



D A M S T R A

[Add Item to Plant /
Equipment Register](#)

Safety



[DISCLAIMER]

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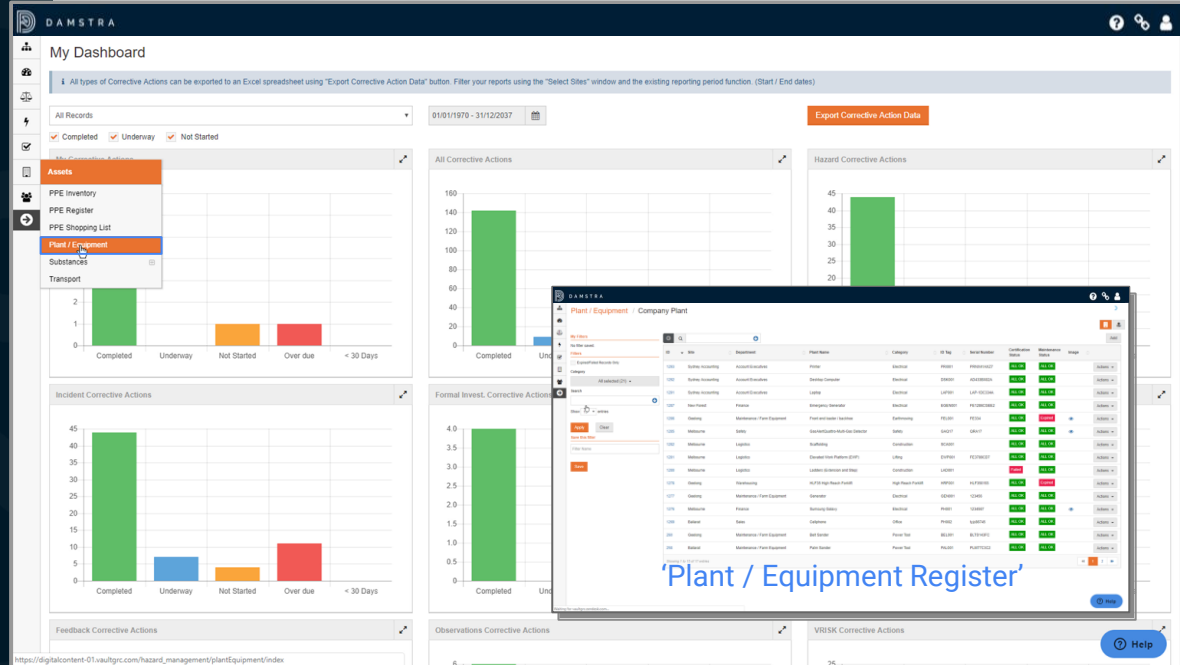
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Add Plant / Equipment Plant / Equipment Register

Plant and Equipment items are recorded in the *Plant / Equipment Register*.

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

The Plant / Equipment Register displays key, summary information for all recorded company assets excluding vehicles and PPE items.

