



D A M S T R A

Add Vehicle to
Transport Register

Safety



[DISCLAIMER]

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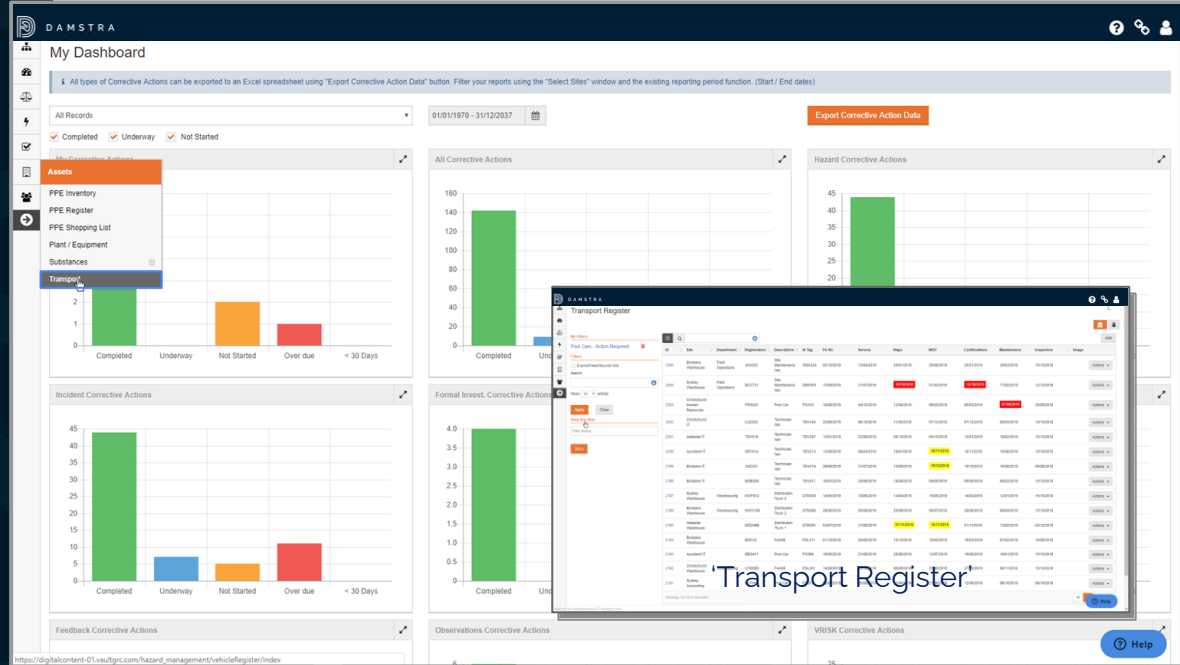
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Add Vehicle Transport Register

In Vault, Vehicles are recorded in the 'Transport Register'.

This is found under 'Assets' in the 'Menu bar'.

The 'Transport Register' displays key, summary information for all recorded Company and Contractor Company Vehicles.



Add Vehicle

Add Item

To add an item held by a Contractor Company, **select** the 'Contractor Transport Register' first.

If the Item being added is held by the Organisation, ensure that you're currently looking at the 'Company Transport Register', then **click** 'Add'.

The screenshot displays the DAMSTRA web application interface. The top navigation bar is dark blue with icons for help, links, and user profile. The main content area shows two tabs: 'Contractor Transport Register' and 'Transport Register'. The 'Contractor Transport Register' tab is active, showing a table with columns: Rego, WOF, Certifications, Maintenance, Inspection, and Image. The table has three rows of data. The first row has a date of 25/01/2019. The second row has a date of 10/10/2018 highlighted in red. The third row has a date of 12/04/2019. The fourth row has a date of 11/05/2019. The 'Add' button is visible in the top right corner of the 'Contractor Transport Register' tab.

Rego	WOF	Certifications	Maintenance	Inspection	Image
25/01/2019					
10/10/2018					
12/04/2019					
11/05/2019					

Add Vehicle

The Short Form

This will load a short form which collects the minimum information required to add a Vehicle to the register.

Note: Fields marked with an Asterisk (*) are mandatory.

Work your way through the form, **populating** all mandatory and relevant fields as you go:

Select the 'Site' or 'Sites' that the item relates to by **searching** or **scrolling** the Organisation structure.

