



D A M S T R A

Report an Observation
via Web Portal

Web
Portal



[DISCLAIMER]

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Report an Observation via Web Portal

Introduction

Damstra Safety provides the ability for anyone within your Organisation to submit observations of safe or unsafe practices, which can then be recorded in the Compliance section for review.



Report an Observation via Web Portal

Introduction cont.

A 'safe' observation is where something of a positive or proactive nature has been observed that promotes or displays health and safety best practice.

An 'unsafe' observation is when something has been observed that did not result in injury, illness or damage, but had the potential to do so.



Report an Observation via Web Portal

Introduction

There are two ways to add an Observation into Damstra Safety

Via the 'Web Portal',
Or via the 'Notify App'.

In this Video we'll be focusing on the 'Web Portal'.

Via the Web Portal

Via the Notify App



Report an Observation via Web Portal

Web Portal

The Web Portal is a convenient web based access point for loading Health & Safety data into Damstra Safety.

It can be configured differently according to the requirements of your site.

To report an Observation, first **select** the 'Record Observation' menu option.

ABC Company Health & Safety Portal

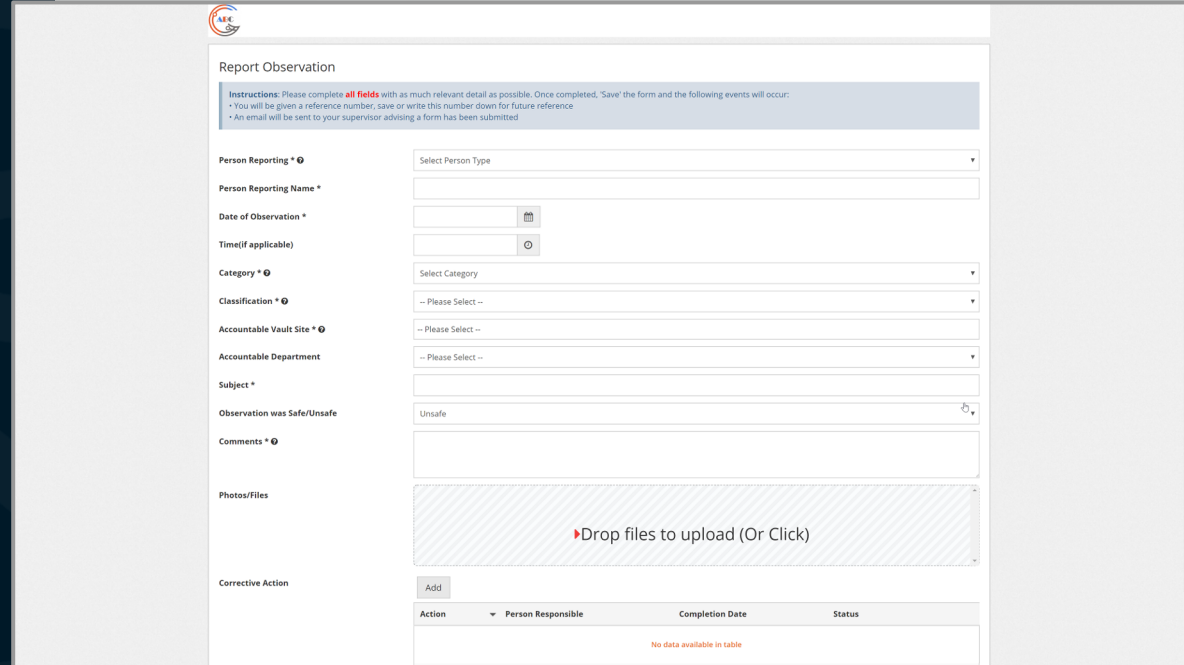
Use this webform to report health & safety issues and observations to the business

Report Injury Have you seen or been involved in an incident that has caused injury to a person.	Report Illness Have you seen or been involved in an incident that has resulted in someone becoming ill or unwell.	Report Incident Have you seen or been involved in an incident which could have caused harm to a person, or caused damage to property / environment.
Report Near Miss Have you seen or been involved in an event that had the potential to cause an injury or an incident.	Report Risk Have you observed something that has the potential to cause harm to a person / property / environment.	Record Observation Record Proactive Safety Observations.
Corrective Action Update a corrective action that you have been assigned.	Substance Management Record or request changes be made to the company Substances Register	Feedback Give Feedback to the Health and Safety Team.

