| 11015 | Belconn    | Fire and Building Code | Fire Extinguisher        | Martin, Paul Henry       | Smith, Henry Alan       | Change over the fire extinguishers                 | 02/02/2017 | Completed | Actions |
| 11016 | Wellbourne | Fire and Building Code | Fire Extinguisher        | Smith, Greg              | Conner, Rebecca         | Fire extinguishers to be replaced as missing...    | 04/12/2016 | Completed | Actions |
| 11017 | Wellbourne | Vehicle Inspection     | Check vehicle P823887    | Smith, Greg              | Martin, Paul Henry      | Vehicle passed inspection                          | 01/12/2016 | Completed | Actions |

