



D A M S T R A

Setup User Access

Safety



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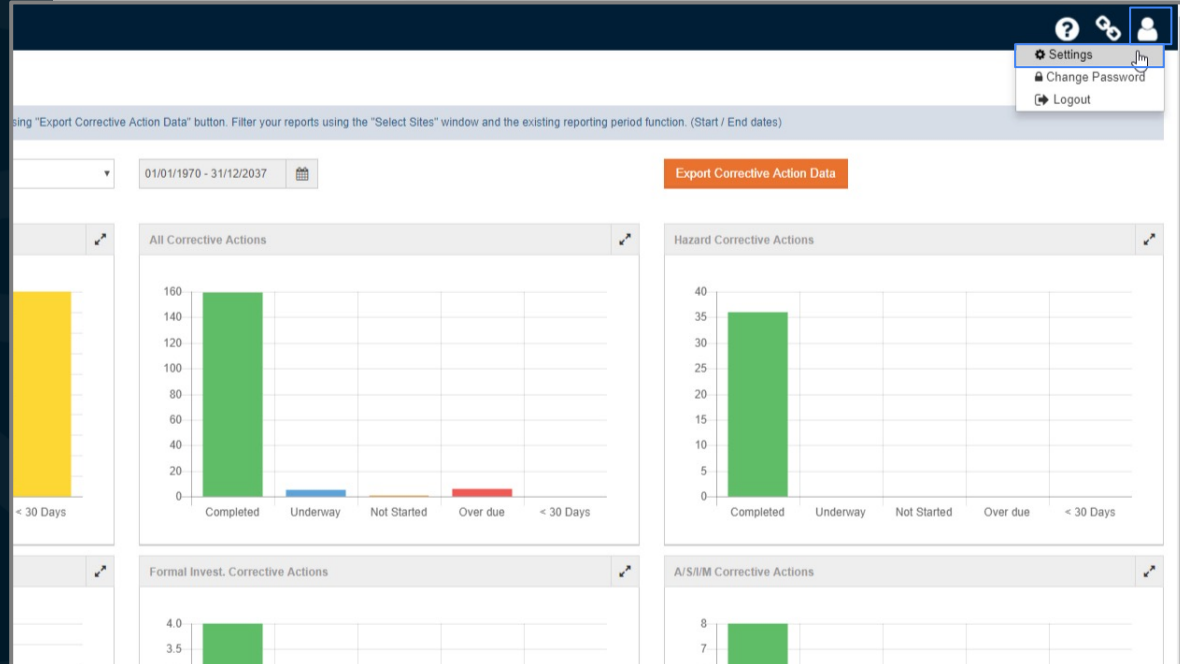
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Setup User Access

Introduction

Giving a person the ability to login to Damstra Safety is managed via Settings. This can be found under the *Profile* icon at the top of the screen.

A prerequisite to this action is that the person requiring access must already exist in Vault as either a Worker, Contracted Worker, or Other Person Type. In this guide, it is assumed that this step has already been completed.