Report an Observation via Web Portal

Report Observation

Populate the form completing all relevant fields as you go.



The screenshot shows a web portal for reporting an observation. The form is titled 'Report Observation' and includes instructions: 'Please complete all fields with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur: * You will be given a reference number, save or write this number down for future reference * An email will be sent to your supervisor advising a form has been submitted'. The form fields are as follows:

- Person Reporting * (Dropdown menu: Select Person Type)
- Person Reporting Name * (Text input field)
- Date of Observation * (Text input field with a calendar icon)
- Time(if applicable) (Text input field with a clock icon)
- Category * (Dropdown menu: Select Category)
- Classification * (Dropdown menu: -- Please Select --)
- Accountable Vault Site * (Dropdown menu: -- Please Select --)
- Accountable Department (Dropdown menu: -- Please Select --)
- Subject * (Text input field)
- Observation was Safe/Unsafe (Dropdown menu: Unsafe)
- Comments * (Text area)
- Photos/Files (File upload area with a dashed border and the text 'Drop files to upload (Or Click)')
- Corrective Action (Table with columns: Action, Person Responsible, Completion Date, Status)

The table for Corrective Action is currently empty, with a message 'No data available in table' at the bottom.

Report an Observation via Web Portal

Select the Person Reporting

First **select** the 'Person Reporting', which is the Person type that is reporting this observation

Type the 'Person Reporting Name' that's reporting this Observation. Smart search makes this easier

Report Observation

Instructions: Please complete **all fields** with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur:

- * You will be given a reference number, save or write this number down for future reference
- * An email will be sent to your supervisor advising a form has been submitted

Person Reporting *

Person Reporting Name *

Date of Observation *

Time(if applicable)

Category *

Classification *

Accountable Vault Site *

Accountable Department

Subject *

Observation was Safe/Unsafe

Comments *

Photos/Files

Corrective Action

Action	Person Responsible	Completion Date	Status
No data available in table			

Report an Observation via Web Portal

Select the Date and Time

Add the date that this Observation was recorded by **typing** it directly into the 'field', or **selecting** from the 'calendar'.

If applicable, add the time that this Observation was recorded by **typing** it directly into the 'field', or **selecting** from the 'clock'.

The screenshot displays the 'Report Observation' web portal interface. The top section features a calendar for March 2019, with the date '12' highlighted. Below the calendar, there are input fields for 'Person Reporting *', 'Person Reporting Name *', and 'Date of Observation *'. A 'Time(if applicable)' field is also present. The bottom section shows a clock interface with the time '13:15' displayed. Below the clock, there are dropdown menus for 'Category *', 'Classification *', 'Accountable Vault Site *', 'Accountable Department', 'Subject *', and 'Observation was Safe/Unsafe'. A 'Comments *' field is also visible. At the bottom, there is a 'Photos/Files' section with a 'Drop files to upload (Or Click)' button and a 'Corrective Action' table with columns for 'Action', 'Person Responsible', 'Completion Date', and 'Status'.

