



D A M S T R A

Update Vehicle
Maintenance

Safety



[DISCLAIMER]

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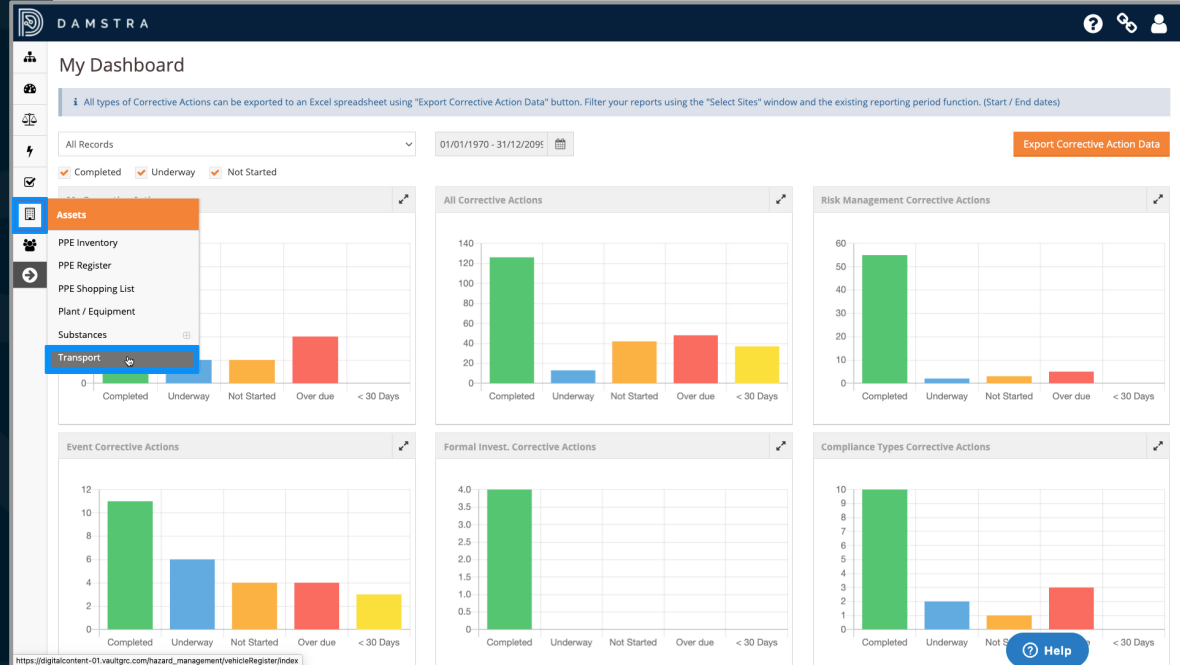
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Vehicle Maintenance Transport Register

Updating the maintenance record for a Transport Item is managed via the Vehicle's record in the 'Transport Register'.

