



D A M S T R A

Update Vehicle
Certification

Safety



[DISCLAIMER]

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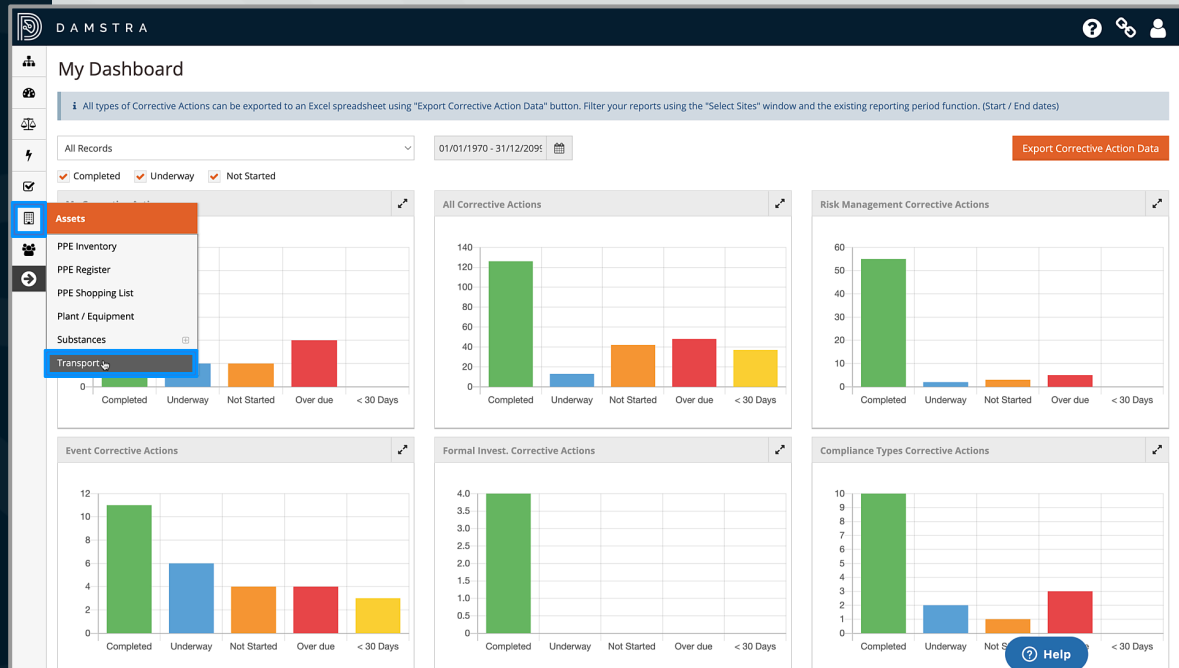
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Update Vehicle Certification Introduction

Updating the certification record for a Transport item is managed via the Vehicle's record in the Transport Register. This is found under 'Assets' in the Menu Bar.



Update Vehicle Certification

Edit Transport Item

Locate the item in the Register, then
click 'Actions', then 'Edit'.

The screenshot displays the DAMSTRA Transport Register interface. On the left, there is a sidebar with navigation icons and filter options. The main area shows a table of transport items. The table has columns for ID, Site, Department, Registration, Description, Id Tag, Certifications, and Image. A dropdown menu is open for the 'Actions' button of the first item (ID 2206), showing options: View, Edit (highlighted), Archive, and Delete. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 20 entries'.

ID	Site	Department	Registration	Description	Id Tag	Certifications	Image
2206	Sydney Accounting	Account Executives	LBB313	Pool car	PC502	12/08/2022	 Actions
2205	Brisbane Warehouse	Field Operations	JHV022	Site Maintenance Van	SMV324	29/08/2022	View
2204	Sydney Warehouse	Field Operations	BCC731	Site Maintenance Van	SMV001	01/03/2023	Edit
2203	Christchurch Human Resources		P55241	Pool Car	PC015	24/10/2022	Archive
2202	Christchurch IT		LLD224	Technician Van	TEV345	07/12/2022	Delete
2201	Adelaide IT		TEV010	Technician Van	TEV367	04/10/2022	Actions
2200	Auckland IT		DFF414	Technician Van	TEV013	16/11/2022	Actions
2199	Brisbane IT		JVD331	Technician Van	TEV019	19/10/2022	Actions
2198	Brisbane IT		MSB285	Technician Van	TEV011	09/05/2022	Actions
2197	Sydney Warehouse	Warehousing	KWP912	Distribution Truck 3	DTK003	15/05/2022	Actions

Showing 1 to 10 of 20 entries

Update Vehicle Certification

Add New Certification Type

Click on the 'Certifications' tab.

