



D A M S T R A

Using the Skills Matrix

Safety



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Using the Skills Matrix
















Introduction

The *Skills Matrix* provides a graphical representation of employees and contractors skills.

Users can make use of the information to quickly and easily determine the current Skills landscape across the Organisation and make plans on where upskilling may be needed.

These skills may be formal (such as work procedure training) or informal (such as computer skills or local site knowledge).

This guide explains how to interpret and use the data available in order to get the most out of the Skills Matrix module.

Using the Skills Matrix

Notes to Consider

Note that the number of options and wording maybe different in your System to what is shown here, depending on system settings.

Also Note that the Skills Matrix is populated manually and its data is not retrieved automatically from other modules within your system.

The screenshot displays the DAMSTRA Skills Matrix interface. At the top, it shows the title 'Skills Matrix / Worker Skills Matrix' and instructions: 'Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box. Export All Data: The button generates an excel spreadsheet of all persons and all skills.' Below this, there are filters for 'Filter by Person/Skill', 'Select Skills', 'Person Alphabetical', 'All', 'Sort', and 'Export All Data'. The main area is a grid with 'Employee Name' on the y-axis and various skill categories on the x-axis. The skill categories are: Admin (Display Screen User Aw..., Front Line Management, ME Office, Priority Reports), Fina... (Finance Qualifications), First... (Standard First Aid), Health & Safety (Accident Investigations, Fire Warden, First Aid, Safety for Supervisors, Safety Representative, Safety Skills), Laboratory (Analysis, Chemical Safety, Laboratory Management, Laboratory Techniques), and Logistics (Pilot Plant, Confined Space Course, Dispatch Scheduling, Forklift Licence). The grid shows competency levels for 10 employees: Abuzar, Jethan; Admas, George; Atwell, Rhonnie; Beggs, Robert; Blake, Joshua; Blake, Lawson; Boon, Lesley; Boyle, David; Brazier, Jack; and Brown, Harry. A legend at the bottom explains the competency levels: Assessor & Trainer (black square), Competent Under Supervision (green square), Not Applicable (grey square), Assessor (blue square), Trained (yellow square), Trainer (cyan square), Limited Experience (orange square), Competent (dark green square), and No Skills (red square). A pagination bar at the bottom right shows 'Showing 1 to 10 of 74 entries' and navigation buttons.

Employee Name	Admin				Fin...	First...	Health & Safety				Laboratory				Logistics					
	Display Screen User Aw...	Front Line Management	ME Office	Priority Reports	Finance Qualifications	Standard First Aid	Accident Investigations	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Pilot Plant	Confined Space Course	Dispatch Scheduling	Forklift Licence
Abuzar, Jethan																				
Admas, George																				
Atwell, Rhonnie																				
Beggs, Robert																				
Blake, Joshua																				
Blake, Lawson																				
Boon, Lesley																				
Boyle, David																				
Brazier, Jack																				
Brown, Harry																				

Using the Skills Matrix User Interface

The user interface of the Skills Matrix module is divided into the following parts:

- Filters and display options, at the top of the Skills Matrix
- Skills listed horizontally and grouped by Category
- Workers, which are listed in rows
- And Status indicators where people and courses intersect

The screenshot displays the Skills Matrix interface for DAMSTRA. The header shows 'Skills Matrix / Worker Skills Matrix'. Below the header, there are filters for 'Filter by Person/Skill', 'Select Skills', and 'Person Alphabetical'. The main area is a grid with 'Employee Name' on the vertical axis and various skill categories on the horizontal axis. The categories include Admin, Finance, Health & Safety, Laboratory, and Logistics. Each cell in the grid contains a status indicator (a colored square) representing the worker's proficiency in that skill. A legend at the bottom explains the status indicators: Assessor & Trainer (black), Competent Under Supervision (green), Not Applicable (grey), Assessor (blue), Trained (yellow), Trainer (cyan), Limited Experience (orange), Competent (dark green), and No Skills (red). The interface also includes a 'Help' button in the bottom right corner.