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

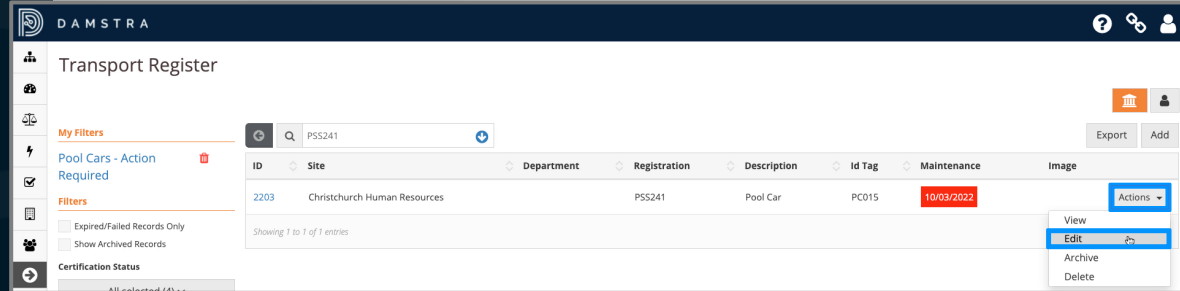


Vehicle Maintenance

Edit Record

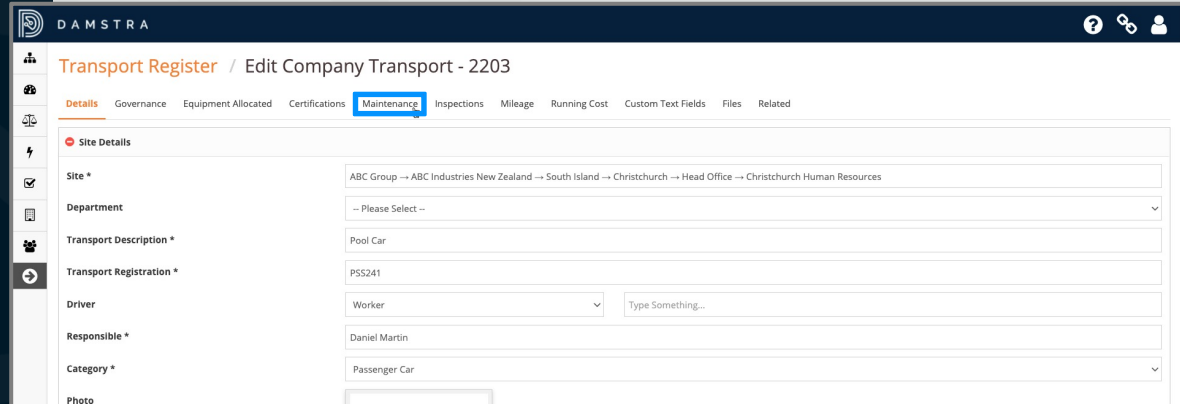
Locate the item in the Register, then **click** 'Actions', then 'Edit'.

Click on the 'Maintenance' tab.



The screenshot shows the DAMSTRA Transport Register interface. The top navigation bar includes the DAMSTRA logo, a search bar with 'PSS241' entered, and buttons for 'Export' and 'Add'. The main table lists transport records with columns: ID, Site, Department, Registration, Description, Id Tag, Maintenance, and Image. The first record has ID 2203, Site Christchurch Human Resources, Department, Registration PSS241, Description Pool Car, Id Tag PC015, and Maintenance 10/03/2022. The 'Actions' menu is open for the first record, showing options: View, Edit (highlighted), Archive, and Delete.

ID	Site	Department	Registration	Description	Id Tag	Maintenance	Image
2203	Christchurch Human Resources		PSS241	Pool Car	PC015	10/03/2022	



The screenshot shows the DAMSTRA Transport Register 'Edit Company Transport - 2203' form. The 'Maintenance' tab is selected. The form displays 'Site Details' with the following fields:

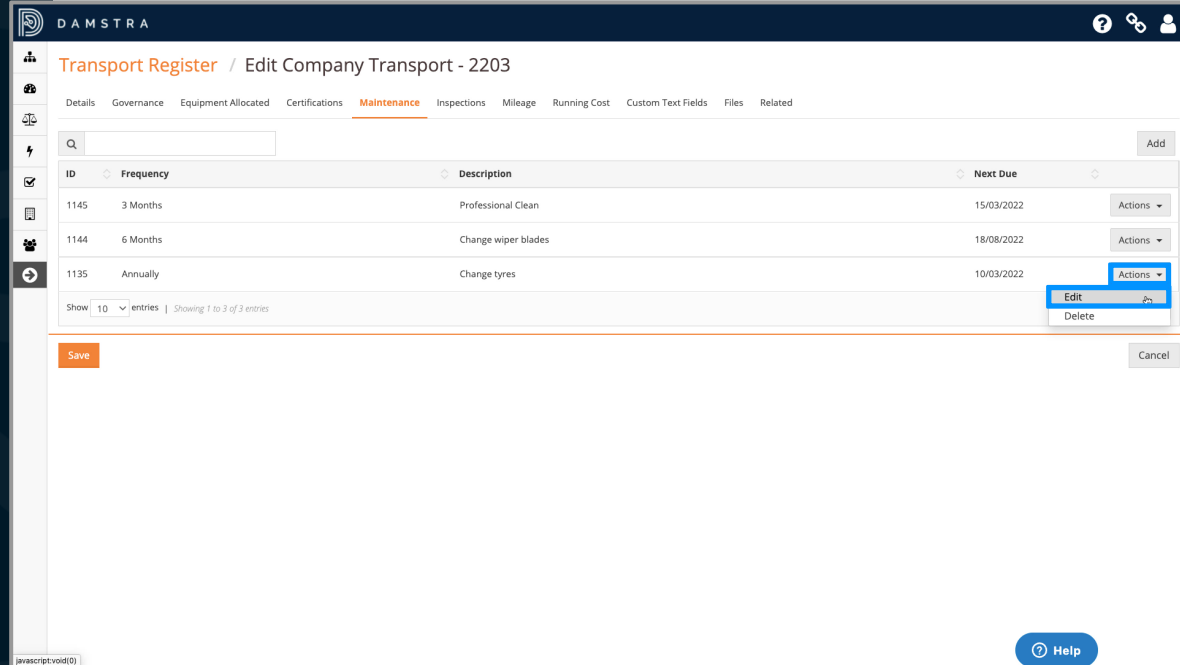
- Site *: ABC Group → ABC Industries New Zealand → South Island → Christchurch → Head Office → Christchurch Human Resources
- Department: -- Please Select --
- Transport Description *: Pool Car
- Transport Registration *: PSS241
- Driver: Worker (dropdown) | Type Something...
- Responsible *: Daniel Martin
- Category *: Passenger Car (dropdown)
- Photo: [Empty field]