The register displays all currently-recorded certifications, together with the details of when they expire.

To add an instance of a certification type that has not previously been recorded for this vehicle – for example, there is no previous 'Warrant of Fitness' record for this vehicle – **click** 'Add'.

The screenshot shows the DAMSTRA Transport Register interface. The top navigation bar includes the DAMSTRA logo and a user profile icon. The main header displays 'Transport Register / Edit Company Transport - 2206'. Below this, a series of tabs are visible: Details, Governance, Equipment Allocated, **Certifications** (highlighted), Maintenance, Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. A search bar is located above the table. The table itself has two columns: 'Certification' and 'Valid Until'. It contains one entry with ID 3316, 'First Aid Kit', and a validity period of '12/08/2022 | 40000 | No Hours'. An 'Add' button is in the top right corner of the table area. Below the table, there are 'Save' and 'Cancel' buttons. A 'Help' button is located at the bottom right of the interface.

ID	Certification	Valid Until
3316	First Aid Kit	12/08/2022 40000 No Hours

Update Vehicle Certification

Add New Certification Type (Cont)

In the pop-up form that appears, **select** the Certification type from the list, noting that the options available in your system are defined by your Organisation in Settings, and **click** 'Add'.

The screenshot displays the DAMSTRA Transport Register interface. A pop-up form titled 'Add New Certification' is centered on the screen. The form has a 'Certification *' dropdown menu with 'Warrant of Fitness' selected. Below this is a search bar and an 'Add' button. The form also includes a table with columns: Date, Valid Until, Passed, Expiry Distance, Expiry Hours, Cost, and File Attached. The table currently shows one entry. At the bottom of the form are 'Save Certification' and 'Cancel' buttons. The background interface shows the 'Transport Register' header, navigation tabs (Details, Governance, Equipment Allocation), and a table with columns for ID, Certification, and Actions. The table shows one entry with ID 3316 and Certification 'First Aid Kit'.

DAMSTRA

Transport Register / E

Details Governance Equipment Allocation

Search

ID	Certification
3316	First Aid Kit

Show 10 entries | Showing 1 to 1 of 1 entries

Save

javascript:void(0)

Help

Update Vehicle Certification

Add New Certification Type (Cont)

In the pop-up form that appears, **select** the Certification type from the list, noting that the options available in your system are defined by your Organisation in Settings, and **click** 'Add'.

Enter the mandatory and relevant certification information and **attach** any related files.

Then, **click** 'Save Info'.

The image displays two screenshots of the DAMSTRA Transport Register interface, showing the process of adding a new certification type.

Top Screenshot: Add New Certification

- The background shows the 'Transport Register' interface with a table listing certifications. The table has columns for ID, Certification, and Actions. A row is visible with ID 3316 and Certification 'First Aid Kit'.
- The 'Add New Certification' pop-up form is displayed in the foreground.
- The 'Certification *' dropdown menu is set to 'Warrant of Fitness'.
- The 'Add' button is highlighted with a blue box.
- Other fields visible include Date, Valid Until, Passed, Expiry Distance, Expiry Hours, Cost, and File Attached.
- Buttons at the bottom include 'Save Certification' and 'Cancel'.

Bottom Screenshot: Add New Certification Info

- The 'Add New Certification Info' pop-up form is displayed in the foreground.
- The 'Certification Date *' field is set to 09/03/2022.
- The 'Certification Expiry *' field is set to 09/03/2023.
- The 'Passed *' dropdown menu is set to 'Yes'.
- The 'Expiry Distance' field is empty.
- The 'Expiry Hours' field is empty.
- The 'Cost' field is set to 52.11.
- The 'Attach File' button is highlighted with a blue box.
- The 'Save Info' button is highlighted with a blue box.
- Buttons at the bottom include 'Save Info' and 'Cancel'.

Update Vehicle Certification

Add New Certification Type (Cont)

The details appear in the register. To add another certificate of this type, **click** 'Add' again, otherwise **click** 'Save Certification' to close the pop-up form and return to the Certifications tab.