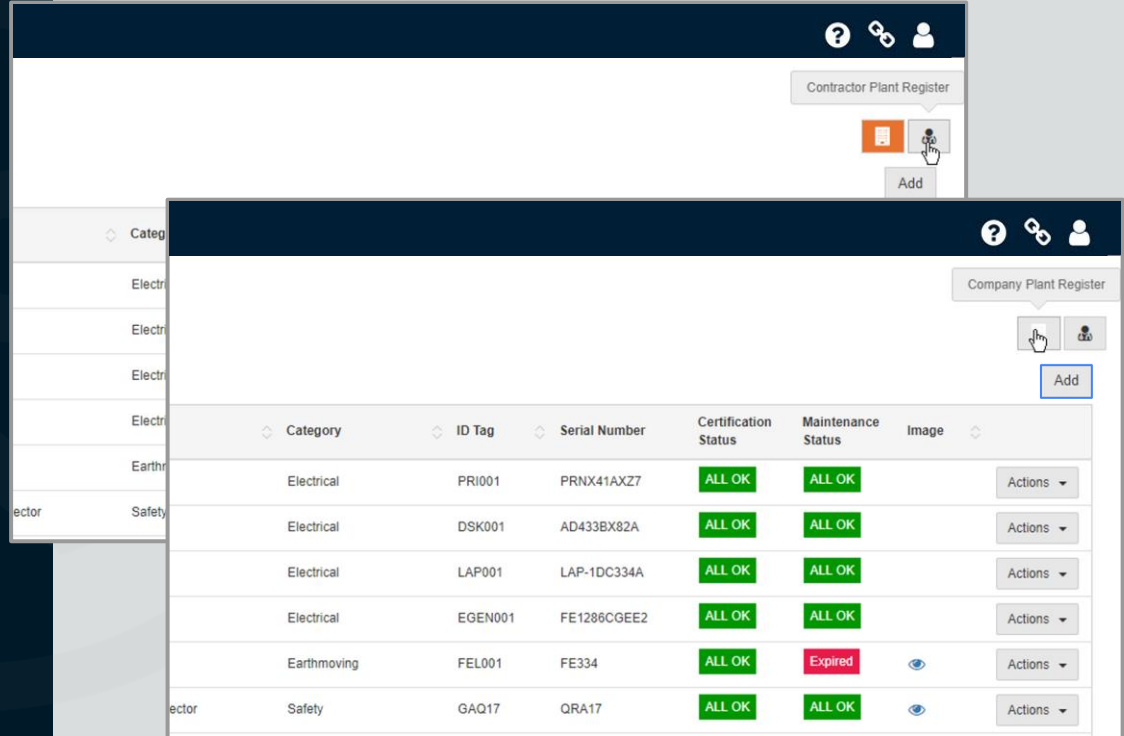


Add Plant / Equipment

Add Item

If the item is held by a Contractor Company, **select** the *Contractor Plant Register* first.

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



The screenshot displays the 'Contractor Plant Register' interface. At the top, there is a dark blue header with icons for help, links, and user profile. Below the header, a dropdown menu is open, showing 'Contractor Plant Register' and an 'Add' button. The main content area shows a table of equipment items. The table has columns for Category, ID Tag, Serial Number, Certification Status, Maintenance Status, and Image. The first five rows show items with 'ALL OK' status, while the sixth row shows an item with 'Expired' status. Each row has an 'Actions' dropdown menu.

Category	ID Tag	Serial Number	Certification Status	Maintenance Status	Image	Actions
Electrical	PRI001	PRNX41AXZ7	ALL OK	ALL OK		Actions
Electrical	DSK001	AD433BX82A	ALL OK	ALL OK		Actions
Electrical	LAP001	LAP-1DC334A	ALL OK	ALL OK		Actions
Electrical	EGEN001	FE1286CGEE2	ALL OK	ALL OK		Actions
Earthmoving	FEL001	FE334	ALL OK	Expired		Actions
Safety	GAQ17	QRA17	ALL OK	ALL OK		Actions

Add Plant / Equipment Short Form

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

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

Select the *Site(s)* that the item relates to by searching or scrolling the Organisation structure.

The screenshot shows the 'Add Company Plant' form in the DAMSTRA system. The breadcrumb trail at the top reads 'Plant / Equipment / Company Plant / Add Company Plant'. On the left is a sidebar with navigation icons. The main form area contains the following fields:

- Site ***: A dropdown menu currently showing 'warehouse'. To its right are 'down' and 'up' arrow buttons.
- Plant Name ***: An empty text input field.
- Serial Number**: An empty text input field.
- Category ***: An empty text input field.

Below these fields is an orange 'Save Company Plant' button. On the right side of the form, a 'Select Site' panel displays a hierarchical tree of the organization structure:

- Rydalmere
 - Finance
 - New Forest
 - Sydney Accounting
 - Sydney Payroll
 - Plant
 - Sydney Warehouse
 - Rydalmere Plant
 - Despatch
 - Inwards Goods
 - Pulp Line 1
 - Sydney BIT

A mouse cursor is pointing at 'Sydney Warehouse' in the tree.