The screenshot shows the DAMSTRA web application interface for adding a company transport. The main header is 'Transport Register / Add Company Transport'. On the left is a sidebar with icons for various functions. The form fields are as follows:

- Site ***: A dropdown menu with a search bar and expand/collapse buttons. The search results show a tree structure: ABC Group > ABC Industries Australia > New South Wales > Rydalmere > Finance > Sydney Accounting (highlighted).
- Department**: A text input field.
- Transport Description ***: A text input field.
- Transport Registration ***: A text input field.
- Driver**: A text input field.
- Responsible ***: A text input field.
- Category ***: A text input field.

At the bottom of the form is an orange 'Save' button.

Add Vehicle

The Short Form cont.

Select the 'Department' that the item relates to, if relevant.

Note: Department may not be shown, depending on chosen settings.

If a Contractor Company Vehicle is being entered, **select** the 'Company' that the item relates to.

Enter a description of the Vehicle and the registration.

The screenshot shows the 'Transport Register / Add Company Transport' form in the DAMSTRA system. The form is divided into a left sidebar with navigation icons and a main content area. The main content area contains several input fields and a 'Save' button at the bottom. The fields are: 'Site *' (a breadcrumb path: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting), 'Department' (a text field containing 'Account Executives'), 'Transport Description *' (a text field containing 'Pool car'), 'Transport Registration *' (a text field containing 'LBB313'), 'Driver' (a dropdown menu with 'Employee' selected and a 'Type Something...' button), 'Responsible *' (a text field containing 'Type Something...'), and 'Category *' (a dropdown menu with '-- Please Select --').

Field	Value
Site *	ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting
Department	Account Executives
Transport Description *	Pool car
Transport Registration *	LBB313
Driver	Employee
Responsible *	Type Something...
Category *	-- Please Select --

Save

Add Vehicle

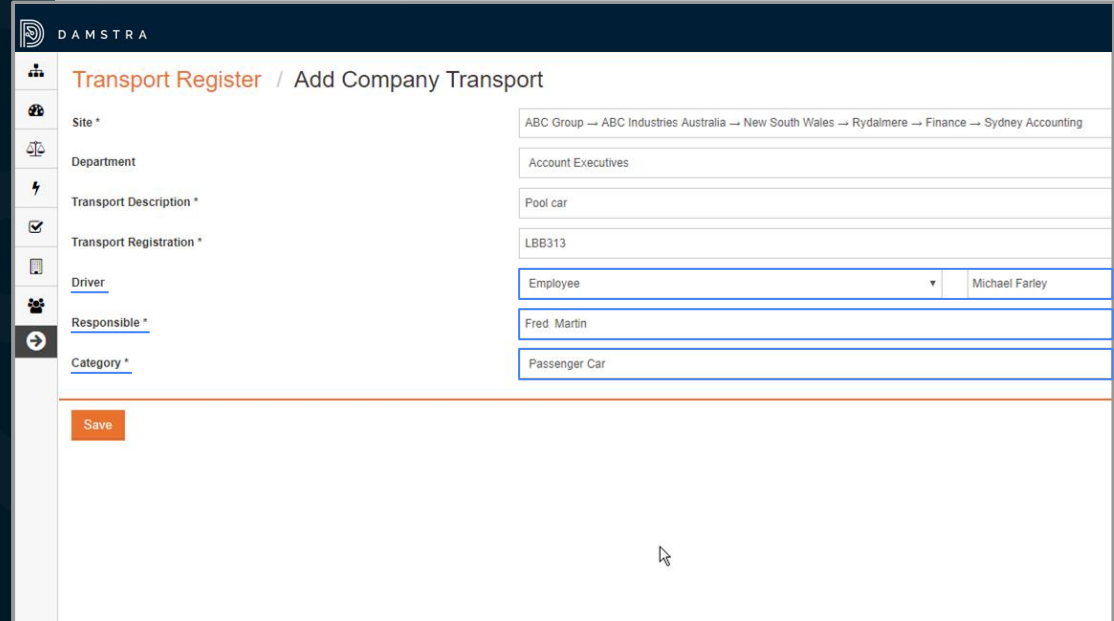
The Short From cont.

If the vehicle will be allocated to a particular driver, **select** the 'Person Type' that the driver belongs to, then **type** their name into the adjacent field.

Enter the name of the person at your Organisation responsible for the vehicle.

Finally, **select** the 'Category' that the vehicle belongs to. The options available here will depend on settings selected by your Organisation in Vault Settings.

