



D A M S T R A

Remove Training
Course

Safety



[DISCLAIMER]

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Remove Course

Introduction

There are two methods for **removing** a 'Training Course' from Vault:

Marking the Course 'Inactive'.

and

Deleting the Course.

In this guide, we'll look at both of these removal methods.

Mark Course 'Inactive'

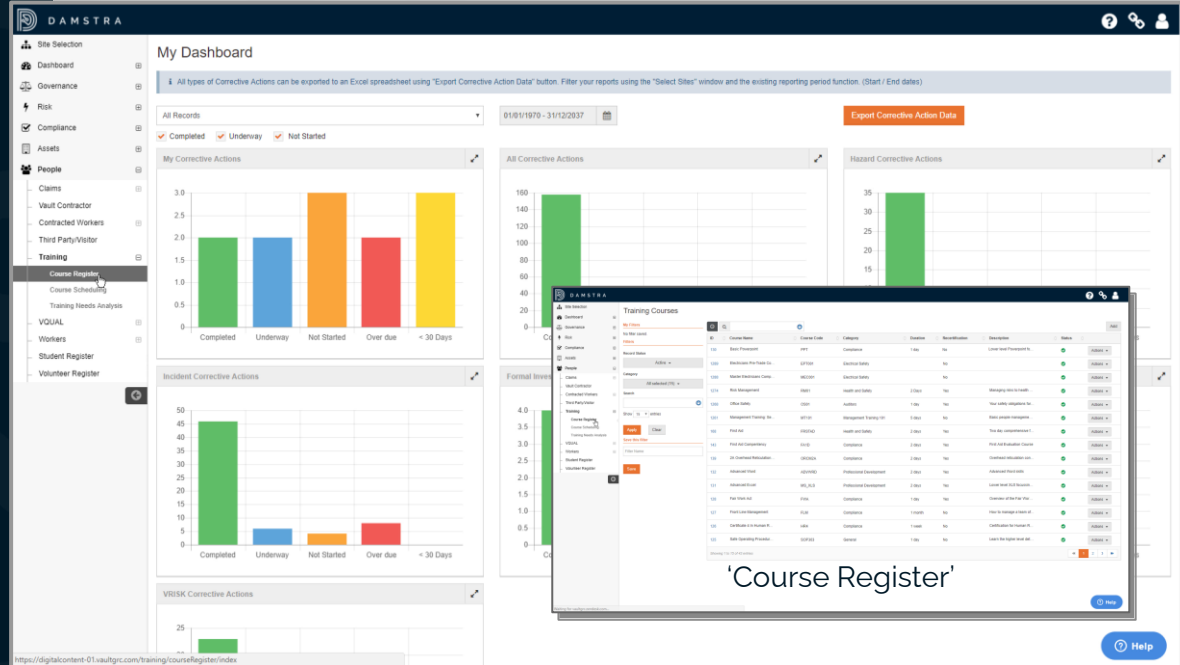
Delete Course

Remove Course

Course Register

Both removal methods are carried out via the 'Training Course' record in the 'Course Register '.