Setup User Access

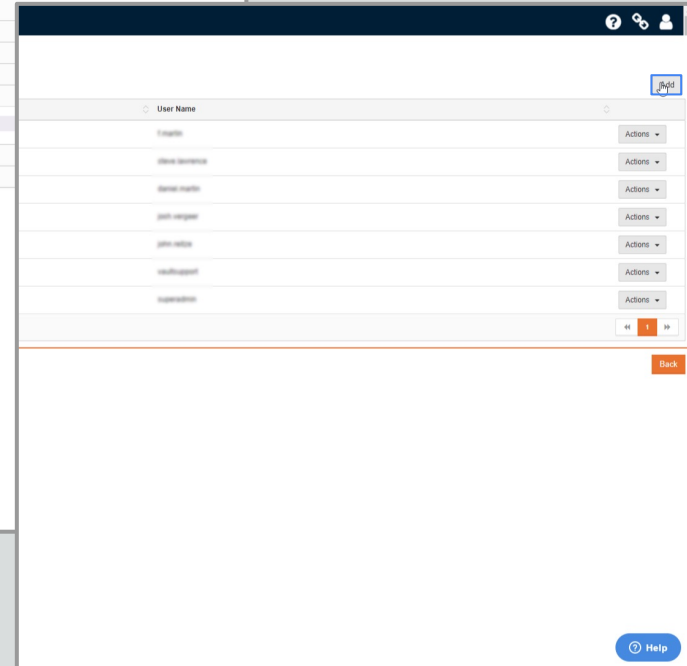
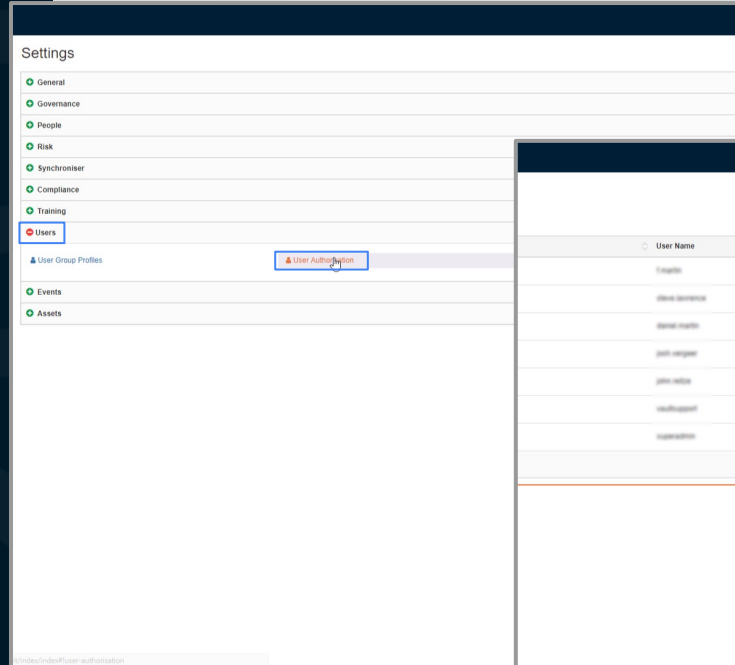
Add User

Click the 'Users' section to expand it.

Click 'User Authorisation'.

A register of all existing users is shown.

To add a new user, click 'Add'.



Setup User Access

Add User Form

This invokes the *Add User* form which allows us to select the person requiring access, and define the level of access they will be given.

To select the Person, first **click** the *Find User* drop-down to select whether you wish to add a Worker or Contracted Worker.

Then, begin **entering** the Person's name. Smart Search functionality will intelligently find the correct person as you begin to type.

DAMSTRA

Settings / User Authorisation

Person Name

Brian Daley

Scott Foster

Laurie Davison

Martin Daniels

Show 10 entries | Showing 1 to 5 of 5 entries

Add New User

Find User * Worker

Person Name * Alan Humphries

User Name *

Key User ☐

Sensitive User ☐

Login User Current Password *

Password *

Retype Password *

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format * dd/mm/yyyy

Timezone * (UTC+13:00) Pacific/Auckland

Business Intelligence No Access

Vault Audit No

Save User

Cancel

Back

Help

Provide feedback

Setup User Access

User Name, Key User

Next, **create** a *User Name* in the format of your Organisation's choosing. If your Damstra Safety system is connected to a Single-Sign-On service, enter the User's existing username provided by that system.

Tick the '*Key User*' check-box to give the User the ability to submit support requests via the *Support Portal*.

Add New User

Find User * Worker

Person Name * Alan Humphries

User Name * alan.humphries

Key User ☒

Sensitive User ☐

Login User Current Password *

Password *

Retype Password *

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format * dd/mm/yyyy

Timezone * (UTC+13:00) Pacific/Auckland

Business Intelligence No Access

VAudit User No

Vault Audit No Access

Save User Cancel

Setup User Access

Sensitive User

If this person should be assignable to Events marked as 'sensitive', **click** the '*Sensitive User*' check-box. **Note** that this should be enabled with careful consideration as it will allow access to events that may be highly sensitive to the business or individuals involved.