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



The screenshot shows the 'Transport Register / Add Company Transport' form in the DAMSTRA system. The form is divided into a left sidebar with navigation icons and a main content area. The main content area contains several input fields and a 'Save' button at the bottom. The fields are: Site * (ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting), Department (Account Executives), Transport Description * (Pool car), Transport Registration * (LBB313), Driver (Employee dropdown, Michael Farley), Responsible * (Fred Martin), and Category * (Passenger Car). The 'Save' button is orange and located at the bottom left of the form.

Field	Value
Site *	ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting
Department	Account Executives
Transport Description *	Pool car
Transport Registration *	LBB313
Driver	Employee (dropdown) Michael Farley
Responsible *	Fred Martin
Category *	Passenger Car

Save

Add Vehicle

Additional and Tabs

The Item has now been saved, exposing additional fields of information across a number of new tabs.

Many of these tabs record detail about the Item that we may wish to add at a later stage.

In this guide, we'll go through adding key information about the item in the 'Details' tab, adding any certifications that may apply, and scheduling any maintenance events.

The screenshot displays the DAMSTRA 'Transport Register' interface for editing a company transport item (ID 2206). The interface features a top navigation bar with the DAMSTRA logo and a 'Record saved successfully' message. Below the navigation bar, a series of tabs are visible: Details, Governance, Equipment Allocated, Certifications, Maintenance, Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. The 'Details' tab is currently active, showing a form with various fields for vehicle information. The left sidebar contains a list of icons representing different sections of the system. The form fields include:

- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting
- Department: Account Executives
- Transport Description *: Pool car
- Transport Registration *: LBB313
- Driver: Employee (dropdown) Michael Farley
- Responsible: Fred Martin
- Category: Passenger Car
- Make: (empty field)
- Date Purchased: (empty field)
- Model: (empty field)
- Purchase Type: None
- ID Tag: (empty field)
- Cost: (empty field)
- Supplier: (empty field)
- Warranty: Yes
- Particular: (empty field)

A 'Help' button is located in the bottom right corner of the form.

Add Vehicle

Details Tab

The 'Details' tab records basic information about the item itself, including how and where it was obtained, and the warranty details.

To add a photo of the item, **click** the + button, then **locate** the file on your computer. Vault will store a copy.

Enter the Make (manufacturer) of the item, the date purchased, and the model name or number.

The screenshot displays the 'Details' tab of the 'Transport Register - Edit Company Transport - 2206' form. The form is organized into a table with two columns: labels on the left and input fields on the right. The 'Site Details' section is expanded, showing fields for Site, Department, Transport Description, Transport Registration, Driver, Responsible, and Category. A photo of a black car is uploaded and displayed in a box. Below this, the 'Make' section is expanded, showing fields for Make, Date Purchased, Model, Purchase Type, ID Tag, Cost, Supplier, and Warranty. The 'Help' button is visible in the bottom right corner.

Transport Register / Edit Company Transport - 2206	
Details Governance Equipment Allocated Certifications Maintenance Inspections Mileage Running Cost Custom Text Fields Files Related	
Site Details	
Site	ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting
Department	Account Executives
Transport Description *	Pool car
Transport Registration *	LBB313
Driver	Employee Michael Farley
Responsible	Fred Martin
Category	Passenger Car
	
Make	CarCo
Date Purchased	17/10/2018
Model	Flashers
Purchase Type	None
ID Tag	
Cost	
Supplier	
Warranty	Yes
Partial	In Monitor

Add Vehicle

Details Tab cont.

Next, **select** the purchase method or type from the drop-down.

Enter the 'ID Tag', if your company uses one, the cost of the Item, the Supplier, whether the Item has a warranty, and if so the length of the warranty in months.

The Warranty expiry will now be calculated and displayed.

If the vehicle is licenced to transport explosives, **add** the licence number.

The screenshot shows a web form for adding a vehicle. The form is divided into two main sections: a top section for basic vehicle information and a bottom section for warranty and lifecycle details. The top section includes fields for 'Responsible' (Fred Martin), 'Category' (Passenger Car), a vehicle image, 'Make' (CarCo), 'Date Purchased' (17/10/2018), 'Model' (FleetHero), 'Purchase Type' (Purchased), 'ID Tag' (FC502), 'Cost' (24990), 'Supplier' (Fleet Supplier Ltd), 'Warranty' (Yes), 'Period' (36), 'Explosives Lic.' (empty), and 'Warranty Expiry' (17/10/2021). The bottom section includes a 'Life Cycle' section with a note about configuring date, distance, or hours expiries, and fields for 'Date Expiry', 'Distance Expiry', and 'Hours Expiry'. A 'Life Cycle Warning' section is at the bottom. A 'Help' button is located in the bottom right corner.

