



D A M S T R A

Using the Substance
Location Register

Safety



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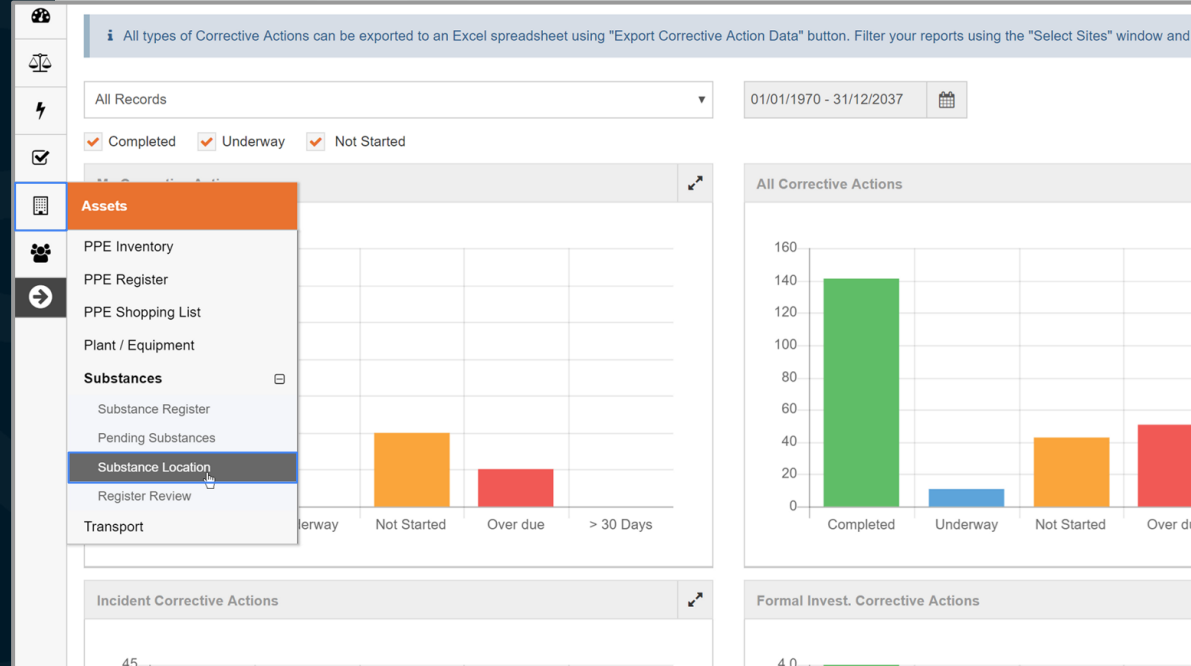
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Substance Location Register Introduction

The *Substance Location Register* provides a quick and easy way of finding substances already added to your Damstra Safety system based on where in your Organisation they exist.

It is automatically populated using the data added to the *Substance Register* and requires no additional user input.

The Substance Location Register is found under *Assets* in the Menu bar.



Substance Location Register

Browsing the Substance Location Register

For each instance of a substance occurring at a location within the Organisation, the Register shows key information about both the location and the substance itself.

The number of entries shown on one screen can be altered by making adjustments in the filters sidebar.

Use the page controls at the bottom of the register to browse all records where the number of entries exceeds one page.

The screenshot displays the DAMSTRA Substance Location Register interface. The main table lists substances with columns for ID, Substance, Site, Department, Location, Severity, Quantity, CAS #, Risk Classification, PG, and AHLR. A filters sidebar on the left allows for filtering by 'My Filters', 'Approved handler Licence Required', 'Severity', and 'Search'. A modal window is open for adjusting the number of entries shown, with options for 15, 20, 50, and 100. The bottom of the interface features pagination controls, including a 'Show 15 entries' dropdown, a 'Save this filter' button, a 'Filter Name' input, a 'Save' button, and a 'Help' button.

ID	Substance	Site	Department	Location	Severity	Quantity	CAS #	Risk Classification	PG	AHLR	Actions
1209	Chlorine	Christchurch Warehouse	Engineering	Chemical Cupboard	Medium	25,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1208	Chlorine	Ballarat	Maintenance / Farm Equipment	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1207	Benzene	Christchurch Warehouse	Laboratory	Chemical Cupboard	High	1,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1206	Benzene	Auckland Workshop		Chemical Cupboard	High	1,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1205	Chlorine	Geelong	Sales	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1204	Gasoline	New Forest	GO Unit 1	Outside Store	High	10,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1203	Benzene		Maintenance / Farm			15,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1202	Benzene					10,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1201	Chlorine					10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1200	Gasoline					500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1197	Gasoline					500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1195	Gasoline					500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1194	Chlorine					1,000 m³	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1186	Chlorine					10,000 Litres					
184	Benzene					2,500 Litres					

Substance Location Register

Browsing the Substance Location Register cont.

To sort the order of the register, **click** the column headers.

For example, to sort by Substance name, simply **click** the '*Substance*' column header.