Employee Name	Admin				Fina...		Health & Safety				Laboratory				Logistics					
	Display Screen User Aw...	Front Line Management	ME Office	Priority Reports	Finance Qualifications	Standard First Aid	Accident Investigations	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Pilot Plant	Confined Space Course	Dispatch Scheduling	Forklift Licence
Abuzar, Jethan																				
Admas, George																				
Atwell, Rhonnie																				
Beggs, Robert																				
Blake, Joshua																				
Blake, Lawson																				
Boon, Lesley																				
Boyle, David																				
Brazier, Jack																				
Brown, Harry																				

Using the Skills Matrix Filters and Display Options

The filters and display options provide the ability to refine the data shown and the way it is displayed to suit your requirements.

Firstly, you can use the Site Selection filter to narrow your search down to show only specific sites of your choosing.

The screenshot shows the DAMSTRA Skills Matrix interface. The header includes the DAMSTRA logo and the title "Skills Matrix / Worker Skills Matrix". Below the header, there are instructions for "Select Skills" and "Export All Data". The main area features a filter section with "Filter by Person/Skill", a "Select Skills" button, a dropdown menu set to "Person Alphabetical", and a "All" button. The data table below has columns for "Employee Name" and several skill categories: "Admin", "Display Screen User Aw...", "Front Line Management", "MS Office", "Priority Reports", "Finance Qualifications", and "Standard User Aid". The table lists three employees: Abuzar, Jethan; Admas, George; and Atwell, Rhonnie, with checkboxes indicating their proficiency in each skill category.

Employee Name	Admin	Display Screen User Aw...	Front Line Management	MS Office	Priority Reports	Finance Qualifications	Standard User Aid
Abuzar, Jethan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admas, George	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atwell, Rhonnie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the Skills Matrix

Filters and Display Options cont.

Click the *Select Skills* button to determine which Skills are displayed.

The Skills shown here are setup within Settings, help with which is available in the Support Portal.

The user may select or deselect individual Skills using the Checkboxes by **scrolling** through the list.

The screenshot displays the DAMSTRA Skills Matrix interface. The main window shows a list of employees on the left and a grid of skills on the right. A modal window titled "Skills Matrix selections" is open, showing a list of skills with checkboxes for selection. The modal also includes a legend for skill levels and a "Sort" button.

Skills Matrix / Worker Skills Matrix

Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box.
Export All Data: The button generates an excel spreadsheet of all persons and all skills.

Filter by Person/Skill: Person Alphabetical All Sort Export All Data

Employee Name

- Abuzar, Jethan
- Admas, George
- Atwell, Rhonnie
- Beggs, Robert
- Blake, Joshua
- Blake, Lawson
- Boon, Lesley
- Boyle, David
- Brazier, Jack
- Brown, Harry

Show 10 entries | Showing 1 to 10 of 74 entries

Legend:
Assessor & Trainer
Competent Under Supervision
Not Applicable

Skills Matrix selections

20 skills at most can be selected

Select	Group	Heading
<input checked="" type="checkbox"/>	Admin	Display Screen User Awareness
<input checked="" type="checkbox"/>	Admin	Front Line Management
<input checked="" type="checkbox"/>	Admin	MS Office
<input checked="" type="checkbox"/>	Admin	Priority Reports
<input checked="" type="checkbox"/>	Finance	Finance Qualifications
<input checked="" type="checkbox"/>	First Aid	Standard First Aid
<input checked="" type="checkbox"/>	Health & Safety	Accident Investigations
<input checked="" type="checkbox"/>	Health & Safety	Fire Warden
<input checked="" type="checkbox"/>	Health & Safety	First Aid
<input checked="" type="checkbox"/>	Health & Safety	Safety for Supervisors
<input checked="" type="checkbox"/>	Health & Safety	Safety Representative
<input checked="" type="checkbox"/>	Health & Safety	Safety Skills

Showing 1 to 20 of 74 entries

Uncheck All Sort Close

Legend:
Assessor & Trainer
Competent Under Supervision
Not Applicable
Trained
Trainer
Limited Experience
Competent
No Skills

Using the Skills Matrix

Apply Headings

Once the required Skill Matrix Headings are selected, **click Save** to apply the selection. The selection will then be reflected in the column headers.