The screenshot shows the DAMSTRA Transport Register interface. A pop-up form titled 'Add New Certification' is displayed over the main register table. The form is for a 'Warrant of Fitness' certification. It contains a table with one entry. The entry has a date of 09/03/2022, a valid until date of 09/03/2023, a status of 'Pass', an expiry distance of 52.11, and a cost of 52.11. The form also has a 'Save Certification' button and a 'Cancel' button. A success message 'Success Record saved successfully.' is visible in the top right corner.

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	File Attached	Actions
09/03/2022	09/03/2023	Pass	52.11		52.11		

Update Vehicle Certification

Add Existing Certification Type

To add a new instance of a previously-recorded certification type, such as 'First Aid Kit' in this example, **click** 'Actions', then 'Edit', then **click** 'Add' and **fill in** the details just as before.

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Transport Register / Edit Company Transport - 2206

Details Governance Equipment Allocated **Certifications** Maintenance Inspections Mileage Running Cost Custom Text Fields Files Related

Search [] Add

ID	Certification	Valid Until	
3319	Warrant of Fitness	09/03/2023 No Distance No Hours	Actions
3316	First Aid Kit	12/08/2022 40000 No Hours	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Save Cancel

DAMSTRA

Transport Register / Edit Company Transport - 2206

Details Governance Equipment Allocated Certifications Maintenance Inspections Mileage Running Cost Custom Text Fields Files Related

Search [] Add

ID	Certification	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	File Attached	
3319	Warrant of Fitness	09/03/2023	No Distance	No Hours				Actions
3316	First Aid Kit	12/08/2022	40000	No Hours				Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Save Cancel

Edit Certification - 3316

Certification First Aid Kit

Search [] Add

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	File Attached	
12/08/2021	12/08/2022	Pass	40000				Actions

Show 10 entries | Showing 1 to 1 of 1 entries

Save Certification Cancel

Update Vehicle Certification

Edit or Delete Existing Item

To edit or delete the details of an existing certificate, **choose** 'Actions', then **select** the appropriate option.

Once all changes have been made, **click** 'Save' to return to the Transport Register.

The screenshot shows the DAMSTRA web application interface. The main header is 'DAMSTRA'. The breadcrumb trail is 'Transport Register / Edit Company Transport - 2206'. Below this is a navigation bar with tabs: Details, Governance, Equipment Allocated, **Certifications** (active), Maintenance, Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. A search bar is present above the table. The table has columns for ID, Certification, and Valid Until. It contains two entries: ID 3319 for 'Warrant of Fitness' and ID 3316 for 'First Aid Kit'. To the right of each row is an 'Actions' dropdown menu. The 'Actions' menu for the first row is expanded, showing 'Edit' and 'Delete' options. At the bottom of the table area is a 'Save' button. A 'Cancel' button is located at the bottom right of the page. A 'Help' button is also visible in the bottom right corner.

ID	Certification	Valid Until	Actions
3319	Warrant of Fitness	09/03/2023 No Distance No Hours	Actions
3316	First Aid Kit	12/08/2022 50000 No Hours	Actions

Save

Cancel

Help

Update Vehicle Certification

Return to Transport Register

The date of the next expiring certificate will be displayed in the 'Certifications' column. This will be highlighted red if the certification has expired due to either date, mileage or hours, or may be highlighted yellow if a 'warning' range has been defined via Settings > General > Options and Preferences > Transport - Certification / Maintenance Warning.

Those responsible for certification currency will receive an escalation when the expiry nears, provided this has been enabled in Settings > General > Notifications & Escalations.

The screenshot displays the DAMSTRA Transport Register interface. On the left, there is a sidebar with navigation icons and filter options. The main area shows a table of vehicle records. The 'Certifications' column is highlighted with a blue box, indicating the date of the next expiring certificate. The table includes columns for ID, Site, Department, Registration, Description, Id Tag, Certifications, and Image. The 'Certifications' column contains dates ranging from 12/08/2022 to 15/05/2022. The interface also includes a search bar, a 'Show' dropdown set to 10 entries, and a 'Save' button at the bottom.

ID	Site	Department	Registration	Description	Id Tag	Certifications	Image
2206	Sydney Accounting	Account Executives	LBB313	Pool car	PC502	12/08/2022	
2205	Brisbane Warehouse	Field Operations	JHV022	Site Maintenance Van	SMV324	29/08/2022	
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2199	Brisbane IT		JVD331	Technician Van	TEV019	19/10/2022	
2198	Brisbane IT		MSB285	Technician Van	TEV011	09/05/2022	
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Showing 1 to 10 of 20 entries