Responsible	Fred Martin
Category	Passenger Car
Image	
Make	CarCo
Date Purchased	17/10/2018
Model	FleetHero
Purchase Type	Purchased
ID Tag	FC502
Cost	24990
Supplier	Fleet Supplier Ltd
Warranty	Yes
Period	36
Explosives Lic.	
Warranty Expiry	17/10/2021
Life Cycle	
Configure Date, Distance or Hours Expiries triggers for the Transport item. Actual Distance and Hours information is recorded in the Mileage tab.	
Date Expiry	
Distance Expiry	
Hours Expiry	
Life Cycle Warning	

Add Vehicle

Life Cycle

If the vehicle is subject to a life cycle, enter the details in the *Life Cycle* section. You may **enter** none, one or more of:

- A fixed date.
- A distance (if the vehicle expires after a particular mileage).
- An hours expiry (if the vehicle expires after a particular running time).

The actual distance and hours used is recorded in the Mileage tab. Damstra Safety will consider the item expired when the first of these expiries is reached.

The screenshot shows the 'Add Vehicle' form with the 'Life Cycle' section expanded. The form is divided into several sections: 'Model' (FastHero), 'Purchase Type' (Purchased), 'ID Tag' (PC502), 'Cost' (24990), 'Supplier' (Fleet Supplier Ltd), 'Warranty' (Yes), 'Period' (36), 'Explosives Lic' (empty), and 'Warranty Expiry' (17/10/2021). Below these is the 'Life Cycle' section, which has a sub-header 'Configure Date, Distance or Hours Expiries triggers for the Transport Item. Actual Distance and Hours Information is recorded in the Mileage tab.' The 'Life Cycle' section contains three input fields: 'Date Expiry' (17/10/2023), 'Distance Expiry' (200000), and 'Hours Expiry' (3000). Below these is the 'Life Cycle Warning' section, which has three input fields: 'Date', 'Distance', and 'Hours'. At the bottom is the 'Notes' section, which has a text area with the placeholder 'Type Something...'. The form has a 'Save' button at the bottom left and a 'Cancel' button at the bottom right. There is also a 'Help' button in the bottom right corner.

Model	FastHero
Purchase Type	Purchased
ID Tag	PC502
Cost	24990
Supplier	Fleet Supplier Ltd
Warranty	Yes
Period	36
Explosives Lic	
Warranty Expiry	17/10/2021

Life Cycle

Configure Date, Distance or Hours Expiries triggers for the Transport Item. Actual Distance and Hours Information is recorded in the Mileage tab.

Date Expiry	17/10/2023
Distance Expiry	200000
Hours Expiry	3000

Life Cycle Warning

Date	
Distance	
Hours	

Notes

Type Something...

Save Cancel Help

Add Vehicle

Life Cycle Warning

To receive a warning as the expiry approaches, **enter** the date, distance or hours used that should trigger the warning.

Add any additional notes about the item to the free-text 'Notes' field.

The screenshot shows a web form for adding a vehicle. The 'Life Cycle Warning' section is highlighted with a red header. It contains three input fields: 'Date' (17/07/2023), 'Distance' (100000), and 'Hours' (2500). The 'Notes' section below it contains a text area with the text 'Secondary pool car for use of accounting team'. The form has a 'Save' button at the bottom left and a 'Cancel' button at the bottom right. A 'Help' icon is also present in the bottom right corner.

Model	FiatHera
Purchase Type	Purchased
ID Tag	PC502
Cost	24990
Supplier	Fleet Supplier Ltd
Warranty	Yes
Period	36
Explosives Lic	
Warranty Expiry	17/10/2021

Life Cycle

Configure Date, Distance or Hours Expires triggers for the Transport item. Actual Distance and Hours information is recorded in the Mileage tab.

Date Expiry	17/10/2023
Distance Expiry	200000
Hours Expiry	3000

Life Cycle Warning

Date	17/07/2023
Distance	100000
Hours	2500

Notes

Secondary pool car for use of accounting team

Save Cancel Help

Add Vehicle Certification Tab

If there are any Certifications to record in relation to the vehicle at this stage, **click** the 'Certifications' tab.

Select the certification 'type' from the list.

