



D A M S T R A

[Find Training Courses](#)

Safety

[DISCLAIMER]

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Find Training Course

Browsing the Register

The 'Course Register' shows key, summary information about each recorded 'Training Course'

We can browse the register by scrolling through the table and using the page controls at the bottom of the screen

The number of entries shown on one screen can be altered to suit your preference by making adjustments in the 'Filters Sidebar'.

The screenshot displays the 'Training Courses' register interface. On the left is a 'My Filters' sidebar with options for 'No filter saved.', 'Record Status' (set to 'Active'), 'Category' (set to 'All selected (15)'), and a search field. Below the search field are 'Apply' and 'Clear' buttons, a 'Save this filter' link, and a 'Filter Name' input field with a 'Save' button. The main area features a table with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, Status, and Actions. The table lists 15 courses, including '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', 'Certificate 4 in Human R...', and 'Safe Operating Procedur...'. At the bottom, it shows 'Showing 1 to 15 of 42 entries' and a pagination control with page numbers 1, 2, and 3.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1290	Electrical Plant Handling	EPH001	Electrical Safety		No		✓	Actions
1289	Electicians Pre-Trade Co...	EPT001	Electrical Safety		No		✓	Actions
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		✓	Actions
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health...	✓	Actions
1266	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	✓	Actions
1261	Management Training: Se...	MT101	Management Training 101	5 days	No	Basic people manage...	✓	Actions
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	✓	Actions
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	✓	Actions
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	✓	Actions
128	Fair Work Act	FWA	Compliance	1 day	Yes	Overview of the Fair Wor...	✓	Actions
127	Front Line Management	FLM	Compliance	1 month	No	How to manage a team of...	✓	Actions
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	Actions
125	Safe Operating Procedur...	SOP303	General	1 day	No	Learn the higher level det...	✓	Actions

Find Training Course

Sorting the Register

To sort the order of the register to suit your requirements, **click** the column headers

For example, to sort by 'Course Name', simply **click** the 'Course Name' column header.

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

The screenshot displays a web interface for 'Training Courses'. On the left is a sidebar with filter options: 'My Filters' (No filter saved), 'Record Status' (Active), 'Category' (All selected (15)), and a search field. The main area shows a table of 15 courses. The 'Course Name' column header is highlighted with a blue box and a mouse cursor, indicating it is being sorted. The table columns are: ID, Course Name, Course Code, Category, Duration, Recertification, Description, Status, and Actions. The table contains 15 rows of course data. At the bottom, it shows 'Showing 1 to 15 of 42 entries' and pagination controls.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
92	4x4 Safe Driving	4x4SD	Compliance	1 day	Yes	4 x 4 Safe driving	✓	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	✓	Actions
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
111	Certificate 4 in HSE	HSE4	Health and Safety	1 day	Yes	Certification in HSE level 4	✓	Actions
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	Actions
112	Certificate in Training and...	T&ACERT	Professional Development	1 month	Yes	Certification for training a...	✓	Actions
40	Chainsaw Operators Cou...	CHAIN001	Compliance	1 day	No	Chainsaw operators refe...	✓	Actions
9	Chemical Safety	CS 1	Health and Safety	1 day	Yes	Supplier run course to sh...	✓	Actions
53	Confined Space Course	CFNDSPCE	Compliance	4 hours	Yes	Working in Confined Spa...	✓	Actions
117	Conflict Management	CONMGMT	Professional Development	1 day	Yes	How to manage conflict w...	✓	Actions
6	Defensive Driver	DD 1	Compliance	1 day	No	All long distance drivers t...	✓	Actions
110	Diploma HSE	HSSDIP	Health and Safety	1 year	Yes	Health and Safety - all as...	✓	Actions
11	Display Screen User Awa...	DSEA 1	Health and Safety	1 day	No	Train DSE users in the sa...	✓	Actions
10	Distillation Operator Train...	DOT 1	Health and Safety	3 day	Yes	On site training provided ...	✓	Actions