Vehicle Maintenance

Maintenance Tab

The register displays all currently-recorded Maintenance types, together with with the next due date for each one.

Locate the type being updated, and **click** 'Actions', then 'Edit'.



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 - 2203". Below this, a series of tabs are visible: Details, Governance, Equipment Allocated, Certifications, Maintenance (highlighted in orange), Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. A search bar is located above a table. The table has columns for ID, Frequency, Description, and Next Due. It contains three entries: ID 1145 (3 Months, Professional Clean, 15/03/2022), ID 1144 (6 Months, Change wiper blades, 18/08/2022), and ID 1135 (Annually, Change tyres, 10/03/2022). Each row has an "Actions" dropdown menu. The "Actions" menu for the third entry is open, showing "Edit" and "Delete" options. Below the table, there is a "Show 10 entries | Showing 1 to 3 of 3 entries" indicator. At the bottom of the main content area, there are "Save" and "Cancel" buttons. A "Help" button is located in the bottom right corner. A small error message "javascript:void(0)" is visible in the bottom left corner of the application window.

ID	Frequency	Description	Next Due
1145	3 Months	Professional Clean	15/03/2022
1144	6 Months	Change wiper blades	18/08/2022
1135	Annually	Change tyres	10/03/2022

Vehicle Maintenance

Add Instance

All instances of the selected type are now displayed in a register.

To add a new instance of the selected maintenance type, **click** 'Add'.

The screenshot displays the DAMSTRA Transport Register interface. A modal window titled 'Edit Maintenance - 1135' is open, allowing users to edit maintenance details. The modal includes sections for Frequency, Description, and Maintenance Schedule. The 'Add' button in the Maintenance Schedule section is highlighted with a red box. The background shows a list of maintenance instances with columns for ID, Maintenance Date, Notes, Due Date, Expiry Distance, Expiry Hours, and File Attached.

Frequency

Outline the maintenance frequency by entering a number value followed by a unit of measurement (Maximum 5 Years). Alternatively, you can select this to be a one-off occasion.

☐ One-off

1 Years

Description *

Change tyres

Maintenance Schedule

Q

Add

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours	File Attached	Actions
1134	10/03/2021		10/03/2022				Actions
1125	11/03/2020	Wear to rear tyres	11/03/2021				Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Save Maintenance **Cancel**

Vehicle Maintenance

Add Instance cont.

Enter the date of the maintenance instance.

Damstra Safety will calculate and display the due date for the next instance in the field below.

If the maintenance expires after a particular mileage or running time, **enter** this in the corresponding fields.

If either limit is reached before the due date, Damstra Safety will consider the next instance immediately due.

The screenshot displays the 'Transport Register' interface with a modal window titled 'Add New Maintenance Schedule'. The modal contains the following fields:

- Maintenance Date ***: A date picker set to 11/03/2022.
- Due date**: A date picker set to 11/03/2023.
- Expiry Distance**: A dropdown menu set to 15000.
- Expiry Hours**: A dropdown menu.
- Notes**: A text area.
- Attach File**: An orange button.
- Save Schedule**: An orange button.
- Cancel**: A grey button.

The background interface shows a table of maintenance records with columns for ID, Frequency, and Next Due. The table lists three entries: 1145 (3 Months), 1144 (6 Months), and 1135 (Annually). The 'Next Due' column shows dates: 15/03/2022, 18/08/2022, and 10/03/2022. There are 'Actions' buttons for each row. A 'Save' button is visible at the bottom left of the modal.

Vehicle Maintenance

Add Instance cont.

Enter any relevant notes into the free-text 'Notes' field.

To attach a copy of any related files such as a maintenance report or receipt, **click** 'Attach File' and locate the file on your computer.

Damstra Safety will store a copy.

Click 'Save'.