Action	Person Responsible	Completion Date	Status
No data available in table			

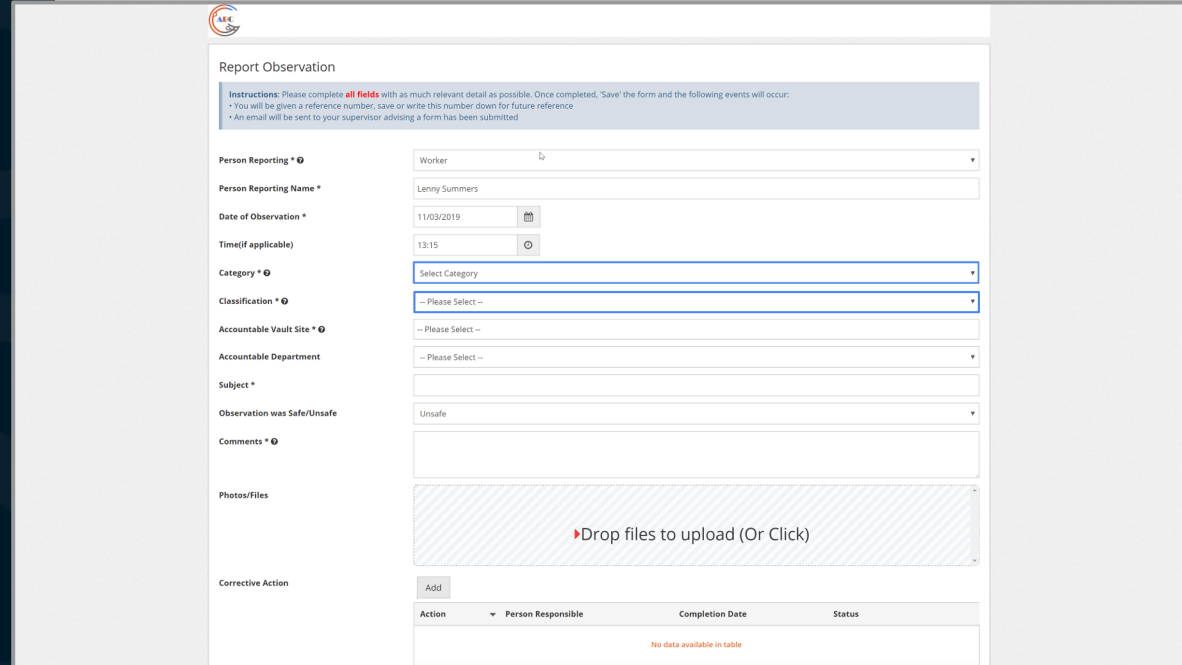
Report an Observation via Web Portal

Select the Category and Classification

Select the 'Category' of this Observation from the 'picklist'.

Select the 'Classification' of this Observation from the 'picklist'.

Note that 'Categories' and 'Classifications' can be configured in Settings, help with this is available in the Support Portal.



The screenshot shows a web portal titled "Report Observation" with a logo in the top left. Below the title is a light blue box containing instructions: "Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur: * You will be given a reference number, save or write this number down for future reference * An email will be sent to your supervisor advising a form has been submitted".

The form fields are as follows:

- Person Reporting ***: A dropdown menu with "Worker" selected.
- Person Reporting Name ***: A text input field containing "Lenny Summers".
- Date of Observation ***: A date picker showing "11/03/2019".
- Time(if applicable)**: A time picker showing "13:15".
- Category ***: A dropdown menu with "Select Category" as the placeholder.
- Classification ***: A dropdown menu with "-- Please Select --" as the placeholder.
- Accountable Vault Site ***: A dropdown menu with "-- Please Select --" as the placeholder.
- Accountable Department**: A dropdown menu with "-- Please Select --" as the placeholder.
- Subject ***: A text input field.
- Observation was Safe/Unsafe**: A dropdown menu with "Unsafe" selected.
- Comments ***: A large text area.
- Photos/Files**: A dashed box with the text "Drop files to upload (Or Click)".
- Corrective Action**: A section containing an "Add" button and a table.