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



Remove Course

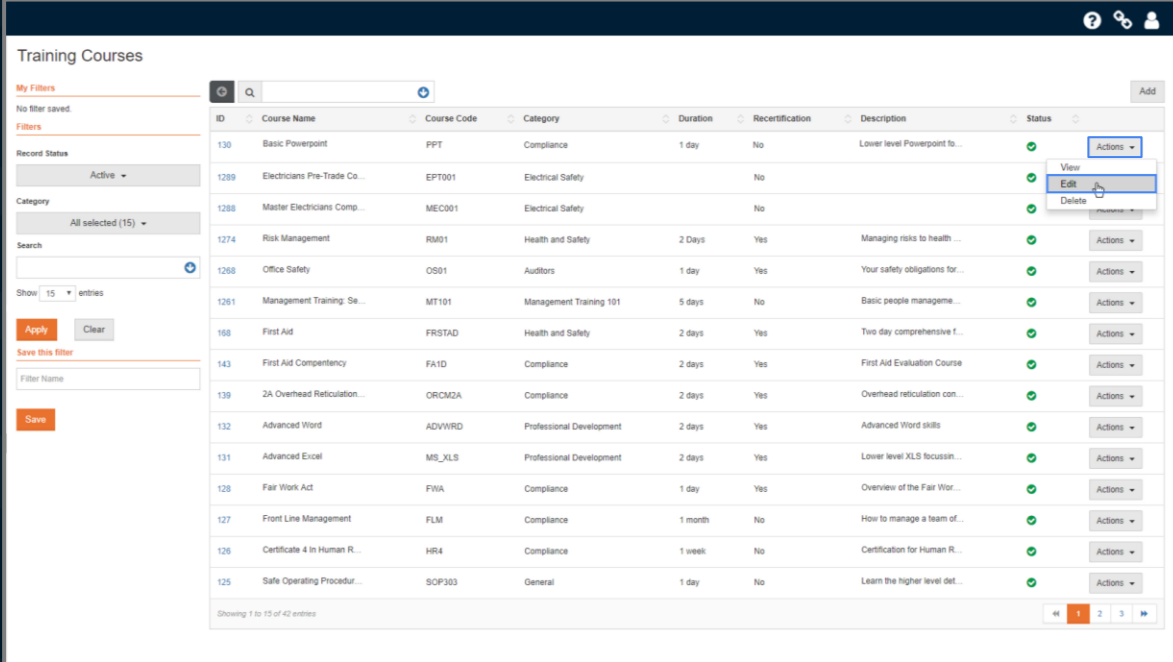
Marking a Course Inactive

Marking a 'Course Inactive' keeps the 'Training Course' in the 'Course Register' but means that it cannot be added to a Worker's Training Record or set as a required 'Course' for any 'Position'.

An inactive 'Course' will not be found in the 'Course Register' unless the user specifically selects to be shown inactive 'Training Courses'.

Locate the 'Training Course' involved.

To make a 'Course' Inactive, **click** 'Actions', then 'Edit' to initiate editing the 'Course' details.



The screenshot displays the 'Training Courses' management interface. On the left, there are filter options for 'My Filters', 'Record Status' (set to 'Active'), and 'Category' (set to 'All selected (15)'). A search bar and 'Apply'/'Clear' buttons are also present. The main area is a table with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. The table lists 15 courses, each with a green checkmark in the Status column. For the first course (ID 130, 'Basic Powerpoint'), the 'Actions' dropdown menu is open, showing options for 'View', 'Edit', and 'Delete'. The 'Edit' option is highlighted by the mouse cursor. At the bottom, it indicates 'Showing 1 to 15 of 42 entries'.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
130	Basic Powerpoint	PPT	Compliance	1 day	No	Lower level Powerpoint fo...	✓	View, Edit, Delete
1289	Electricians Pre-Trade Co...	EPT001	Electrical Safety		No		✓	
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		✓	
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health ...	✓	
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	✓	
1261	Management Training: Se...	MT101	Management Training 101	5 days	No	Basic people manage...	✓	
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	✓	
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	✓	
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation can...	✓	
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focusin...	✓	
128	Fair Work Act	FWA	Compliance	1 day	Yes	Overview of the Fair Wor...	✓	
127	Front Line Management	FLM	Compliance	1 month	No	How to manage a team of...	✓	
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	
125	Safe Operating Procedur...	SOP363	General	1 day	No	Learn the higher level det...	✓	

Remove Course

Marking a Course Inactive cont.

Click to untick the 'Course Active' check-box.

Then **click** 'Save'.

Training Courses / Edit Course - 130

Description Course Material Assessors and Trainers Schedule Positions

Basic

Creation Date

Course Name Basic Powerpoint

Course Code PPT

Course Active ☒

Course Viability ABC Group

Category Compliance

Online LMS No Provider

Course Duration 1 day

Course Length 7 Hours

Months Before Recertification 0 Months

Course Description Lower level Powerpoint focusing on best use of master pages, graphics/multimedia & animation

Attendance Only ☒

Pass/Fail ☐

Pass Mark

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid Course.

Refresher Course Exist ☐

Refresher Name

Refresher Code

Course Length Hours

Course Type

☐ External ☐ Internal

☒ Self Paced ☐ Computer-Based

Competency / Standards

☐ Accredited Course

Q

Credit Name

No data available in table

Show 10 entries | Showing 0 of 0 entries

Save

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid Course.