Note: the options available here will depend on options enabled by your Organisation in Settings. Help with this is available in the Support Portal.

Click 'Add' to record the details.

The screenshot shows the 'Edit Company Transport - 2206' page in the DAMSTRA system. The 'Certifications' tab is selected, displaying a list of certifications. The table has columns for 'Certification', 'Date', 'Valid Until', and 'Passed'. The 'Certification' column has a dropdown menu with options: 'Please Select --', 'Please Select --', 'First Aid Kit', and 'Vehicle'. The 'Date' column has a dropdown menu with options: 'Date', 'Valid Until', and 'Passed'. The 'Passed' column has a dropdown menu with options: 'Please Select --', 'Please Select --', 'First Aid Kit', and 'Vehicle'. The table is currently empty, showing 'No data available in table'. There are 'Add Certification' and 'Save' buttons at the bottom.

The screenshot shows the 'Add Certification' form in the DAMSTRA system. The form has a table with columns: 'Title', 'Last Cert', 'Valid Until', and 'Status'. The table is currently empty, showing 'No data available in table'. There is an 'Add' button in the top right corner and a 'Cancel' button at the bottom right.

Add Vehicle

Add Certification

Enter the certification date.

Damstra Safety will automatically calculate and display the expiry date for the certification in the field below.

Select whether the Vehicle passed or failed the certification.

If the certification expires after a particular mileage or number of hours is exceeded, **enter** these in the corresponding fields.

The screenshot shows the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user icons. The main header reads "Transport Register / Edit Company Transport - 2206". Below this is a tabbed interface with tabs for Details, Governance, Equipment Allocated, Certifications (active), Maintenance, Inspections, Mileage, Running Cost, Custom Test Fields, Files, and Related. The left sidebar contains icons for various functions. The main content area displays the "Certifications" form with the following fields: "Certification Date" (17/10/2018), "Certification Expiry" (17/10/2019), "Passed" (Yes), "Expiry Distance" (empty), and "Expiry Hours" (empty). Below these fields is a "Cost" section with an "Attach File" button. At the bottom of the form are "Save" and "Cancel" buttons. A "Help" button is located in the bottom right corner of the interface.

Add Vehicle

Add Certification cont.

Enter any cost that may be associated with the certification.

And finally, to attach a copy of any relevant files such as a digital copy of the certificate itself, **click** 'Attach File' and locate the file on your computer.

Damstra Safety will store a copy of the file.

Click 'Save'.

The screenshot displays the DAMSTRA web application interface for editing company transport details. The top navigation bar includes the DAMSTRA logo and a user profile icon. The main header shows the current page: 'Transport Register / Edit Company Transport - 2206'. Below this, a series of tabs are visible: Details, Governance, Equipment Allocated, **Certifications** (active), Maintenance, Inspections, Mileage, Running Cost, Custom Test Fields, Files, and Related. The left sidebar contains icons for various functions: user management, equipment, certifications, maintenance, inspections, mileage, running cost, custom test fields, files, and related. The main content area is a form for the 'Certifications' tab. It includes fields for 'Certification Date' (17/10/2018), 'Certification Expiry' (17/10/2019), 'Passed' (Yes), 'Expiry Distance', and 'Expiry Hours'. A 'Cost' field is highlighted with a blue border and contains the value '52.11'. Below the 'Cost' field are two buttons: 'Attach File' (orange) and 'Rego.pdf' (grey). At the bottom of the form are two 'Save' buttons (orange) and two 'Cancel' buttons (grey). A 'Help' button (blue) is located in the bottom right corner.

Add Vehicle

Add Certification cont.

The details of the Certification are now saved and are displayed in the Register for the selected Certification Type.

Click 'Save Certification' and repeat this process for any other Certifications you wish to record at this stage.

The screenshot displays the DAMSTRA Transport Register interface. At the top, a green banner indicates 'Record saved successfully'. The main header shows 'Transport Register / Edit Company Transport - 2206'. A navigation menu includes 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections', 'Mileage', 'Running Cost', 'Custom Test Fields', 'Files', and 'Related'. The 'Certifications' tab is active, showing a table with columns: Date, Valid Until, Passed, Expiry Distance, Expiry Hours, and Cost. A single row is visible with the following data: Date: 17/10/2018, Valid Until: 17/10/2019, Passed: Pass, Expiry Distance: (empty), Expiry Hours: (empty), Cost: 52.11. Below the table, there is a 'Show 10 entries | Showing 1 to 1 of 1 entries' summary. A 'Save Certification' button is highlighted with a blue box. Below this, there is a 'Save' button and a 'Cancel' button. A 'Help' button is located in the bottom right corner.