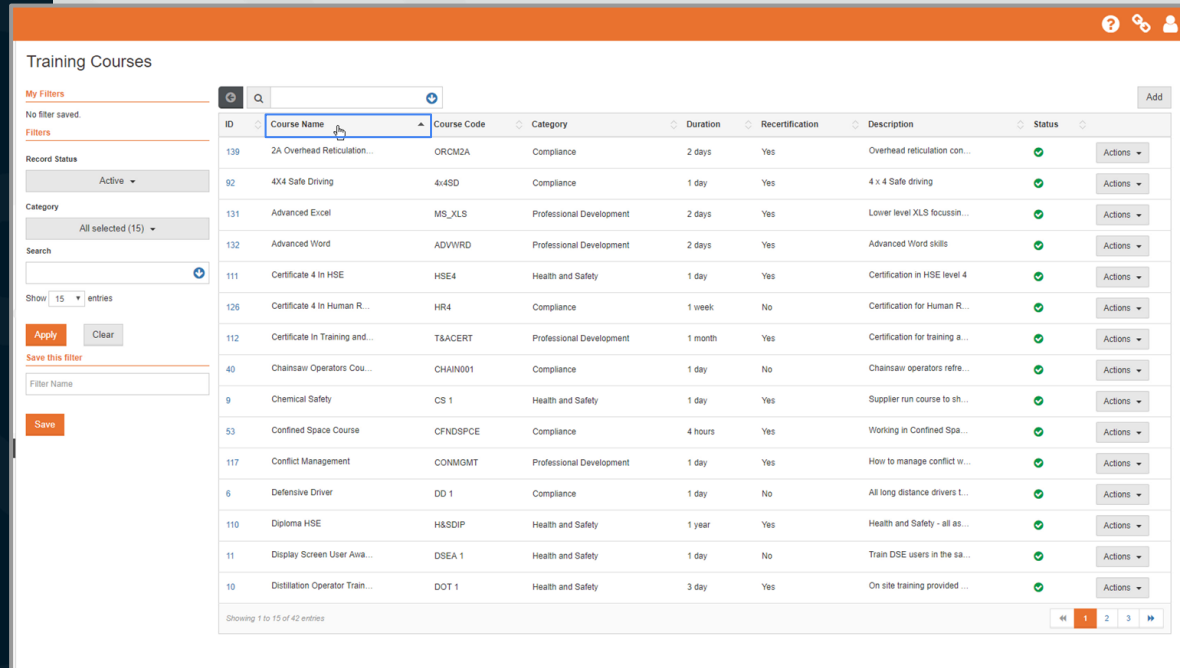
Find Training Course Smart Search

'Smart Search' makes light work of finding a particular individual or group of 'Training Courses' that match certain criteria.

To find a particular 'Course' by name, simply begin **typing** the 'Course name' into the 'Smart Search box'.

With each keystroke, Vault intelligently narrows down the results to only those entries that match

We can do the same thing with any information, for example 'Course Code'.



The screenshot displays the 'Training Courses' interface. On the left, there is a 'My Filters' sidebar with a search box and an 'Apply' button. The main table lists training courses with columns for ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. A search filter is applied to the 'Course Name' column, and the results are filtered to show 15 of 42 entries.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
92	4x4 Safe Driving	4x4SD	Compliance	1 day	Yes	4 x 4 Safe driving	✓	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	✓	Actions
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
111	Certificate 4 in HSE	HSE4	Health and Safety	1 day	Yes	Certification in HSE level 4	✓	Actions
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	Actions
112	Certificate In Training and...	T&ACERT	Professional Development	1 month	Yes	Certification for training a...	✓	Actions
40	Chainsaw Operators Cou...	CHAIN001	Compliance	1 day	No	Chainsaw operators refe...	✓	Actions
9	Chemical Safety	CS 1	Health and Safety	1 day	Yes	Supplier run course to sh...	✓	Actions
53	Confined Space Course	CFNDSPCE	Compliance	4 hours	Yes	Working in Confined Spa...	✓	Actions
117	Conflict Management	CONMGMT	Professional Development	1 day	Yes	How to manage conflict w...	✓	Actions
6	Defensive Driver	DD 1	Compliance	1 day	No	All long distance drivers 1...	✓	Actions
110	Diploma HSE	H&SDIP	Health and Safety	1 year	Yes	Health and Safety - all as...	✓	Actions
11	Display Screen User Awa...	DSEA 1	Health and Safety	1 day	No	Train DSE users in the sa...	✓	Actions
10	Distillation Operator Train...	DOT 1	Health and Safety	3 day	Yes	On site training provided ...	✓	Actions