Add Plant / Equipment

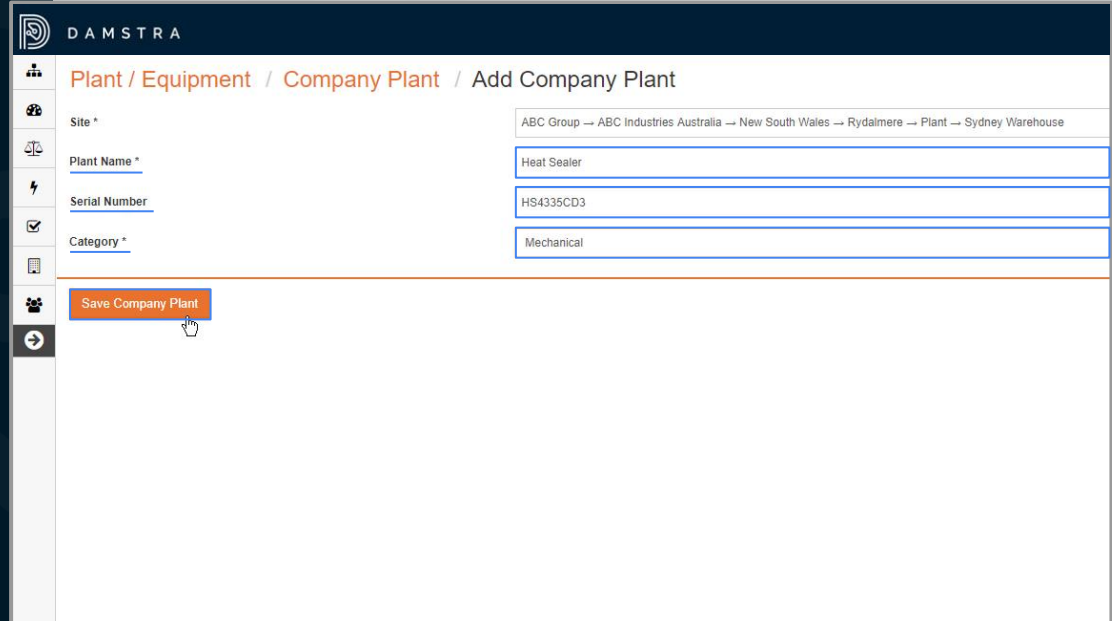
Short Form cont.

Enter:

- The Plant Name
- The serial number (if available)
- The *Category* that the Item belongs to

The options displayed here will depend on options selected in Settings. Help with this is available in the Support Portal.

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



The screenshot shows the DAMSTRA web application interface for adding a company plant. The top navigation bar is dark blue with the DAMSTRA logo and name. Below it, a breadcrumb trail reads: Plant / Equipment / Company Plant / Add Company Plant. A left-hand sidebar contains several icons for navigation. The main form area has four input fields: 'Site *' with a dropdown menu showing a path (ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse), 'Plant Name *' with the text 'Heat Sealer', 'Serial Number' with the text 'HS4335CD3', and 'Category *' with the text 'Mechanical'. At the bottom of the form is an orange button labeled 'Save Company Plant' with a mouse cursor hovering over it.

Field	Value
Site *	ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
Plant Name *	Heat Sealer
Serial Number	HS4335CD3
Category *	Mechanical

Add Plant / Equipment

Additional Fields 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.

The screenshot shows the DAMSTRA web application interface for editing a company plant. The breadcrumb trail at the top reads 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. A green notification bar in the top right corner states 'Record saved successfully'. Below the breadcrumb, a horizontal tab bar contains the following tabs: 'Details' (active), 'Governance', 'Allocate', 'Certifications', 'Maintenance', 'Inspections', 'Running Time', 'Files', and 'Related'. The 'Details' tab is expanded, showing a form with the following fields and values:

- Site ***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
- Department**: -- Please Select --
- Plant Name ***: Heat Sealer
- Serial Number**: HS435CD3
- Category ***: Mechanical
- 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
- Period**: (empty field)
- Warranty Expiry**: N/A
- Life Cycle**: (empty field)

A sidebar on the left contains icons for various functions, including a gear icon for settings. A 'Help' button is located in the bottom right corner of the form area.