Add New User

Find User * Worker

Person Name * Alan Humphries

User Name * alan.humphries

Key User ☒

Sensitive User ☐

Login User Current Password *

Password *

Retype Password *

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format * dd/mm/yyyy

Timezone * (UTC+13:00) Pacific/Auckland

Business Intelligence No Access

VAudit User No

Vault Audit No Access

Save User **Cancel**

Setup User Access Password

In the highlighted fields we will set the User's password.

If these fields do not appear in your system, your Damstra Safety may be configured for Single-Sign-On, in which case the password will be managed via your SSO system.

Alternatively, your Damstra Safety may be configured for users to setup and manage their own passwords. In this instance, an email will be sent to the User inviting them to create a password, provided an email address is recorded within the User's Worker record.

The screenshot shows the 'Add New User' form in the Damstra application. The form is overlaid on a 'Settings / User Authorisation' page. The background page shows a list of users with names like Brian Daley, Scott Foster, Laurie Davison, and Martin Daniels. The 'Add New User' form contains the following fields:

- Find User * (Dropdown menu showing 'Worker')
- Person Name * (Text input: Alan Humphries)
- User Name * (Text input: alan.humphries)
- Key User (Checkbox, checked)
- Sensitive User (Checkbox, unchecked)
- Login User Current Password * (Text input)
- Password * (Text input)
- Retype Password * (Text input)
- Date Format * (Dropdown menu: dd/mm/yyyy)
- Timezone * (Dropdown menu: (UTC+13:00) Pacific/Auckland)
- Business Intelligence (Dropdown menu: No Access)
- VAudit User (Dropdown menu: No)
- Vault Audit (Dropdown menu: No Access)

The 'Login User Current Password', 'Password', and 'Retype Password' fields are highlighted with a blue border. A note box is visible below the password fields:

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

At the bottom of the form are 'Save User' and 'Cancel' buttons. The background page also has a 'Back' button and a 'Help' button.

Setup User Access Password (cont)

If the fields are present as they are in this example, first, **enter** your own Damstra Safety password into the '*Login User Current Password*' field.

Then, **create** a password for the user, noting the requirements.

The password must be at least 7 characters long and contain at least one number and one special character. A special character is a non alphanumeric character such as @ or \$.

Add New User

Find User * Worker

Person Name * Alan Humphries

User Name * alan.humphries

Key User ☒

Sensitive User ☐

Login User Current Password *

Password *

Retype Password *

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format * dd/mm/yyyy

Timezone * (UTC+13:00) Pacific/Auckland

Business Intelligence No Access

VAudit User No

Vault Audit No Access

Save User Cancel

Setup User Access

Date Format, Timezone

Next, **select** the *date format* the User will see when using the system, and their *timezone*.

This timezone will be associated with any events or other records where time is recorded that the User may enter into the system.

The screenshot shows the 'Add New User' form in the DAMSTRA application. The form is titled 'Add New User' and is located in the 'Settings / User Author' section. The form contains the following fields and values:

- Find User *: Worker
- Person Name *: Alan Humphries
- User Name *: alan.humphries
- Key User: ☒
- Sensitive User: ☐
- Login User Current Password *: [Redacted]
- Password *: [Redacted]
- Retype Password *: [Redacted]
- Note - passwords must:
 - * be a minimum 7 digits
 - * contain 1 number
 - * contain 1 special character
- Date Format *: dd/mm/yyyy
- Timezone *: (UTC+13:00) Pacific/Auckland
- Business Intelligence: No Access
- Audit User: No
- Vault Audit: No Access

The form has 'Save User' and 'Cancel' buttons at the bottom.

Setup User Access Business Intelligence

Select whether any additional permissions are required for other Damstra systems your Organisation may use such as Business Intelligence, or mobile apps.