Note that a maximum of 20 skills can be selected at one time.

By default, all Workers under the selected Person Type for your Organisation are displayed on the horizontal rows of the Matrix.

The screenshot displays the DAMSTRA Skills Matrix interface. A modal dialog titled "Skills Matrix Headings" is open, showing a list of 20 skills with checkboxes for selection. The dialog includes a "Save" button and a "Close" button. The background shows the Skills Matrix grid with columns for various skill categories and rows for individual employees.

Skills Matrix Headings

20 skills at most can be selected

Select	Group	Heading
<input checked="" type="checkbox"/>	Admin	Display Screen User Awareness
<input checked="" type="checkbox"/>	Admin	Front Line Management
<input checked="" type="checkbox"/>	Admin	MS Office
<input checked="" type="checkbox"/>	Admin	Priority Reports
<input checked="" type="checkbox"/>	Finance	Finance Qualifications
<input checked="" type="checkbox"/>	First Aid	Standard First Aid
<input checked="" type="checkbox"/>	Health & Safety	Accident Investigations
<input checked="" type="checkbox"/>	Health & Safety	Fire Warden
<input checked="" type="checkbox"/>	Health & Safety	First Aid
<input checked="" type="checkbox"/>	Health & Safety	Safety for Supervisors
<input checked="" type="checkbox"/>	Health & Safety	Safety Representative
<input checked="" type="checkbox"/>	Health & Safety	Safety Skills

Showing 1 to 23 of 23 entries

Uncheck All Save Close

Skills Matrix / Worker Skills Matrix

Select Skills

Filter by Person/Skill

Employee Name

Abuzar, Jethan

Admas, George

Atwell, Rhonnie

Beggs, Robert

Blake, Joshua

Blake, Lawson

Boon, Lesley

Boyle, David

Bradner, Jack

Brown, Harry

Show 10 entries | Showing 1 to 10 of 24 entries

Assessor & Trainer
Competent Under Supervision
Not Applicable

Assessor
Trained

Trainer
Limited Experience

Competent
No Skills

Help

Using the Skills Matrix

Browsing Workers

The number of Workers shown per page may be adjusted to suit your requirements.

You can scroll through the workers using the buttons at the bottom of the screen.

Also the order in which employees are displayed by can be altered by clicking employee name. This will order employees by A-Z, or Z-A.

The screenshot displays the DAMSTRA Skills Matrix interface. At the top, the title is "Skills Matrix / Worker Skills Matrix". Below the title, there are instructions: "Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop-down box." and "Export All Data: The button generates an excel spreadsheet of all persons and all skills." The interface includes a filter section with "Filter by Person/Skill", "Select Skills", a dropdown menu set to "Person Alphabetical", and an "Export All Data" button. The main area is a grid with "Employee Name" on the left and various skill categories on the top. The skill categories are: Admin, Fin..., First..., Health & Safety, Laboratory, and Logistics. The skill categories under "Health & Safety" are: Display Screen User Aw..., Front Line Management, ME Office, Priority Reports, Finance Qualifications, Standard First Aid, Fire Warden, First Aid, Safety for Supervisors, Safety Representative, Safety Skills, Analysis, Chemical Safety, Laboratory Management, Laboratory Techniques, Pilot Plant, Confined Space Course, Dispatch Scheduling, Forklift Licence, and Load Compilation / Sch... The grid shows competency levels for each worker across these skills. A legend at the bottom explains the competency levels: Assessor & Trainer (black square), Competent Under Supervision (green square), Not Applicable (grey square), Assessor (blue square), Trained (yellow square), Trainer (cyan square), Limited Experience (orange square), Competent (green square), and No Skills (red square). The bottom of the screen shows a pagination control with "Show 10 entries" and "Showing 1 to 10 of 74 entries".