Add Plant / Equipment Details Tab

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

If Company Plant is being entered, select the Department that the item relates to, if relevant.

Note: the '*Department*' field may not be shown, depending on chosen settings.

If Contractor Company Plant is being entered, select the Company that the item relates to.

The screenshot shows the 'Edit Company Plant' form for item 1294. The breadcrumb trail is 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. The 'Details' tab is active. The form includes fields for Site (ABC Group), Department (Butchery), Plant Name (Heat Sealer), Serial Number (HS4395C03), and Category (Mechanical). There is a profile picture icon with a plus sign. Other fields include Make, Date Purchased, Model, Purchase Type (None), ID Tag, Cost, Supplier, Warranty (Yes), Period, and Warranty Expiry (N/A). A 'Life Cycle' section is at the bottom.

The screenshot shows the 'Edit Contractor Plant' form for item 1288. The breadcrumb trail is 'Plant / Equipment / Contractor Plant / Edit Contractor Plant - 1288'. The 'Details' tab is active. The form includes fields for Site (ABC Group), Company Name (Estrella Holdings Limited), Plant Name (Paper shredder), Serial Number (PSEE4F/G321), and Category (Other). There is a profile picture icon with a plus sign. Other fields include Make, Date Purchased (01/01/1900), Model, Purchase Type (None), ID Tag, Cost, Supplier, Warranty (Yes), Period (0), and Warranty Expiry (01/01/1900). A 'Life Cycle' section is at the bottom.

Add Plant / Equipment Details Tab cont.

To add a photo of the item, click the '+' button, then locate the file on your computer. A copy of the file will be added to the record.

Enter:

- The Make, or manufacturer, of the item
- The date purchased
- The model name or number

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Plant / Equipment / Company Plant / Edit Company Plant - 1294

Details Governance Allocate Certifications Maintenance Inspections Running Time Files Related

Site Details

Site * ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse

Department Butchery

Plant Name * Heat Sealer

Serial Number HS435CD3

Category * Mechanical



Make Unreel Seal Co.

Date Purchased 10/10/2018

Model URD015X

Purchase Type None

ID Tag

Cost

Supplier

Warranty Yes

Period

Warranty Expiry N/A

Life Cycle

Help

Add Plant / Equipment 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.

DAMSTRA

Plant / Equipment / Company Plant / Edit Company Plant - 1294

Details Governance Allocate Certifications Maintenance Inspections Running Time Files Related

Site Details

Site * ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse

Department Butchery

Plant Name * Heat Sealer

Serial Number HS435CD3

Category * Mechanical

Make Unreel Seal Co.

Date Purchased 10/10/2018

Model UR0010X

Purchase Type Purchased

ID Tag SEAL001

Cost 4999.00

Supplier Dematic Industrial Supplies

Warranty Yes

Period 36

Warranty Expiry 19/10/2021

Life Cycle

Help

Add Plant / Equipment Details Tab cont.

If the item has a limited life cycle, enter the expiry date.

Add any relevant notes in the free-text field.

Plant Name * Heat Sealer

Serial Number HS435CD3

Category * Mechanical



Make Unreal Seal Co.

Date Purchased 10/10/2018

Model UR5010X

Purchase Type Purchased

ID Tag SEAL001

Cost 4999.00

Supplier Generic Industrial Supplies

Warranty Yes

Period 36

Warranty Expiry 10/10/2021

Life Cycle

Date Expiry 10/10/2023

Notes

Located at rear of kitchen facilities

Save Company Plant Cancel Help

Add Plant / Equipment Certification Tab

If the item will be subject to any kind of Certification, **click** the *Certifications* tab, then **click** the 'Add' button.