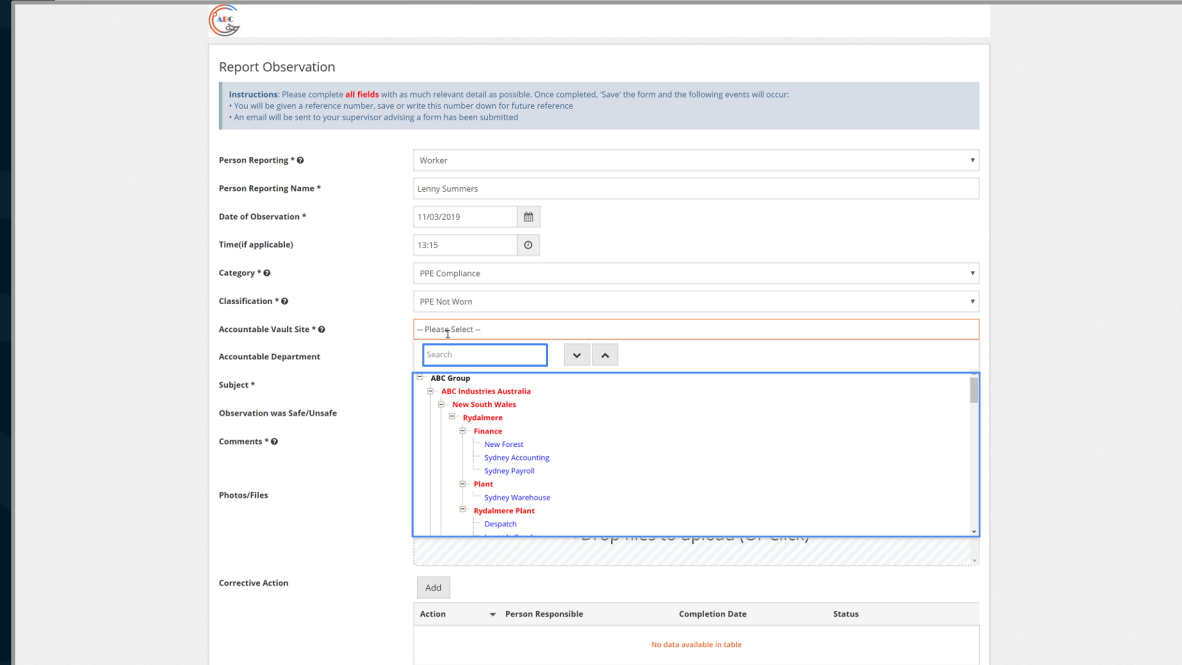
The table under "Corrective Action" has the following structure:

Action	Person Responsible	Completion Date	Status
No data available in table			

Report an Observation via Web Portal

Add Accountable Site

Add the 'Accountable Site' either by **scrolling** the 'Structure' itself, or **searching** via 'Site Name'.



Report Observation

Instructions: Please complete **all fields** with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur:
• You will be given a reference number, save or write this number down for future reference
• An email will be sent to your supervisor advising a form has been submitted

Person Reporting * Worker

Person Reporting Name * Lenny Summers

Date of Observation * 11/03/2019

Time(if applicable) 13:15

Category * PPE Compliance

Classification * PPE Not Worn

Accountable Vault Site * -- Please Select --

Accountable Department Search

Subject *

Observation was Safe/Unsafe

Comments *

Photos/Files

Corrective Action

Add

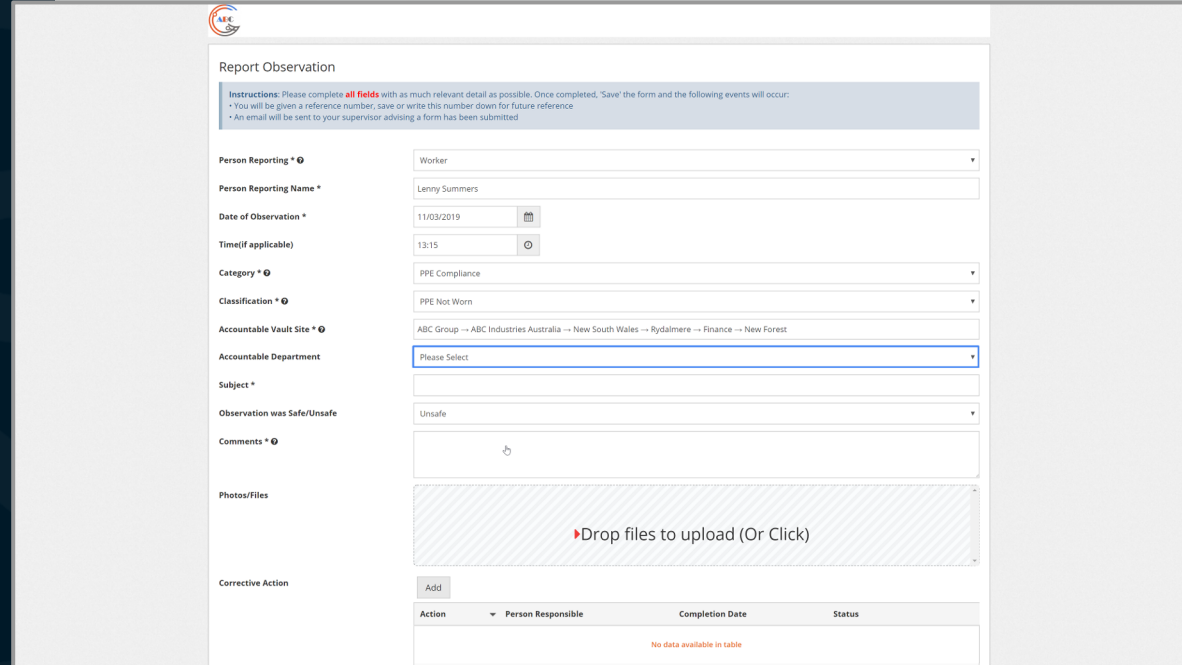
Action	Person Responsible	Completion Date	Status
No data available in table			