Employee Name	Admin	Fin...	First...	Health & Safety	Laboratory	Logistics
Abuzar, Jethan						
Admas, George						
Atwell, Rhonnie						
Beggs, Robert						
Blake, Joshua						
Blake, Lawson						
Boon, Lesley						
Boyle, David						
Brazier, Jack						
Brown, Harry						

Using the Skills Matrix

Applying Filters

There are four filter types to customise your skills matrix view:

- *Person Alphabetical* is the default view and displays all Workers of the selected Person Type in A-Z order. Use this option to reset any filter settings that you've applied.
- *Person Company* filters to only People in a particular department, which may be selected in the adjacent drop-down and applied using the Apply button.

The screenshot shows the DAMSTRA Skills Matrix interface. The title is "Skills Matrix / Worker Skills Matrix". Below the title, there are instructions: "Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop-down box. Export All Data: The button generates an excel spreadsheet of all persons and all skills." The interface includes a "Filter by Person/Skill" section with a "Select Skills" button and a dropdown menu currently set to "Person Alphabetical". Other filters include "All" and "Sort". The main grid displays "Employee Name" on the y-axis and various skills on the x-axis, grouped into categories: "Health & Safety", "Laboratory", "Logistics", and "Plant and Equipment". The skills listed include: Display Screen User Aw..., Front Line Management, ME Office, Priority Reports, Finance Qualifications, Standard First Aid, Accident Investigations, Fire Warden, First Aid, Safety for Supervisors, Safety Representative, Safety skills, Analysis, Chemical Safety, Laboratory Management, Laboratory Techniques, Pilot Plant, Confined Space Course, Dispatch Scheduling, Forklift Licence, Load Compilers / Sch..., Loading, Maintenance, Management, Picking / Packing, Supervision / Front Lin..., Defensive Driving, Forklift Trucks, Level one maintenance..., and Lock out Tag out. The grid shows competency levels for each employee across these skills, with colors indicating the level: green for "Competent", orange for "Limited Experience", yellow for "Trained", and red for "No Skills". A legend at the bottom explains the colors: Assessor & Trainer (black), Competent Under Supervision (green), Not Applicable (grey), Assessor (blue), Trained (yellow), Trainer (cyan), Limited Experience (orange), Competent (green), and No Skills (red). The interface also shows "Show 10 entries | Showing 1 to 10 of 73 entries" and a "Help" button.

Using the Skills Matrix

Applying Filters cont.

- People of a particular Position may be selected by choosing *Person Position* and selecting a Position from the adjacent field.
- People that work a particular Shift may be selected in a similar way using the *Person Shift* filter, if your Organisation uses this.

Skills Matrix

Depending on the person and skill. Select a competency level from the drop down box. View spreadsheet of all persons and all skills.

Select Skills

Person Company Sort

Person Company
Person Company
Person Position
Person Shifts

	Health & Safety						Laboratory				Logistics											
	Display Screen User Aw...	Front Line Management	MS Office	Priority Reports	Finance Qualifications	Standard First Aid	Accident Investigations	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Pilot Plant	Confined Space Course	Dispatch Scheduling	Forklift Licence	Load Compilation / Sch...	Loading
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the Skills Matrix

Skill Requirement Status

Once the required combination of Skill Headings and People has been set, the current Skill Requirement status of each Person per Skill may be determined via the status indicator, in the square where Person and Skill intersect.