If Business Intelligence is required, **select** the correct level of User access as per the table.

Add New User

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format *
dd/mm/yyyy

Timezone *
(UTC+13:00) Pacific/Auckland

Business Intelligence
No Access

VAudit User
Report Consumer
Report Writer
Vault BI Admin

Vault Audit
No Access

Vault Check
No Access

Vault App Portal
No Access

Select User Group Profile
-- Please Select --

Company Structure

Assigned Structure

Search

ABC Group
ABC Industries Australia
New South Wales
Rydalmere
Finance

Save User

	CHANGE SYSTEM SETTINGS	CREATE REPORTS	SEE REPORTS
ADMIN ACCESS	✓	✓	✓
REPORT WRITER	X	✓	✓
REPORT CONSUMER	X	X	✓
NO ACCESS	X	X	X

Setup User Access

VAudit, Safety Apps

Indicate whether VAudit access is required by **selecting** 'yes' or 'no' in the drop-down.

For Audit and Check app access, **select** from the access levels shown in the table.

Add New User

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format *
dd/mm/yyyy

Timezone *
(UTC+13:00) Pacific/Auckland

Business Intelligence
Report Consumer

VAudit User
No

Vault Audit
User Access

Vault Check
No Access

Vault App Portal
User Access

Select User Group Profile
ABC Group

Company Structure
ABC Industries Australia

Assigned Structure
ABC Industries Australia

Save User

	CREATE / EDIT TEMPLATES	ASSIGN WORK AND ACTIONS	USE APP
ADMIN ACCESS	✓	✓	✓
MANAGER ACCESS	X	✓	✓
USER ACCESS	X	X	✓
NO ACCESS	X	X	X

Setup User Access Safety App Portal

If the User is given any level of access to Safety Apps, **select** the Portal that you would like the User to see in the *App Portal* drop-down list.

The options shown here will depend on Portals created by your Organisation in settings.

DAMSTRA

Settings / User Authorisation

Person Name

- Brian Daley
- Scott Foster
- Laurie Davison
- Martin Daniels

Show 10 entries | Showing 1 to 5 of 5 entries

Add New User

Note - passwords must:
* be a minimum 7 digits
* contain 1 number
* contain 1 special character

Date Format *
dd/mm/yyyy

Timezone *
(UTC+13:00) Pacific/Auckland

Business Intelligence
Report Consumer

VAudit User
No

Vault Audit
User Access

Vault Check
User Access

Vault App Portal
No Access
Vault Event Portal
Contractors/Tenants
Workers Web Portal
Health and Safety Reporting Portal

Select User Group Profile

Company Structure

Search

- ABC Group
 - ABC Industries Australia
 - New South Wales
 - Rydalmere
 - Finance

ABC Group

Save User

Cancel

Help

Provide feedback

Setup User Access User Group

The modules and tabs that the User will or will not have access to within your Damstra Safety system are set via selection of a *User Group* already defined by your Organisation in Settings.

Simply **select** the required User Group from the list to apply it to the User.