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost
17/10/2018	17/10/2019	Pass			52.11

Add Vehicle Maintenance Tab

If the item will be subject to regular maintenance, **click** the 'Maintenance' tab.

Click the 'Add' button.

Select the frequency of the maintenance type being added and a description of the maintenance.

To add a due date for the first event, **click** 'Add'.

The screenshot displays the DAMSTRA web application interface for editing a company transport (ID 2206). The 'Maintenance' tab is selected, showing a table with no data. An 'Add' button is visible in the top right corner of the table. Below the table, there are input fields for 'Frequency' (set to '4 months') and 'Description' (placeholder text 'Replace engine bearing'). A 'Save Maintenance' button is located below these fields. At the bottom of the form, there are 'Add' and 'Cancel' buttons. The interface includes a sidebar with navigation icons and a top header with the DAMSTRA logo and user information.

Add Vehicle

Maintenance Tab cont.

Enter the purchase date as the maintenance date.

The due date for the next instance is calculated and displayed.

Optionally, **enter** a maximum mileage or number of hours of usage. If entered, Vault will consider this maintenance event as overdue as soon as either limit is reached, regardless of the current date.

Enter any relevant notes in the free-text *Notes* field, and **attach** any files, then **click** 'Save'.

The screenshot shows the 'Maintenance' tab in the DAMSTRA system for 'Edit Company Transport - 2206'. The interface includes a sidebar with navigation icons and a main content area with the following fields:

- Maintenance Date:** A date picker set to 17/10/2018.
- Due date:** A date picker set to 17/04/2019.
- Expiry Distance:** An empty text input field.
- Expiry Hours:** An empty text input field.
- Notes:** A text area containing the note 'Replacement blades available from stock on hand'.

Below the fields are two buttons: 'Attach File' (orange) and 'Save' (orange). At the bottom right, there is a 'Help' button (blue) and a 'Cancel' button (grey).

Add Vehicle

Maintenance Tab cont.

Repeat this for any additional required maintenance events you'd like to schedule at this stage.

Each time certification is renewed or maintenance is carried out, it should be recorded here. Help with this is available in the Support Portal.

The screenshot shows the 'Maintenance' tab in the DAMSTRA Transport Register. The page title is 'Transport Register / Edit Company Transport - 2206'. A green notification bar at the top right says 'Record saved successfully'. The left sidebar contains icons for various functions. The main content area has several sections: 'Frequency' (6 Months), 'Description' (Replace viper blades), and 'Maintenance Schedule'. Below these is a table with columns: ID, Maintenance Date, Notes, Due Date, Expiry Distance, and Expiry Hours. The table contains one entry with ID 1128, Maintenance Date 17/10/2018, Notes 'Replacement blades available from stock on hand', and Due Date 17/04/2019. Below the table is a 'Show 10 entries' dropdown and a 'Showing 1 to 1 of 1 entries' message. At the bottom left, there are 'Save Maintenance' and 'Save' buttons. At the bottom right, there are 'Cancel' and 'Help' buttons.

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours
1128	17/10/2018	Replacement blades available from stock on hand	17/04/2019		

Add Vehicle

Custom Text Fields Tab

Your Organisation may require additional information about the vehicle to be recorded under the 'Custom Text Fields' tab.

Refer to your own internal procedures or Vault administrator for information regarding these fields.

Once all initial detail is entered, **click** 'Save' to return to the 'Transport Register'.

The vehicle details are now saved.

The screenshot shows the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and a user profile icon. The main header reads 'Transport Register / Edit Company Transport - 2206'. Below this is a horizontal menu with tabs: Details, Governance, Equipment Allocated, Certifications, Maintenance, Inspections, Mileage, Running Cost, Custom Text Fields (which is highlighted in orange), Files, and Related. The 'Custom Text Fields' tab contains a list of fields: 'Custom Field Name' with a 'Value (max 10 chars)' label, 'Road User charges 2', 'Mileage', and 'Custom Text 4'. Each field has a corresponding text input box. At the bottom left of the form area is a blue 'Save' button with a mouse cursor hovering over it. At the bottom right is a grey 'Cancel' button. A blue 'Help' button is located in the bottom right corner of the application window.