Report an Observation via Web Portal

Choose Accountable Department

Then **choose** the 'Accountable
'Department' from the picklist.

Note Dependent of system settings
the 'Department Field' may not be
available for you to select, if this is
the case simply proceed to the next
step'.



The screenshot shows a web portal for reporting observations. The form is titled 'Report Observation' and includes a logo in the top left corner. Below the title, there are instructions: 'Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur: * You will be given a reference number, save or write this number down for future reference * An email will be sent to your supervisor advising a form has been submitted'. The form fields are as follows:

- Person Reporting ***: Worker (dropdown menu)
- Person Reporting Name ***: Lenny Summers (text input)
- Date of Observation ***: 11/03/2019 (calendar icon)
- Time(if applicable)**: 13:15 (clock icon)
- Category ***: PPE Compliance (dropdown menu)
- Classification ***: PPE Not Worn (dropdown menu)
- Accountable Vault Site ***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest (dropdown menu)
- Accountable Department**: Please Select (dropdown menu, highlighted with a blue border)
- Subject ***: (text input)
- Observation was Safe/Unsafe**: Unsafe (dropdown menu)
- Comments ***: (text area)
- Photos/Files**: (file upload area with a dashed border and the text 'Drop files to upload (Or Click)')
- Corrective Action**: (table with columns: Action, Person Responsible, Completion Date, Status)

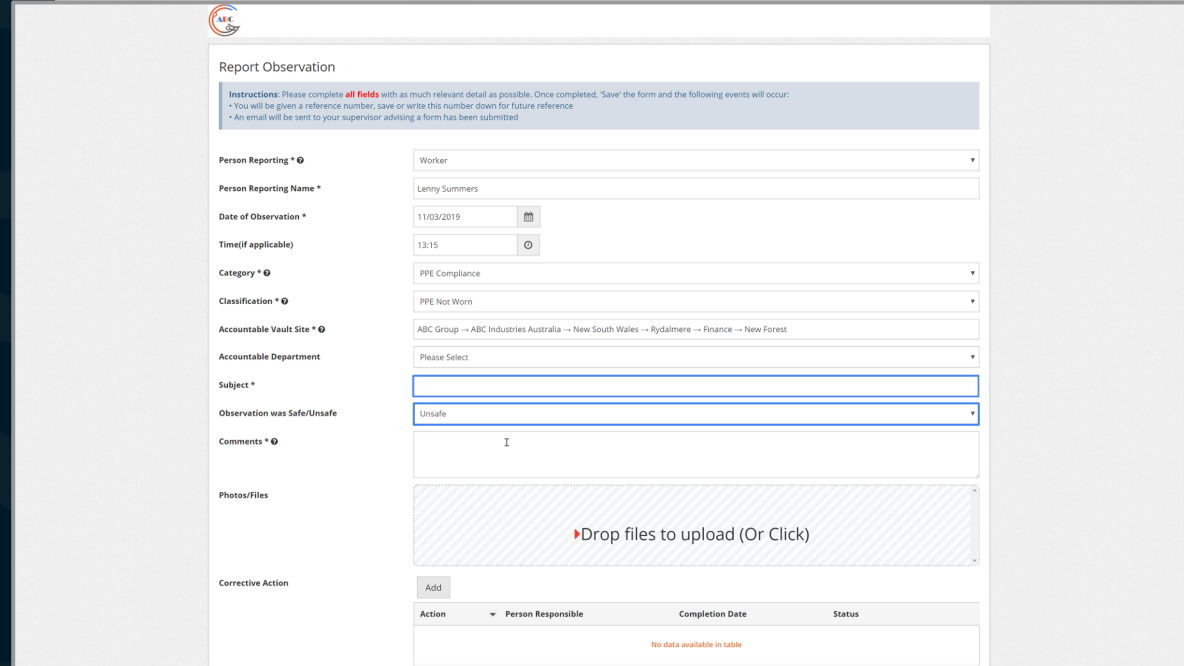
The table for Corrective Action is currently empty, with a message 'No data available in table' at the bottom.