The screenshot shows the 'Skills Matrix / Worker Skills Matrix' interface. At the top, there are navigation icons and a search bar. Below the title, there are instructions: 'Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box. Export All Data: The button generates an excel spreadsheet of all persons and all skills.' Below this, there are filters for 'Filter by Person/Skill', 'Select Skills', 'Person Alphabetical', and 'All'. There is also a 'Sort' button and an 'Export All Data' button. The main area is a grid with 'Employee Name' on the y-axis and various skill categories on the x-axis. The skill categories are: Admin, Display Screen User Aw..., Front Line Management, MS Office, Priority Reports, Finance Qualifications, Standard First Aid, Fire Warden, First Aid, Health & Safety, Safety for Supervisors, Safety Representative, Safety Skills, Laboratory, Analysis, Chemical Safety, Laboratory Management, Laboratory Techniques, Logistics, Confined Space Course, Dispatch Scheduling, Forklift Licence. The grid shows status indicators for each employee-skill combination. A blue crosshair highlights the intersection for 'Brazier, Jack' and 'MS Office', which shows a 'Trained' status (yellow square). A legend at the bottom explains the status indicators: Assessor & Trainer (black square), Competent Under Supervision (green square), Not Applicable (grey square), Assessor (blue square), Trained (yellow square), Limited Experience (orange square), Trainer (cyan square), Competent (green square), and No Skills (red square). A 'Help' button is in the bottom right corner.

Employee Name	Admin	Display Screen User Aw...	Front Line Management	MS Office	Priority Reports	Finance Qualifications	Standard First Aid	Fire Warden	First Aid	Health & Safety	Safety for Supervisors	Safety Representative	Safety Skills	Laboratory	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Logistics	Confined Space Course	Dispatch Scheduling	Forklift Licence	
Abuzar, Jethan																							
Admas, George																							
Atwell, Rhonnie																							
Beggs, Robert																							
Blake, Joshua																							
Blake, Lawson																							
Boon, Lesley																							
Boyle, David																							
Brazier, Jack																							
Brown, Harry																							
Caine, Michael																							
Clithorne, Rhonda																							

Using the Skills Matrix

Skill Requirement Status cont.

Skill Requirement statuses are indicated with colours. Colours represent the primary status and maybe one of the following:

- **Black:** This person is both an Assessor and Trainer of this particular skill
- **Dark Blue:** This person is an Assessor of this particular skill
- **Light Blue:** This person is a Trainer of this particular skill
- **Dark Green:** This person is Competent in this skill

The screenshot shows the DAMSTRA Skills Matrix interface. The header includes the DAMSTRA logo and the title 'Skills Matrix / Worker Skills Matrix'. Below the header, there are instructions: 'Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box.' and 'Export All Data: The button generates an excel spreadsheet of all persons and all skills.' The interface includes a filter section with 'Filter by Person/Skill', 'Select Skills', 'Person Alphabetical', 'All', 'Sort', and 'Export All Data' buttons. The main area is a grid with columns for skill categories (Admin, Fin..., First..., Health & Safety, Laboratory, Logistics) and rows for employee names. The grid cells contain colored squares representing skill status: Black (Assessor & Trainer), Dark Blue (Assessor), Light Blue (Trainer), Dark Green (Competent), and Red (No Skills). A legend at the bottom explains the colors: Assessor & Trainer (Black), Assessor (Dark Blue), Trainer (Light Blue), Competent (Dark Green), No Skills (Red), Competent Under Supervision (Yellow), and Trained (Orange). A 'Help' button is visible in the bottom right corner.

Employee Name	Admin				Fin...		First...				Health & Safety				Laboratory				Logistics			
	Display Screen User Aw...	Front Line Management	MS Office	Priority Reports	Finance Qualifications	Standard First Aid	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Pilot Plant	Confined Space Course	Dispatch Scheduling	Forklift Licence	Load Compilation / Sch...		
Abuzar, Jethan			█																			
Admas, George													█	█						█		
Atwell, Rhonnie																				█		
Beggs, Robert																						
Blake, Joshua																				█		
Blake, Lawson																				█		
Boon, Lesley																				█		
Boyle, David																						
Brazier, Jack																						
Brown, Harry																				█		

Using the Skills Matrix

Skill Requirement Status cont.