The screenshot displays the Damstra Transport Register interface. A modal window titled 'Add New Maintenance Schedule' is open, allowing users to create a new maintenance entry. The modal includes fields for 'Maintenance Date *' (11/03/2022), 'Due date' (11/03/2023), 'Expiry Distance' (150000), 'Expiry Hours', and a 'Notes' field containing the text 'tyres changed, front and rear'. A blue border highlights the 'Notes' field. Below the notes field are buttons for 'Attach File' and 'Tyre Replace...'. At the bottom of the modal are 'Save Schedule' and 'Cancel' buttons. In the background, a table lists vehicle entries with columns for ID, Frequency, and Next Due date. A green success message 'Success File attached successfully!' is visible in the top right corner of the modal. The bottom right of the screen features a 'Help' button.

ID	Frequency	Next Due
1145	3 Months	15/03/2022
1144	6 Months	18/08/2022
1135	Annually	10/03/2022

ID	Date	Description	Next Due
1125	11/03/2020	Wear to rear tyres	11/03/2021

Vehicle Maintenance

Add Instance cont.

The added instance has now been recorded and is visible in the maintenance schedule for this particular maintenance type.

Click 'Save Maintenance' to return to the Maintenance tab.

The screenshot shows the DAMSTRA Transport Register interface. A modal titled 'Edit Maintenance - 1135' is open, allowing users to edit maintenance instance 1135. The modal contains the following sections:

- Frequency:** A section with a 'One-off' checkbox and a text input '1' followed by a 'Years' dropdown menu. A note states: 'Outline the maintenance frequency by entering a number value followed by a unit of measurement (Maximum 5 Years). Alternatively, you can select this to be a one-off occasion.'
- Description *:** A text area containing the text 'Change tyres'.
- Maintenance Schedule:** A table listing maintenance instances. Below the table is a 'Show 10 entries | Showing 1 to 3 of 3 entries' pagination control.

The 'Maintenance Schedule' table contains the following data:

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours	File Attached	Actions
1162	11/03/2022	All tyres changed, front and rear	11/03/2023	150000			Actions
1134	10/03/2021		10/03/2022				Actions
1125	11/03/2020	Wear to rear tyres	11/03/2021				Actions

At the bottom of the modal are two buttons: 'Save Maintenance' (highlighted in blue) and 'Cancel'.

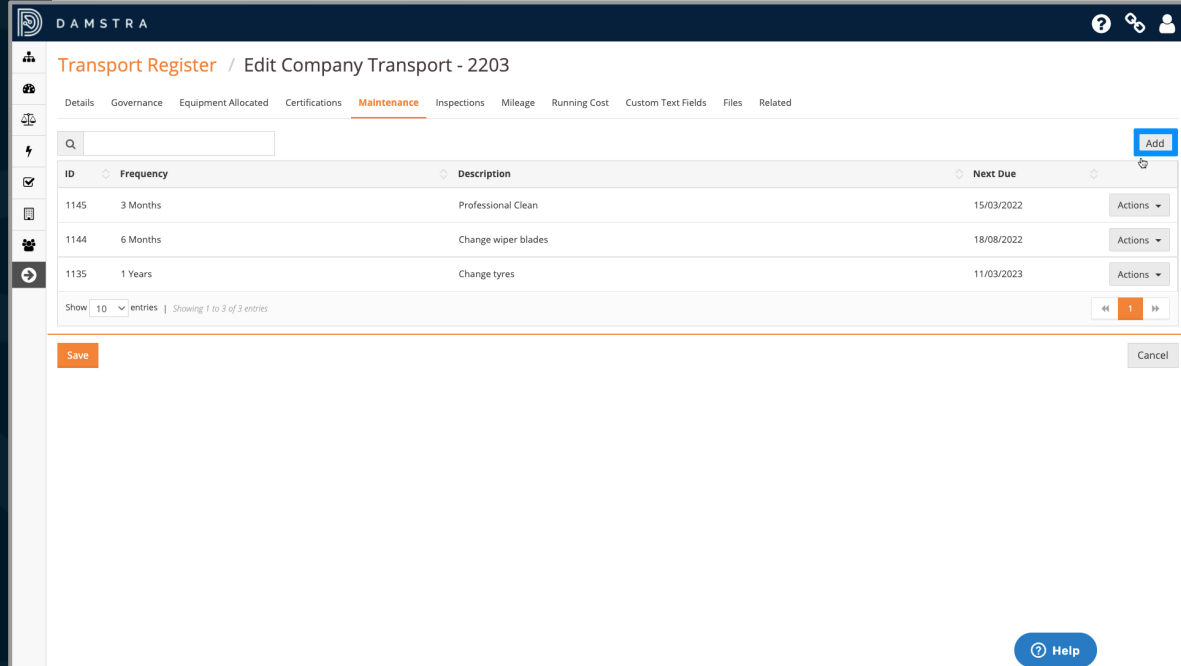
In the background, the 'Transport Register' interface is visible, showing a list of maintenance instances with columns for ID, Frequency, and Next Due. A 'Save' button is also visible at the bottom of the background interface.