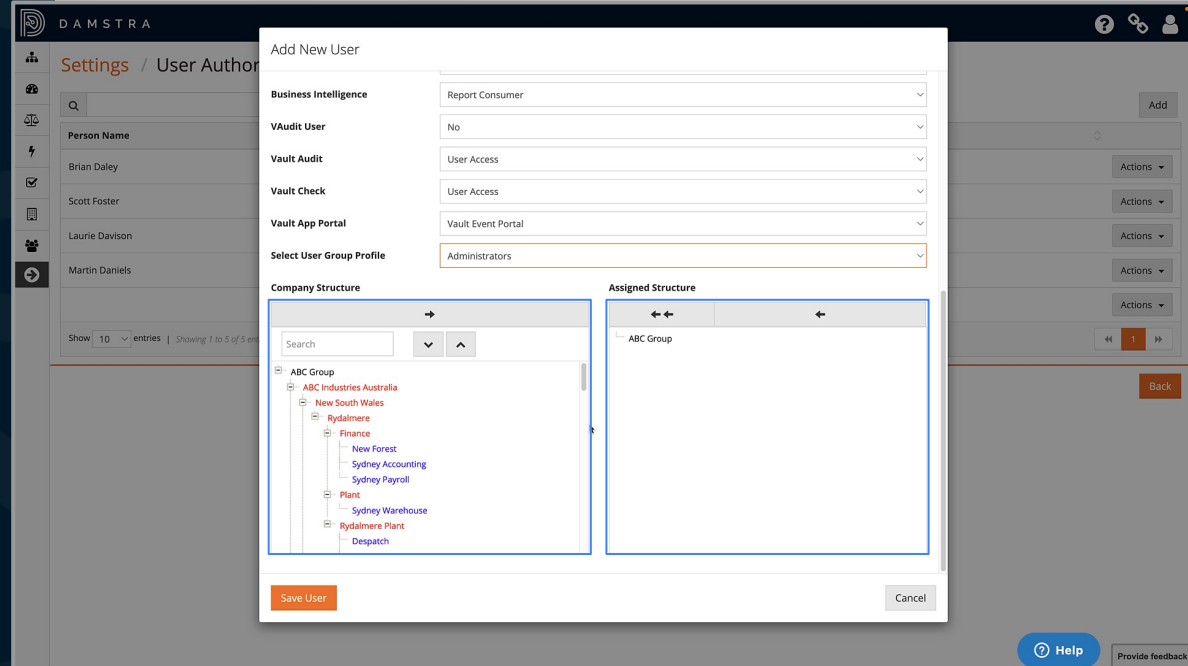
Setup User Access Site Selection

Use the *Organisation Structure* to select the Sites that the User should have access to.

The column on the left shows the entire Org Structure. The column on the right shows the section of the Org Structure that the User will have access to.

To make your selection, find the required section of the Org Structure in the left, and 'push it' to the right.

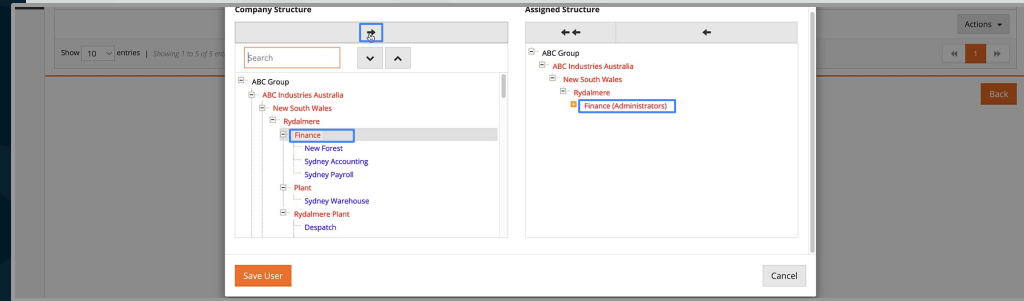
For example, if the User should have access to all Sites, select the Organisation itself and click the right-facing arrow to 'push' this to the right.



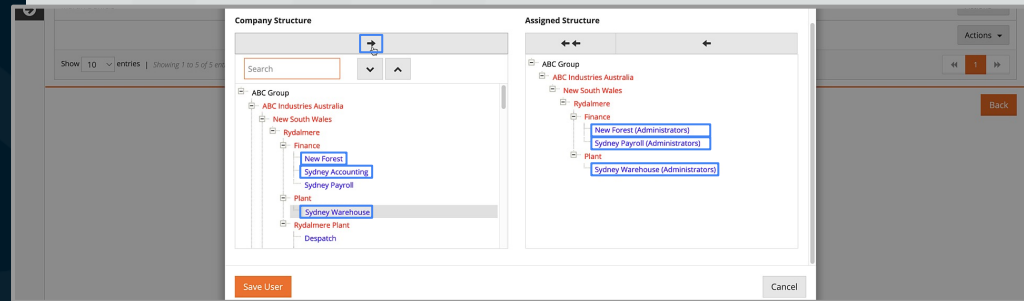
Setup User Access

Site Selection cont.