Click it again to toggle between ascending or descending alphabetical order.

Substances / Substance Location

My Filters: No filter saved.

Filters: Approved handler Licence Required

Severity: None Selected

Search: [Search Bar]

Show 15 entries

Apply Clear Save this filter Filter Name Save

ID	Substance	Site	Department	Location	Severity	Quantity	CAS #	Risk Classification	PG	AHLR	Actions
1209	Chlorine	Christchurch Warehouse	Engineering	Chemical Cupboard	Medium	25,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1208	Chlorine	Ballarat	Maintenance / Farm Equipment	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1207	Benzene	Christchurch Warehouse	Laboratory	Chemical Cupboard	High	1,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1206	Benzene	Auckland Workshop		Chemical Cupboard	High	1,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1205	Chlorine	Geelong	Sales	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1204	Gasoline	New Forest	GO Unit 1	Outside Store	High	10,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1203	Benzene	Ballarat	Maintenance / Farm Equipment	Chemical Cupboard	High	15,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1202	Benzene	Pulp Line 1	Laboratory	Fume Cabinet	High	10,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1201	Chlorine	Pulp Line 1	Laboratory	Fume Cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1200	Gasoline	Christchurch Warehouse	Warehousing	Forklift Maintenance	High	500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1197	Gasoline	Auckland Warehouse		Outside Storage	High	500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1195	Gasoline	Sydney Warehouse	Warehousing	Forklift maintenance area	High	500,000 Litres	86290-81-5	3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic	PG II	Yes	Actions
1194	Chlorine	Melbourne	Logistics	Logistics Storage	Medium	1,000 m ³	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1186	Chlorine	Melbourne	Laboratory	Fume cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
184	Benzene	Melbourne	Laboratory	Melbourne Site	High	2,500 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions

Showing 1 to 15 of 18 entries

Help

Substance Location Register

Using Smart Search

Smart Search makes light work of finding records that contain particular words or phrases.

For example, to filter the contents of the Register to only instances of a particular Substance, simply begin **typing** the Substance Name into the Smart Search box.

Damstra Safety intelligently narrows down the results to only those entries that contain the entered text. We can do the same thing using any information shown in the Register, for example the Site Name.

The screenshot displays the Damstra Substance Location Register interface. On the left, there is a sidebar with navigation icons and a 'My Filters' section. The main area shows a search bar with 'Chlorine' entered, and a table of results. The table columns include ID, Substance, Site, Department, Location, Severity, Quantity, CAS #, Risk Classification, PG, and AHLR. The results show five entries for Chlorine at various locations. At the bottom right, there is a 'Help' button.

ID	Substance	Site	Department	Location	Severity	Quantity	CAS #	Risk Classification	PG	AHLR	Actions
1209	Chlorine	Christchurch Warehouse	Engineering	Chemical Cupboard	Medium	25,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1208	Chlorine	Ballarat	Maintenance / Farm Equipment	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1205	Chlorine	Geelong	Sales	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1201	Chlorine	Pulp Line 1	Laboratory	Fume Cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1194	Chlorine	Melbourne	Logistics	Logistics Storage	Medium	1,000 m³	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1186	Chlorine	Melbourne	Laboratory	Fume cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions

Showing 1 to 6 of 6 entries

Substance Location Register

Using My Filters

To filter to only records matching a value within a particular field, **click** the arrow in the Smart Search box and select the field in question.

Then, type the required value.

Only records that match are now shown.

The screenshot displays the DAMSTRA Substance Location Register interface. On the left, the 'My Filters' sidebar shows 'No filter saved.' and a 'Filters' section with a 'Severity' dropdown set to 'None Selected'. Below this is a 'Search' box with a dropdown arrow. The main table lists substances with columns: ID, Department, Location, Severity, Quantity, CAS #, Risk Classification, PG, AHLR, and Actions. A search dropdown menu is open, showing fields to search: Substance, Department, Location, Quantity, CAS, and Risk Classification. The value 'department:Laboratory' is entered in the search box. The table shows 6 entries, with the first one highlighted. The bottom right corner has a 'Help' button.

ID	Department	Location	Severity	Quantity	CAS #	Risk Classification	PG	AHLR	Actions
1207	Laboratory	Chemical Cupboard	High	1,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1202	Laboratory	Fume Cabinet	High	10,000 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
1201	Laboratory	Fume Cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1186	Laboratory	Fume cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
184	Laboratory	Melbourne Site	High	2,500 Litres	71-43-2	3.1 Flammable Liquid	PG II	No	Actions
171	Auckland Human Resources	store	High	200,000 Litres	75-07-0	6.2 Infectious substance	PG II	No	Actions

Substance Location Register

Using My Filters cont.

To filter the register to only substances that require an Approved Handler Licence, in the 'My Filters' sidebar **click** the 'Approved handler licence required' checkbox, then **click** 'Apply'.

To filter to substances of particular severity levels, **click** the 'Severity' button and use the checkboxes to make your selection, then **click** 'Apply'.