Report an Observation via Web Portal

Enter the Site and if Safe or Unsafe

Type the 'Subject' of this Observation in the Subject field.

Then **choose** whether this Observation was 'Safe' or 'Unsafe'.



The screenshot shows a web portal for reporting observations. The form is titled 'Report Observation' and includes instructions: 'Please complete all fields with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur: You will be given a reference number, save or write this number down for future reference. An email will be sent to your supervisor advising a form has been submitted.'

The form fields are as follows:

- Person Reporting ***: Worker (dropdown)
- Person Reporting Name ***: Lenny Summers (text input)
- Date of Observation ***: 11/03/2019 (calendar icon)
- Time(if applicable)**: 13:15 (clock icon)
- Category ***: PPE Compliance (dropdown)
- Classification ***: PPE Not Worn (dropdown)
- Accountable Vault Site ***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest (dropdown)
- Accountable Department**: Please Select (dropdown)
- Subject ***: (empty text input)
- Observation was Safe/Unsafe**: Unsafe (dropdown)
- Comments ***: I (text input)
- Photos/Files**: Drop files to upload (Or Click) (file upload area)
- Corrective Action**: Add (button)

At the bottom, there is a table for corrective actions:

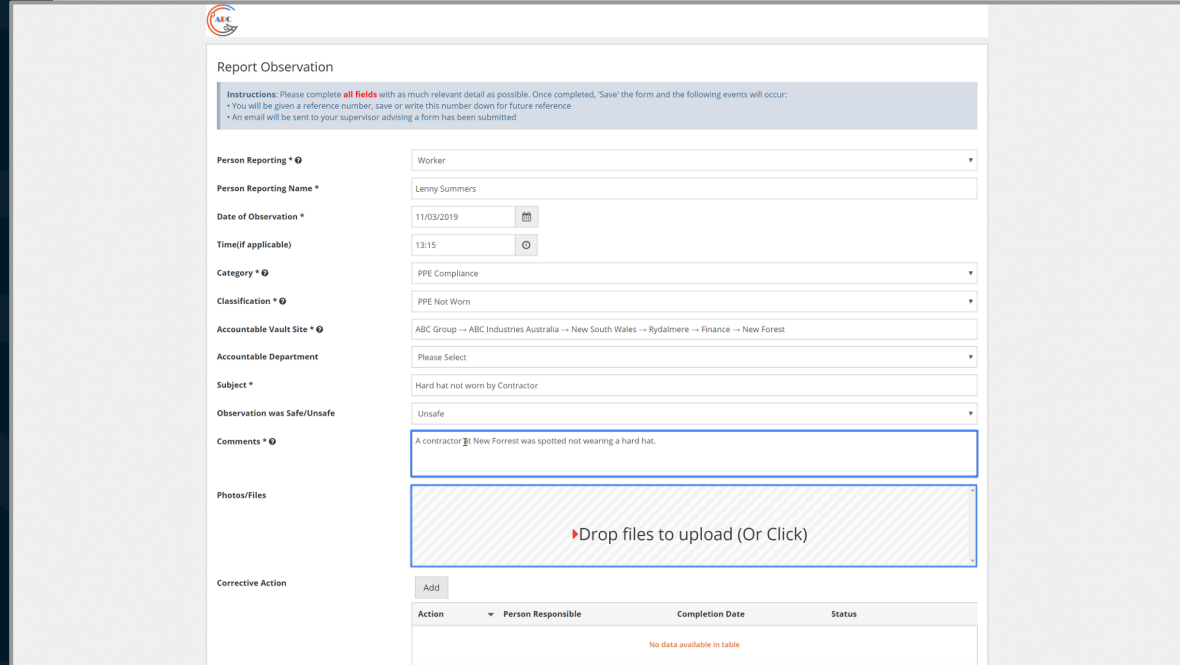
Action	Person Responsible	Completion Date	Status
No data available in table			