Vehicle Maintenance

Add New Type

The Maintenance tab now reflects the added instance and displays the due date for the next instance.

If the maintenance event type being added is not currently displayed in the Register, **click** 'Add'.



The screenshot shows the DAMSTRA Transport Register interface. The main header is "Transport Register / Edit Company Transport - 2203". Below this is a navigation bar with tabs: Details, Governance, Equipment Allocated, Certifications, Maintenance (highlighted), Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. A search bar is located above the table. The table has columns: ID, Frequency, Description, Next Due, and Actions. It displays three entries:

ID	Frequency	Description	Next Due	Actions
1145	3 Months	Professional Clean	15/03/2022	Actions
1144	6 Months	Change wiper blades	18/08/2022	Actions
1135	1 Years	Change tyres	11/03/2023	Actions

Below the table, there is a "Show 10 entries | Showing 1 to 3 of 3 entries" indicator. At the bottom of the interface, there are "Save" and "Cancel" buttons, and a "Help" button in the bottom right corner.

Vehicle Maintenance

Add New Type cont.

Select how often the maintenance type is required, and **add** a description.

Then **click** 'Add' and supply the details for the first maintenance instance as before.

Once all details have been added, **click** 'Save Maintenance'.

The screenshot shows the 'Add New Maintenance' dialog box in the DAMSTRA Transport Register application. The dialog is titled 'Add New Maintenance' and contains the following sections:

- Frequency:** A section with a heading 'Frequency' and a sub-heading 'Outline the maintenance frequency by entering a number value followed by a unit of measurement (Maximum 5 Years). Alternatively, you can select this to be a one-off occasion.' It features a radio button for 'One-off' (which is selected) and a text input field containing the number '6', followed by a dropdown menu currently set to 'Months'.
- Description *:** A text area containing the text 'Oil change'.
- Maintenance Schedule:** A section with a heading 'Maintenance Schedule' and a sub-heading 'Outline the maintenance frequency by entering a number value followed by a unit of measurement (Maximum 5 Years). Alternatively, you can select this to be a one-off occasion.' It features a search bar and a table with the following columns: ID, Maintenance Date, Notes, Due Date, Expiry Distance, Expiry Hours, and File Attached. The table is currently empty, with a message 'No data available in table' displayed below it. Below the table is a pagination bar showing 'Show 10 entries | Showing 0 to 0 of 0 entries'.

At the bottom of the dialog, there are two buttons: 'Save Maintenance' (highlighted in orange) and 'Cancel' (greyed out). The background shows the 'Transport Register' interface with a table of maintenance records and a 'Next Due' section.

Vehicle Maintenance

Maintenance Saved

The Maintenance details are now saved.

Those responsible for maintenance currency will receive an escalation when the expiry nears, provided this has been enabled in Settings. Help with this is available in the Support Portal.

The screenshot displays the DAMSTRA Transport Register interface. On the left, there is a sidebar with navigation icons and filter options. The main area shows a table of vehicle records. The 'Maintenance' column is highlighted with a blue box, and the date '12/08/2022' for the second record is highlighted in red. The table includes columns for ID, Site, Department, Registration, Description, Id Tag, Maintenance, and Image. The bottom of the interface shows pagination controls indicating 'Showing 1 to 10 of 20 entries'.

ID	Site	Department	Registration	Description	Id Tag	Maintenance	Image
2206	Sydney Accounting	Account Executives	LBB313	Pool car	PC502	09/06/2022	
2205	Brisbane Warehouse	Field Operations	JHW022	Site Maintenance Van	SMV324	12/08/2022	
2204	Sydney Warehouse	Field Operations	BCC731	Site Maintenance Van	SMV001	25/05/2022	
2203	Christchurch Human Resources		PSS241	Pool Car	PC015	15/03/2022	
2202	Christchurch IT		LLD224	Technician Van	TEV345	28/06/2022	
2201	Adelaide IT		TEV010	Technician Van	TEV367	29/04/2022	
2200	Auckland IT		DFF414	Technician Van	TEV013	09/01/2023	
2199	Brisbane IT		JVD331	Technician Van	TEV019	19/11/2022	
2198	Brisbane IT		MSB285	Technician Van	TEV011	07/05/2022	
2197	Sydney Warehouse	Warehousing	KWF912	Distribution Truck 3	DTK003	10/07/2022	