If the User should have access to all Sites within a particular red level, **click** the red level and 'push' it to the right.



If the User should have access to one or more individual blue sites, **click** a Site and 'push' it to the right, then **repeat** for any additional Sites.

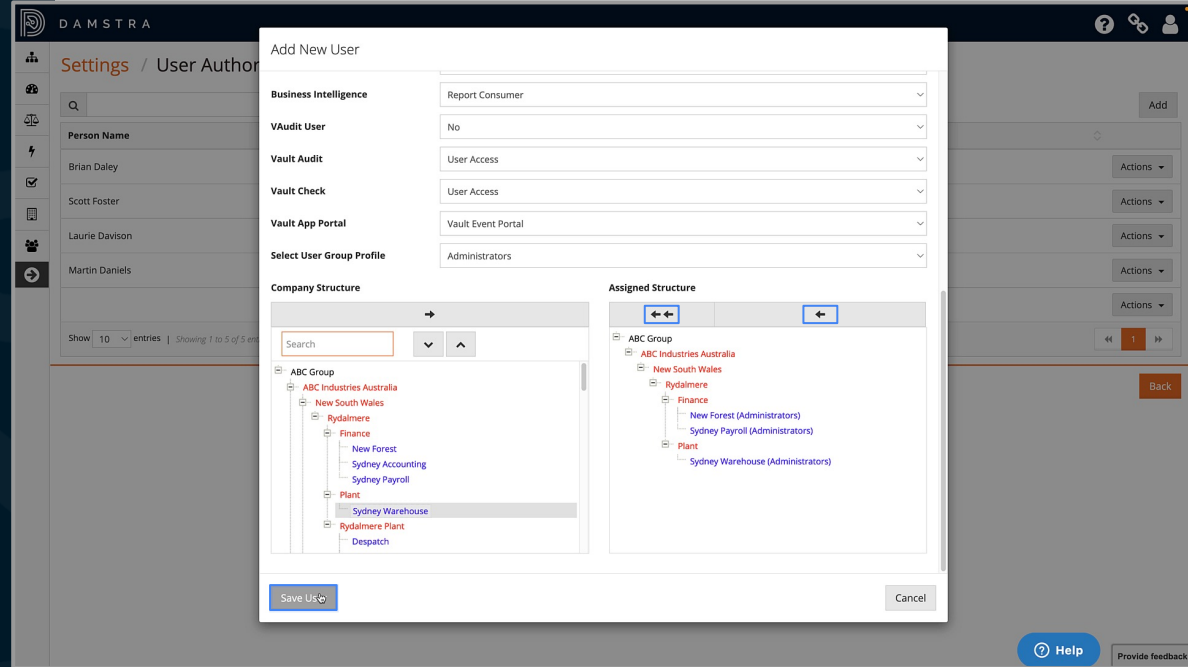


Setup User Access

Site Selection cont.

If you've made a mistake, **use** the left-facing singular arrow to **remove** the selected part of the Structure, or the double-arrow to **remove all**.

Once all selections are made, **click** 'Save'.



Setup User Access

User Setup Complete

The user is now setup and the login may be used.

Supply the user with the URL for your Damstra Safety system which you can find in your browser's address bar, along with the User Name and Password you created for them.

The screenshot displays the 'Settings / User Authorisation' interface. A green success banner at the top right states 'Success Record saved successfully!'. Below this is a search bar and a table of users. The table has two columns: 'Person Name' and 'User Name'. The first row, 'Alan Humphries', is highlighted. Each row includes an 'Actions' dropdown menu. At the bottom, there is a pagination control showing 'Showing 1 to 8 of 8 entries' and a 'Back' button.

Person Name	User Name	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions
Alan Humphries	alan.humphries	Actions