Report an Observation via Web Portal

Enter a Comment and Attach Files

Enter a 'Comment' explaining the nature of this observation.

And optionally **attach** any related 'photos or files'.



The screenshot shows a web portal for reporting observations. The form is titled 'Report Observation' and includes instructions: 'Please complete all fields with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur: You will be given a reference number, save or write this number down for future reference. An email will be sent to your supervisor advising a form has been submitted.' The form fields are as follows:

- Person Reporting ***: Worker (dropdown)
- Person Reporting Name ***: Lenny Summers (text)
- Date of Observation ***: 11/03/2019 (calendar icon)
- Time(if applicable)**: 13:15 (clock icon)
- Category ***: PPE Compliance (dropdown)
- Classification ***: PPE Not Worn (dropdown)
- Accountable Vault Site ***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest (dropdown)
- Accountable Department**: Please Select (dropdown)
- Subject ***: Hard hat not worn by Contractor (text)
- Observation was Safe/Unsafe**: Unsafe (dropdown)
- Comments ***: A contractor New Forrest was spotted not wearing a hard hat. (text area)
- Photos/Files**: Drop files to upload (Or Click) (upload area)
- Corrective Action**: Add (button)

Below the form is a table for corrective actions:

Action	Person Responsible	Completion Date	Status
No data available in table			

Report an Observation via Web Portal

Add a Corrective Action

If required, add a 'Corrective Action' to the Observation by **clicking** 'Add'.

For email alerts sent to your supervisor during observations, click here to manage.

Person Reporting *  Worker

Person Reporting Name * Lenny Summers

Date of Observation * 11/03/2019 

Time(if applicable) 13:15 

Category *  PPE Compliance

Classification *  PPE Not Worn

Accountable Vault Site *  ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Accountable Department Please Select 

Subject * Hard hat not worn by Contractor

Observation was Safe/Unsafe Unsafe 

Comments *  A contractor at New Forest was spotted not wearing a hard hat.

Photos/Files

0 b

Hard Hat...

Remove file

Corrective Action

Add

Action	Person Responsible	Completion Date	Status
No data available in table			

Showing 0 to 0 of 0 entries

Save Cancel

Report an Observation via Web Portal

Add a Corrective Action cont.

Select the Person Type from the 'Responsible By' field.

And then the person 'Responsible'.

The screenshot shows a web portal form for adding a corrective action. The form is divided into several sections:

- Subject ***: A text field containing "Hard hat not worn by Contractor".
- Observation was Safe/Unsafe**: A dropdown menu set to "Unsafe".
- Comments ***: A text area containing "A contractor at New Forrest was spotted not wearing a hard hat."
- Photos/Files**: A section with a file upload icon (0 b) and a file named "Hard Hat..." with a "Remove file" link.
- Corrective Action**: A section with several fields:
 - Responsible By ***: A dropdown menu set to "Select Person Type".
 - Responsible ***: A text field.
 - Date Assigned ***: A date picker.
 - Date For Completion ***: A date picker.
 - Status ***: A dropdown menu set to "-- Please Select --".
 - Status as at ***: A date picker.
 - Action Required ***: A text area.