Find Training Course

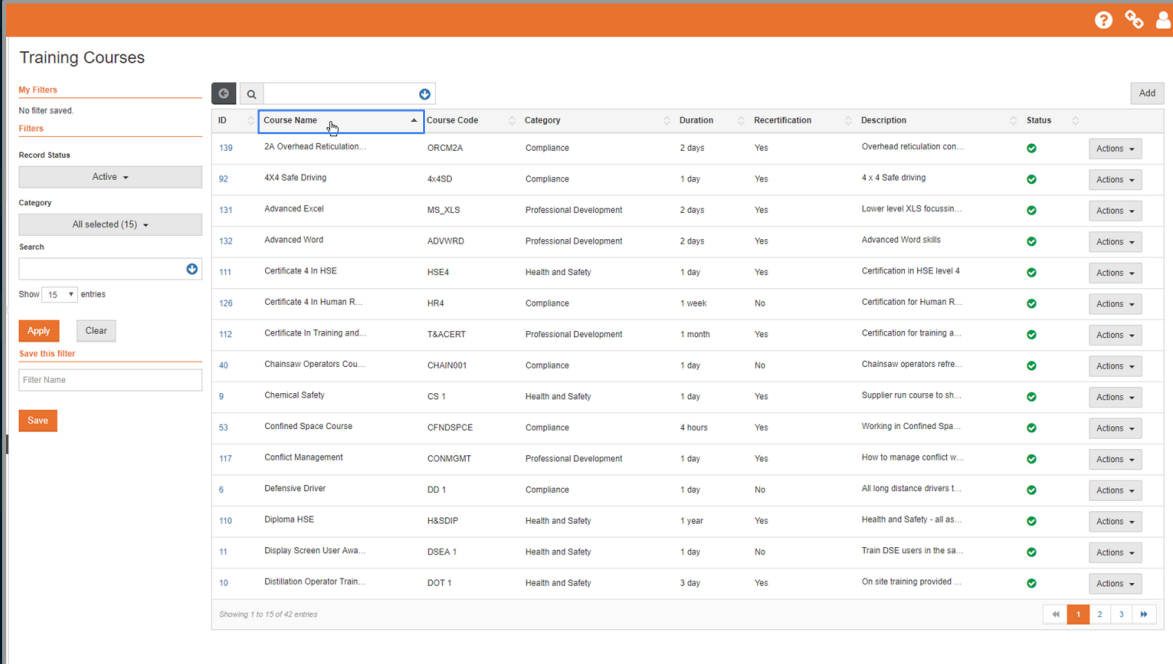
Additional Smart Search Controls

Additional 'Smart Search' controls are available to filter results to only those matching specific criteria

For example, to find 'Training Courses' with particular key words in the description, **click** the 'arrow' to reveal available parameters.

Select 'Description' to restrict search results to only that field and **enter** the key words.

Only 'Training Courses' with those key words in the description are shown.



The screenshot displays a web application interface for 'Training Courses'. On the left is a sidebar with filter controls, and on the right is a table of course listings.

Filter Sidebar:

- My Filters:** No filter saved.
- Filters:** Record Status: Active (dropdown).
- Category:** All selected (15) (dropdown).
- Search:** Search input field with a search icon.
- Show:** 15 entries (dropdown).
- Buttons:** Apply, Clear, Save this filter, Filter Name input, Save.

Table:

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
92	4x4 Safe Driving	4x4SD	Compliance	1 day	Yes	4 x 4 Safe driving	✓	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	✓	Actions
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
111	Certificate 4 in HSE	HSE4	Health and Safety	1 day	Yes	Certification in HSE level 4	✓	Actions
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	✓	Actions
112	Certificate in Training and...	T&ACERT	Professional Development	1 month	Yes	Certification for training a...	✓	Actions
40	Chainsaw Operators Cou...	CHAIN001	Compliance	1 day	No	Chainsaw operators refe...	✓	Actions
9	Chemical Safety	CS 1	Health and Safety	1 day	Yes	Supplier run course to sh...	✓	Actions
53	Confined Space Course	CFNDSPCE	Compliance	4 hours	Yes	Working in Confined Spa...	✓	Actions
117	Conflict Management	CONMGMT	Professional Development	1 day	Yes	How to manage conflict w...	✓	Actions
6	Defensive Driver	DD 1	Compliance	1 day	No	All long distance drivers t...	✓	Actions
110	Diploma HSE	H&SDIP	Health and Safety	1 year	Yes	Health and Safety - all as...	✓	Actions
11	Display Screen User Awa...	DSEA 1	Health and Safety	1 day	No	Train DSE users in the sa...	✓	Actions
10	Distillation Operator Train...	DOT 1	Health and Safety	3 day	Yes	On site training provided ...	✓	Actions

Showing 1 to 15 of 42 entries

Find Training Course

Additional Smart Search Controls

Additional controls are available in the 'Filter's sidebar'.