Refresher Course Exist ☐

Refresher Name

Refresher Code

Course Length Hours

Course Type

☐ External ☐ Internal

☒ Self Paced ☐ Computer-Based

Competency / Standards

☐ Accredited Course

Q

Credit Name

No data available in table

Show 10 entries | Showing 0 of 0 entries

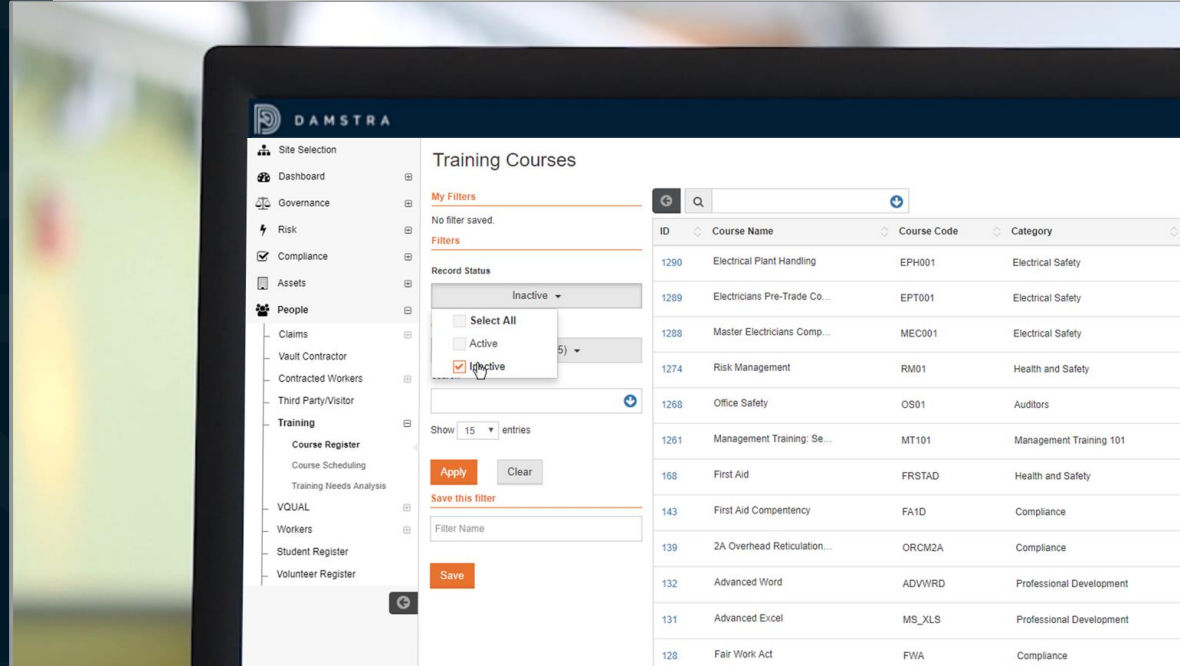
Save

Remove Course

Finding Inactive Courses

Note that an 'inactive Course' cannot be found while the 'Course Register' is in its default mode of displaying 'Active' courses only.

'Inactive courses' can be located by altering the 'Filters' options so that 'Inactive' is **selected** under 'Record Status'.



The screenshot displays the DAMSTRA Training Courses interface. On the left is a navigation menu with categories like Site Selection, Governance, Risk, Compliance, Assets, People, Training, and VQUAL. The 'Training' section is expanded, showing 'Course Register' as the selected option. The main content area is titled 'Training Courses' and features a 'My Filters' section. Under 'Record Status', a dropdown menu is open, showing 'Inactive' as the selected option. Below the filters, there are buttons for 'Apply', 'Clear', 'Save this filter', and 'Save'. A table of training courses is displayed on the right, with columns for ID, Course Name, Course Code, and Category.

ID	Course Name	Course Code	Category
1290	Electrical Plant Handling	EPH001	Electrical Safety
1289	Electricians Pre-Trade Co...	EPT001	Electrical Safety
1288	Master Electricians Comp...	MEC001	Electrical Safety
1274	Risk Management	RM01	Health and Safety
1268	Office Safety	OS01	Auditors
1261	Management Training; Se...	MT101	Management Training 101
168	First Aid	FRSTAD	Health and Safety
143	First Aid Competency	FA1D	Compliance
139	2A Overhead Reticulation...	ORM2A	Compliance
132	Advanced Word	ADVWRD	Professional Development
131	Advanced Excel	MS_XLS	Professional Development
128	Fair Work Act	FWA	Compliance

Remove Course

Marking a Course Active

To make an 'Inactive' course 'Active' again, simply **reverse** this procedure.