At the bottom of the form, there are "Save" and "Cancel" buttons. Below the form, there is a table with the following columns: "Action", "Person Responsible", "Completion Date", and "Status". The table is currently empty, with a message "No data available in table" and "Showing 0 to 0 of 0 entries".

Report an Observation via Web Portal

Add a Corrective Action cont.

Add the date that this Corrective Action was assigned by typing it directly into the 'Date Assigned' field, or selecting from the calendar.

Simply repeat this in the 'Date for Completion' field.

Subject * Hard hat not worn by Contractor

Observation was Safe/Unsafe Unsafe

Comments * A contractor at New Forrest was spotted not wearing a hard hat.

Photos/Files

0 b
Hard Hat...
Remove file

Corrective Action

Responsible By *

Responsible *

Date Assigned * 12

Date For Completion *

Status * -- Please Select --

Status as at *

Action Required *

Save Cancel

Action	Person Responsible	Completion Date	Status
No data available in table			

Showing 0 to 0 of 0 entries

Save Cancel

Report an Observation via Web Portal

Add a Corrective Action cont.

Set the current 'status' of this Corrective Action. This will need to be updated as the Corrective Action is undertaken.

Then state, as of what date this status was valid, in the same fashion as the date assigned.

The screenshot shows a web portal form for adding a corrective action. The form is divided into several sections:

- Subject ***: Hard hat not worn by Contractor
- Observation was Safe/Unsafe**: Unsafe
- Comments ***: A contractor at New Forrest was spotted not wearing a hard hat.
- Photos/Files**: A file named 'Hard Hat...' is uploaded, with a 'Remove file' link below it.
- Corrective Action**:
 - Responsible By ***: Worker
 - Responsible ***: Martin Daniels
 - Date Assigned ***: 12/03/2019
 - Date For Completion ***: 15/03/2019
 - Status ***: -- Please Select --
 - Status as at ***: (Empty field with a calendar icon)
 - Action Required ***: (Empty text area)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. Below the form, there is a table with the following columns: Action, Person Responsible, Completion Date, and Status. The table is currently empty, with a message 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Report an Observation via Web Portal

Add a Corrective Action cont.

Update the 'action required'.

Once done, **click** 'Save' to save this Corrective Action.

The screenshot shows a web portal form for adding a corrective action. The form is divided into several sections:

- Subject ***: Hard hat not worn by Contractor
- Observation was Safe/Unsafe**: Unsafe
- Comments ***: A contractor at New Forrest was spotted not wearing a hard hat.
- Photos/Files**: A file named 'Hard Hat...' is uploaded. A 'Remove file' link is visible below the file.
- Corrective Action**:
 - Responsible By ***: Worker
 - Responsible ***: Martin Daniels
 - Date Assigned ***: 12/03/2019
 - Date For Completion ***: 15/03/2019
 - Status ***: Not Started
 - Status as at ***: 12/03/2019
 - Action Required ***: (This field is highlighted with a blue border, indicating it needs to be updated.)

At the bottom of the form, there are two 'Save' buttons (one orange, one grey) and a 'Cancel' button (grey). Below the form, there is a table with the following columns: Action, Person Responsible, Completion Date, and Status. The table is currently empty, with a message 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Report an Observation via Web Portal

Save Observation

Finally, **click** 'Save' to save this Observation.

An Observation Saved confirmation window will appear.

Click OK to close this.

Your Observation has now been added to the company Observations register for further investigation and action.

* An email will be sent to your supervisor advising a form has been submitted

Person Reporting *

Person Reporting Name *

Date of Observation *

Time(if applicable)

Category *

Classification *

Accountable Vault Site *

Accountable Department

Subject *

Observation was Safe/Unsafe

Comments *

Photos/Files

Corrective Action

Observation Saved

Thank you for submitting the observation. Your Reference is:98

OK

ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

0 b

Hard Hat...

Remove file

Add

Action	Person Responsible	Completion Date	Status	
Run tool box tal...	Martin Daniels	15/03/2019	Not Started	Actions ▼

Showing 1 of 1 entries

Save

Cancel