The screenshot displays the DAMSTRA Substance Location Register interface. The main header shows 'Substances / Substance Location'. On the left sidebar, under 'My Filters', the 'Approved handler Licence Required' checkbox is checked. Below it, the 'Severity' section shows 'None Selected'. A modal window is open, showing the 'Severity' filter options: 'Select All', 'High', 'Low', and 'Medium'. The 'Medium' option is selected. The 'Apply' button is highlighted. The main table lists substances with columns for ID, Substance, Site, and Department. The table data is as follows:

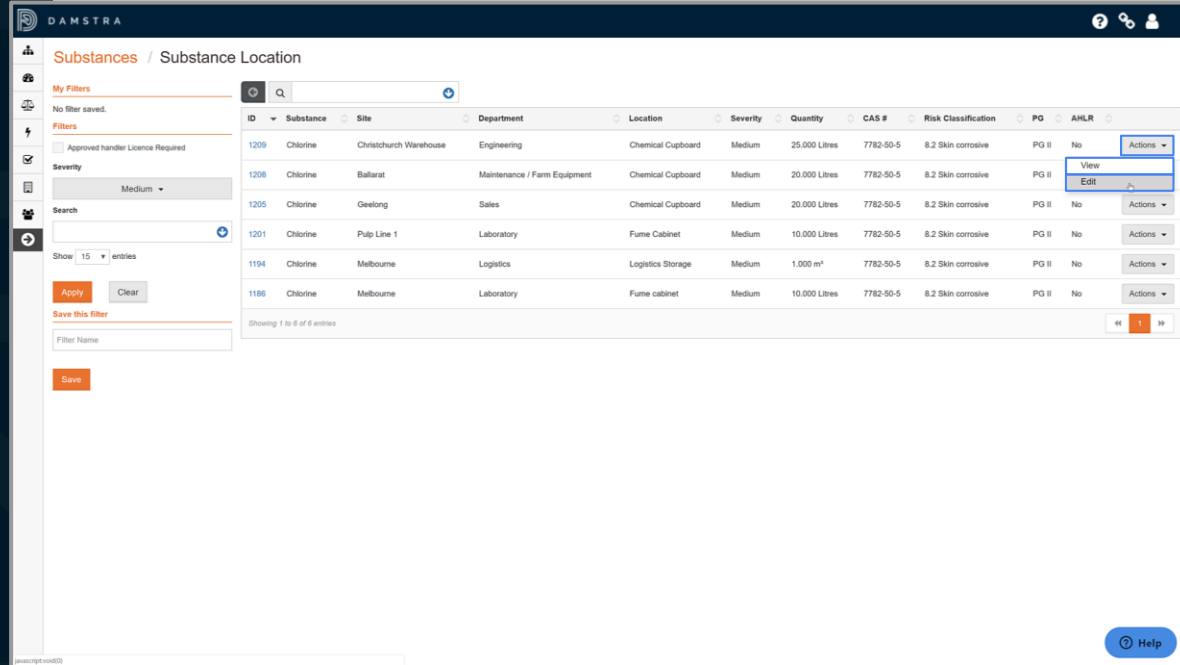
ID	Substance	Site	Department
1209	Chlorine	Christchurch Warehouse	Engineering
1208	Chlorine	Ballarat	Maintenance / Farm Equipment
1207	Benzene	Christchurch Warehouse	Laboratory
1206	Benzene	Auckland Workshop	
1205	Chlorine	Geelong	Sales
1204	Gasoline	New Forest	GO Unit 1
1203	Benzene	Ballarat	Maintenance / Farm Equipment
1202	Benzene	Pukekohe 1	Laboratory

Substance Location Register

View or Edit Record

To view or edit a record, **click 'Actions'**, followed by the appropriate option.

You will now be taken to the '*Location of Storage*' section within the Substance record itself.



DAMSTRA / Substance Location

My Filters
No filter saved.

Filters
☐ Approved handler Licence Required

Severity
Medium

Search
Filter Name

Show 15 entries

Apply **Clear**

Save this filter

Save

ID	Substance	Site	Department	Location	Severity	Quantity	CAS #	Risk Classification	PG	AHLR	Actions
1209	Chlorine	Christchurch Warehouse	Engineering	Chemical Cupboard	Medium	25,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	View Edit
1208	Chlorine	Ballarat	Maintenance / Farm Equipment	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1205	Chlorine	Geelong	Sales	Chemical Cupboard	Medium	20,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1201	Chlorine	Pulp Line 1	Laboratory	Fume Cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1194	Chlorine	Melbourne	Logistics	Logistics Storage	Medium	1,000 m³	7782-50-5	8.2 Skin corrosive	PG II	No	Actions
1186	Chlorine	Melbourne	Laboratory	Fume cabinet	Medium	10,000 Litres	7782-50-5	8.2 Skin corrosive	PG II	No	Actions

Showing 1 to 6 of 6 entries

Help