To **search** for courses that have been marked as 'Inactive', **click** the 'Record Status' button and **select** the 'Inactive' check-box.

Supply the name of a particular inactive 'Course' in the 'Search' field or leave it blank and **click** 'Apply' to display all inactive 'Courses'.

The image displays two screenshots of a 'Training Courses' web application interface. The top screenshot shows a list of courses with a 'Record Status' dropdown menu open, highlighting the 'Inactive' option. The bottom screenshot shows the same interface with the 'Inactive' filter applied, displaying only two courses.

Top Screenshot: Training Courses

My Filters: No filter saved.

Record Status: Inactive (selected)

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1290	Electrical Plant Handling	EPH001	Electrical Safety		No		Active	Actions
1289	Electricians Pre-Trade Co...	EPT001	Electrical Safety		No		Active	Actions
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		Active	Actions
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health ...	Active	Actions
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	Active	Actions
1261	Management Training: Se...	MT101	Management Training: 101	5 days	No	Basic people manage...	Active	Actions

Showing 1 to 5 of 15 entries

Apply | Save this filter | Filter Name

Bottom Screenshot: Training Courses

My Filters: No filter saved.

Record Status: Inactive (selected)

Category: All selected (15)

Search: [Empty]

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1266	Ladder Safety	LS01	Health and Safety	1 day	Yes	Safe use of ladders.	Inactive	Actions
130	Basic Powerpoint	PPT	Compliance	1 day	No	Lower level Powerpoint fo...	Inactive	Actions

Showing 1 to 2 of 2 entries

Apply | Clear | Save this filter | Filter Name

Find Training Course

Filtering by Category

Additional controls are available in the 'Filter's sidebar'.

To filter the register to only 'Courses' of a particular 'Category', **click** the 'Category' button and make one or more selections using the check-boxes, then **click** 'Apply'.

The screenshot displays a web application interface for 'Training Courses'. On the left, a 'My Filters' sidebar is visible, showing 'No filter saved.' and a 'Filters' section. Under 'Record Status', 'Active' is selected. The 'Category' filter is expanded, showing a list of categories with checkboxes: 'Professional Development' (checked), 'No Category Assigned', 'IT', 'General', 'Health and Safety', 'Compliance', 'Unit Standards', and 'Inductions'. A blue box highlights the 'Professional Development' checkbox and the 'Apply' button at the bottom of the sidebar. The main area shows a table of training courses with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, Status, and Actions. The table lists 15 courses, including 'Electrical Plant Handling', 'Electricians 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', 'Certificate 4 in Human R...', and 'Safe Operating Procedur...'. The status of all courses is 'Active' (indicated by a green checkmark). At the bottom, it says 'Showing 1 to 15 of 42 entries' and has pagination controls for pages 1, 2, and 3.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1290	Electrical Plant Handling	EPH001	Electrical Safety		No		Active	Actions
1289	Electricians Pre-Trade Co...	EPT001	Electrical Safety		No		Active	Actions
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		Active	Actions
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health ...	Active	Actions
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	Active	Actions
1261	Management Training: Se...	MT101	Management Training 101	5 days	No	Basic people manage...	Active	Actions
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	Active	Actions
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	Active	Actions
139	2A Overhead Reticulation...	ORM2A	Compliance	2 days	Yes	Overhead reticulation con...	Active	Actions
132	Advanced Word	ADWWRD	Professional Development	2 days	Yes	Advanced Word skills	Active	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	Active	Actions
128	Fair Work Act	FWA	Compliance	1 day	Yes	Overview of the Fair Wor...	Active	Actions
127	Front Line Management	FLM	Compliance	1 month	No	How to manage a team of...	Active	Actions
126	Certificate 4 in Human R...	HR4	Compliance	1 week	No	Certification for Human R...	Active	Actions
125	Safe Operating Procedur...	SOP303	General	1 day	No	Learn the higher level det...	Active	Actions