The screenshot shows the 'Edit Company Plant - 1294' page in the DAMSTRA system. The 'Certifications' tab is selected and highlighted with a blue underline. The left sidebar contains icons for various functions. The main content area is titled 'Site Details' and includes several input fields: 'Site *' (containing 'ABC Group → ABC Industries Australia → New South'), 'Department' (containing 'Butchery'), 'Plant Name *' (containing 'Heat Sealer'), 'Serial Number', and 'Category *'.

This screenshot shows a modal window for adding a new certification. It features a table with columns for 'Title', 'Last Cert', 'Valid Until', and 'Status'. The table is currently empty, displaying the message 'No data available in table'. An 'Add' button is located in the top right corner of the table area, and a 'Cancel' button is at the bottom right. Navigation arrows are visible at the bottom of the table.

Add Plant / Equipment

Add Certification

Next, **select** the certification interval and the name of the certification required.

Then, **click** 'Save Certification'.

Each time certification is renewed, it should be recorded here (help with this is available in the Support Portal).

The screenshot shows the 'Edit Company Plant - 1294' page in the DAMSTRA system. The 'Certifications' tab is active. The form includes fields for 'Interval' (set to '12 Months') and 'Title' (set to 'Electrical Test & Tag'). Below these is a 'Certification info' section with a search bar and a table. The table has columns for 'ID', 'Date Certified', 'Certification Company / Employee', 'Valid Until', 'Tested', and 'File Attached'. A message 'No data available in table' is displayed. At the bottom of the form, there are two buttons: 'Save Certification' (highlighted with a mouse cursor) and 'Save Company Plant'. A 'Help' button is located in the bottom right corner.

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Plant / Equipment / Company Plant / Edit Company Plant - 1294

Details Governance Allocate **Certifications** Maintenance Inspections Running Time Files Related

Interval: 12 Months

Title: Electrical Test & Tag

Certification info

Q: [Search Bar]

Add

ID	Date Certified	Certification Company / Employee	Valid Until	Tested	File Attached
No data available in table					

Show 10 entries | Showing 0 to 0 of 0 entries

Save Certification

Save Company Plant

Cancel

Help

Add Plant / Equipment Maintenance Tab

Repeat this same procedure on the *Maintenance* tab if the item will require regular maintenance or servicing.

The screenshot displays the 'Edit Company Plant - 1294' interface in the DAMSTRA system. The left sidebar contains navigation icons for various functions. The main content area has a breadcrumb trail: 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. Below this is a horizontal menu with tabs: 'Details', 'Governance', 'Allocate', 'Certifications', 'Maintenance' (which is active and highlighted in red), 'Inspections', 'Running Time', 'Files', and 'Related'. The 'Maintenance' tab contains a 'Type' dropdown menu set to 'Monthly', a 'Description' text field with the value 'Deep clean', and a 'Maintenance Schedule' section. The schedule section includes a search bar, a table with columns 'ID', 'Date', 'Company', 'Next Date', 'Comments', and 'File Attached', and a 'Show 10 entries' dropdown. Below the table are two buttons: 'Save Maintenance' (highlighted with a mouse cursor) and 'Save Company Plant'. A 'Cancel' button is located at the bottom right of the form. A 'Help' button is visible in the bottom right corner of the interface.

Add Plant / Equipment

Save Item

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

The screenshot shows the 'Edit Company Plant' form in the DAMSTRA system. The breadcrumb trail is 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. The 'Maintenance' tab is selected, showing a table with one entry: ID 164, Frequency Monthly, and Description Deep clean. A 'Save Company Plant' button is highlighted with a red box and a mouse cursor. The left sidebar contains icons for user management, settings, search, and navigation.

DAMSTRA

Plant / Equipment / Company Plant / Edit Company Plant - 1294

Details Governance Allocate Certifications **Maintenance** Inspections Running Time Files Related

Search

ID	Frequency	Description
164	Monthly	Deep clean

Show 10 entries | Showing 1 to 1 of 1 entries

Save Company Plant