- *Light Green:* This person is Competent in this skill
- *Yellow:* This person is Trained in this skill
- *Orange:* This person has limited experience in this skill
- *Red:* This person has no experience at all in this skill
- *Grey:* This skill is not Applicable to this person

DAMSTRA Skills Matrix / Worker Skills Matrix

Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box.
Export All Data: The button generates an excel spreadsheet of all persons and all skills.

Filter by Person/Skill: Select Skills | Person Alphabetical | All | Sort | Export All Data

Employee Name	Admin			Fina...		First...			Health & Safety			Laboratory			Logistics					
	Display Screen User Aw...	Front Line Management	ME Office	Priority Reports	Finance Qualifications	Standard First Aid	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Pilot Plant	Confined Space Course	Dispatch Scheduling	Forklift Licence	Load Compilation / Sch...
Abuzar, Jethan			■																	
Admas, George												■	■							■
Atwell, Rhonnie																				■
Beggs, Robert																				
Blake, Joshua									■				■							■
Blake, Lawson									■											■
Boon, Lesley																				■
Boyle, David									■				■							
Brazier, Jack	■		■									■	■		■					
Brown, Harry																				■

Show: 10 entries | Showing 1 to 10 of 74 entries

Assessor & Trainer | Assessor | Trainer | Competent | Competent Under Supervision | Trained | Limited Experience | No Skills | Not Applicable

Help

Using the Skills Matrix

Set Skill Requirement Status

To set a Skill Requirement in a particular skill, **click** into the box of your desired skill next to the person you wish to update and **choose** the relevant Skill Requirements status from the picklist.

The box will now be coloured with the colour of the competency you selected.

The screenshot displays a Skills Matrix interface. The columns represent various skills, including 'Display Screen User Av...', 'Front Line Manager', 'MS Office', 'Priority Reports', 'Finance Qualifications', 'Standard First Aid', 'Fire Warden', 'First Aid', 'Safety for Supervisors', 'Safety Representative', 'Safety Skills', and 'Analysis'. The rows represent individuals. A blue circle highlights a cell in the 'MS Office' column, and a mouse cursor is clicking on it. A dropdown menu is open over this cell, showing a list of skill requirement statuses: '-- Please Select --', '-- Please Select --', Assessor & Trainer, Assessor, Trainer, Competent, Competent Under Supervision, Trained, Limited Experience, No Skills, and Not Applicable. The dropdown menu is titled 'Skill' and has a close button (X) in the top right corner. The background shows a grid of cells, some of which are colored (green, orange, grey) to indicate the status of the skill requirement for each individual.

Using the Skills Matrix Export Spreadsheet

Data may be exported from the Skills Matrix to an Excel spreadsheet, if required.

Simply **click** the *Export All Data* button, then **select** which format you would like to download this in.

A spreadsheet file will be downloaded, which you can then open in the appropriate application.

The screenshot displays the DAMSTRA Skills Matrix interface. At the top, the title is "Skills Matrix / Worker Skills Matrix". Below the title, there is a "Select Skills" section with instructions: "Select Skills: Select the area of the matrix corresponding to the person and skill. Select a competency level from the drop down box. Export All Data: The button generates an excel spreadsheet of all persons and all skills." The interface includes a "Filter by Person/Skill" section with a "Select Skills" button, a dropdown menu set to "Person Alphabetical", and a "Sort" button. An "Export All Data" button is highlighted in blue. The main area shows a grid of skills for various employees. A list of employee names is visible on the left, including Abuzar, Jethan; Admas, George; Atwell, Rhonnie; Beggs, Robert; Blake, Joshua; Blake, Lawson; Boon, Lesley; Boyle, David; Brazier, Jack; Brown, Harry; Caine, Michael; and Clithron, Rhonita. A legend at the bottom left indicates competency levels: "Assessor & Trainer" (black square), "Competent Under Supervision" (green square), and "Not Applicable" (white square). An "Export" dialog box is open in the foreground, showing three options: "Export Excel 5-2003", "Export Excel 5-2003" (highlighted in blue), and "Export Excel 2007+". The dialog has "Export" and "Close" buttons.