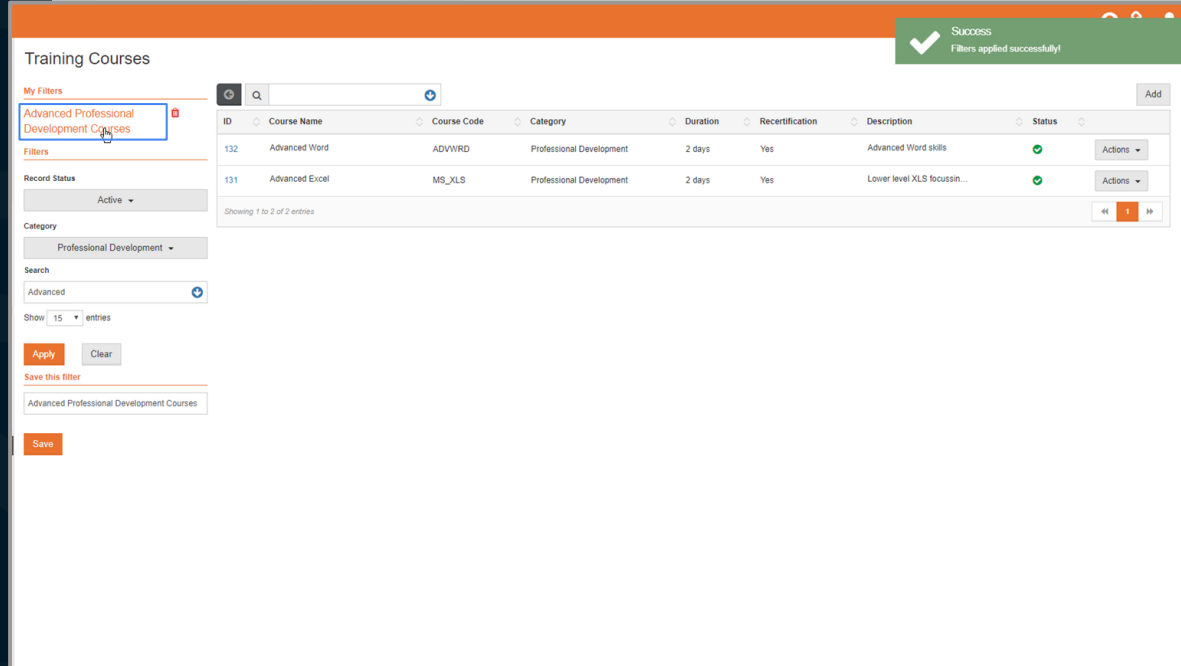
Find Training Course

My Filters

To save time frequently performing the same search, Vault provides the ability to save search criteria using 'My Filters'.

Simply **select** the criteria for the filter, **choose** a meaningful name, and **click** 'Save'.

Now, performing this search is just a single **click** away.



The screenshot displays the 'Training Courses' interface. At the top right, a green success message reads 'Success Filters applied successfully!'. The main content area is divided into two sections: 'My Filters' and a table of training courses.

My Filters: A section on the left with a red border. It contains a text input field with the value 'Advanced Professional Development Courses' and a red 'X' icon. Below it is a 'Filters' section with a 'Record Status' dropdown set to 'Active'. A 'Category' dropdown is set to 'Professional Development'. A 'Search' input field contains the text 'Advanced'. Below the search field is a 'Show 15 entries' indicator. At the bottom of this section are 'Apply' and 'Clear' buttons, and a 'Save this filter' section with a text input field containing 'Advanced Professional Development Courses' and a 'Save' button.

Table: A table with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, Status, and Actions. It contains two rows of data.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
132	Advanced Word	ADWWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focussin...	✓	Actions