Training Courses / Edit Course - 130

Description Course Material Assessors and Trainers Schedule Positions

Basic

Creation Date

Course Name Basic Powerpoint

Course Code PPT

Course Active ☒

Course Visibility ABC Group

Category Compliance

Online LMS No Provider

Course Duration 1 day

Course Length 7 Hours

Recertification Required ☐

Months Before Recertification 0 Month(s)

Course Description Lower level Powerpoint focusing on best use of master pages, graphics/multimedia & animation

Attendance Only ☒

Pass/Fail ☐

Pass Mark

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid

Refresher Course Exist ☐

Refresher Name

Refresher Code

Help

Remove Course

Deleting a Course

Deleting a course removes it from the 'Course Register' permanently.

It will also **delete** any scheduled instances of the course from the 'Course Scheduling Register'.

Historical training records will be retained but there will be no alerts or escalations when certifications expire.

To permanently delete a course from the 'Course Register', **click** 'Actions', then 'Delete'.

The screenshot displays the 'Training Courses' management interface. On the left, there are filter options including 'My Filters', 'Record Status' (set to 'Active'), 'Category' (set to 'All selected (15)'), and a search bar. The main area contains a table of training courses with columns for ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. Each row has an 'Actions' dropdown menu. The 'Delete' option is highlighted in the dropdown for the first course (ID 1297). The table lists 15 courses, including 'Using Netscape Navigator', 'Electrical Plant Handling', 'Electicians Pre-Trade Co...', 'Master Electricians Comp...', 'Risk Management', 'Office Safety', 'Management Training Se...', 'First Aid', 'First Aid Competency', '2A Overhead Reticulation...', 'Advanced Word', 'Advanced Excel', 'Fair Work Act', 'Front Line Management', and 'Certificate 4 in Human R...'. The bottom of the interface shows pagination: 'Showing 1 to 15 of 43 entries' and page numbers 1, 2, 3.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1297	Using Netscape Navigator	UNN01	Professional Development		No	Learn how to browse web...	✓	View Edit Delete
1290	Electrical Plant Handling	EPH001	Electrical Safety		No		✓	
1289	Electicians Pre-Trade Co...	EPT001	Electrical Safety		No		✓	
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		✓	
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health...	✓	
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	✓	
1261	Management Training Se...	MT101	Management Training 101	5 days	No	Basic people manage...	✓	
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	✓	
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	✓	
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focusin...	✓	
128	Fair Work Act	FWA	Compliance	1 day	Yes	Overview of the Fair Wor...	✓	
127	Front Line Management	FLM	Compliance	1 month	No	How to manage a team of...	✓	
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	

Remove Course

Confirm Deletion

Note the warning that appears and **click** 'Yes' if you're sure you want to delete the course.

The Course is now permanently deleted from the 'Course Register'.

The screenshot displays the 'Course Register' interface. A confirmation dialog box is open, asking 'Are you sure you want to delete this Course?'. The dialog text states: 'This action will remove the course and all scheduled courses. Personnel historical training records are still retained but will be marked "DO NOT ALERT OR ESCALATE". Note: You can make the course inactive instead of deleting it by unchecking the Course Active button. Click YES to delete'. The dialog has 'Yes' and 'No' buttons. A mouse cursor is clicking the 'Yes' button.

Below the dialog, the 'Course Register' table is visible. It lists courses with columns: ID, Course Name, Course Code, Category, Duration, Recertification, and Status. The table shows 16 courses, including 'Using Nets', 'Electrical Safety', 'Electrical Safety', 'Electrical Safety', 'Health and Safety', 'Auditors', 'Management Training 101', 'Health and Safety', 'Compliance', 'Professional Development', 'Compliance', 'Compliance', 'Compliance', 'Compliance', 'Compliance', and 'General'.

On the right side of the interface, a green success message banner reads: 'Success Record deleted successfully!'. Below this, the 'Course Register' table is shown again, displaying the same 16 courses. The 'Status' column for all courses is marked with a green checkmark, indicating they are active. The table has a 'Help' button in the bottom right corner.

ID	Course Name	Course Code	Category	Duration	Recertification	Status
1297	Using Nets					
1290	Electrical Safety					
1289	Electrical Safety	EP1001	Electrical Safety			
1288	Master Electricians Comp...	MEC001	Electrical Safety			
1274	Risk Management	RM01	Health and Safety	2 Days		
1268	Office Safety	OS01	Auditors	1 day		
1261	Management Training: Se...	MT101	Management Training 101	5 days		
168	First Aid	FRSTAD	Health and Safety	2 days		
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128	Fair Work Act	FWA	Compliance	1 day		
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126	Certificate 4 in Human R...	HR4	Compliance	1 week		