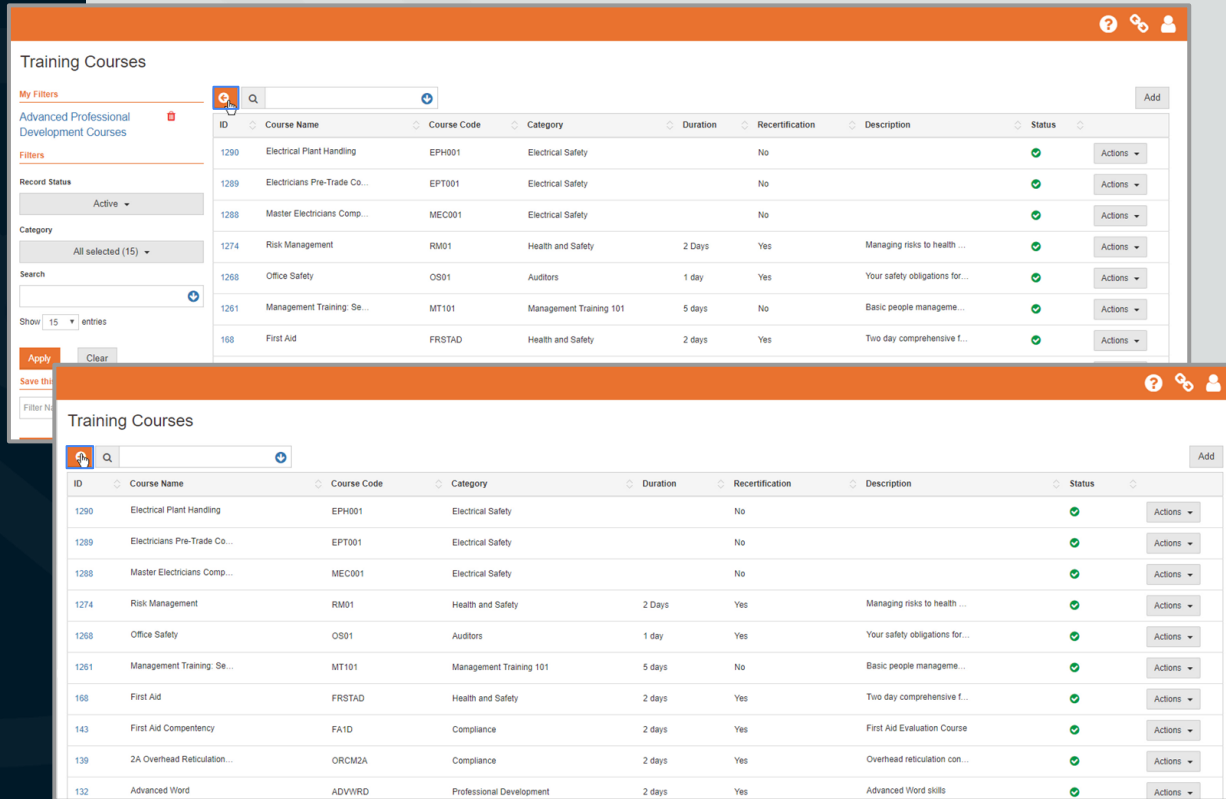
Below the table, it says 'Showing 1 to 2 of 2 entries' and a pagination control showing '1'.

Find Training Course

Hiding the Filters Sidebar

To hide the 'Filters Sidebar', **click** the 'back-facing arrow' toward the top of the screen.

Click it again to restore it.



The image displays two screenshots of a web application interface for 'Training Courses'. The top screenshot shows the 'Filters Sidebar' on the left, which includes sections for 'My Filters', 'Advanced Professional Development Courses', 'Record Status' (set to 'Active'), and 'Category' (set to 'All selected (15)'). A red box highlights a back-facing arrow icon at the top of the sidebar. The main table lists 15 training courses with columns for ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. The bottom screenshot shows the same interface but with the filters sidebar hidden, and the table now displays 18 training courses.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1290	Electrical Plant Handling	EPH001	Electrical Safety		No		✓	Actions
1289	Electricians Pre-Trade Co...	EPT001	Electrical Safety		No		✓	Actions
1288	Master Electricians Comp...	MEC001	Electrical Safety		No		✓	Actions
1274	Risk Management	RM01	Health and Safety	2 Days	Yes	Managing risks to health ...	✓	Actions
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	✓	Actions
1261	Management Training: Se...	MT101	Management Training 101	5 days	No	Basic people manage...	✓	Actions
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	✓	Actions
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	✓	Actions
139	2A Overhead Reticulation...	ORCM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
132	Advanced Word	ADVVRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions

Find Training Course

Viewing Training Course Record

Once the right 'Training Course' is found, to view the full record details, **click** 'Actions', then 'View', or **click** on the 'ID'.

The screenshot displays a web application interface for 'Training Courses'. The page has an orange header bar with navigation icons (help, search, user). Below the header, the title 'Training Courses' is followed by a search bar containing 'office safety'. A table lists training courses with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. One course is listed: ID 1268, Course Name 'Office Safety', Course Code 'OS01', Category 'Auditors', Duration '1 day', Recertification 'Yes', Description 'Your safety obligations for...', and Status 'Active'. An 'Actions' dropdown menu is open over the 'View' option. On the left side, there are filter sections: 'My Filters' (Advanced Professional Development Courses), 'Record Status' (Active), 'Category' (All selected (15)), 'Search', and 'Save this filter' (Filler Name).

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for...	Active

