



D A M S T R A

Update Worker
Reviews / Notes

Safety



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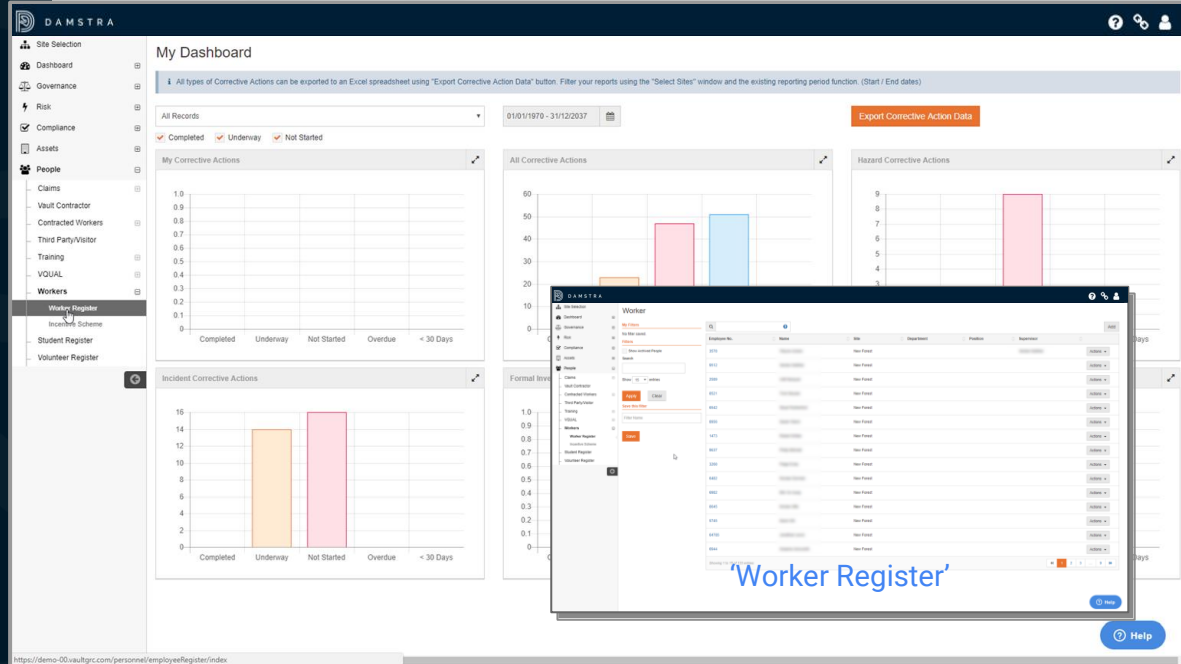
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Update Worker Reviews / Notes

Worker Register

Updating reviews or notes for an existing Worker is done via the *Worker Register*, this is found under *People* in the menu bar.

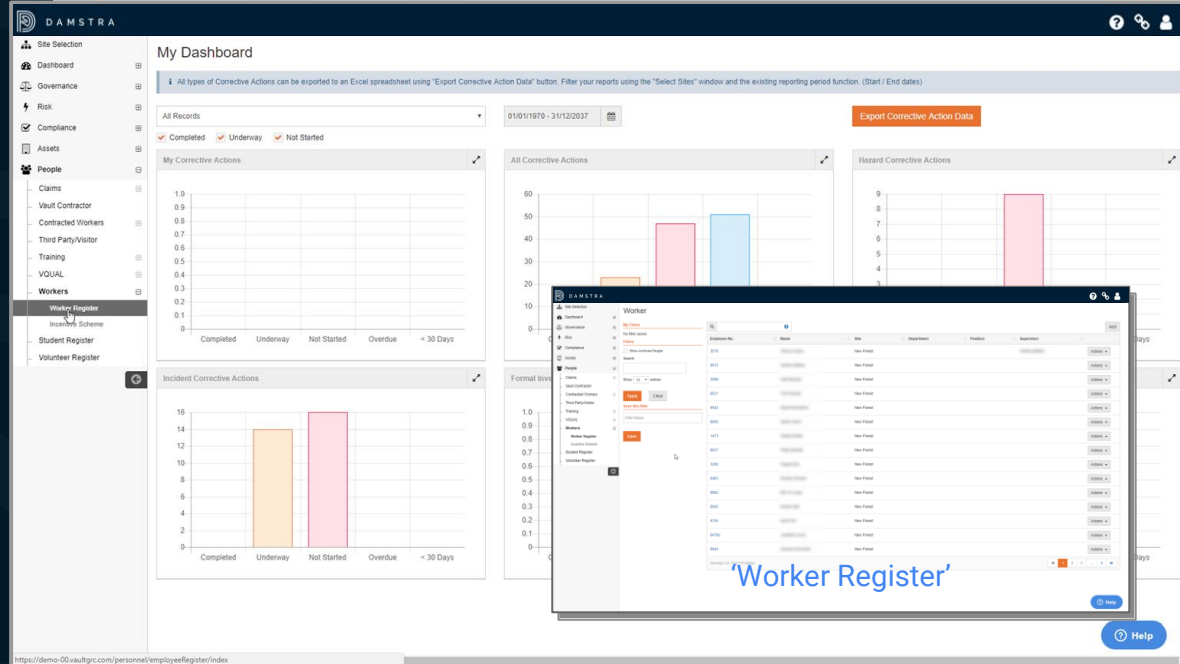
The Worker Register shows all current Workers within the organisation, along with key information about each individual Worker.



Update Worker Reviews / Notes Worker Register

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The Worker Register shows all current Workers within the organisation, along with key information about each individual Worker.

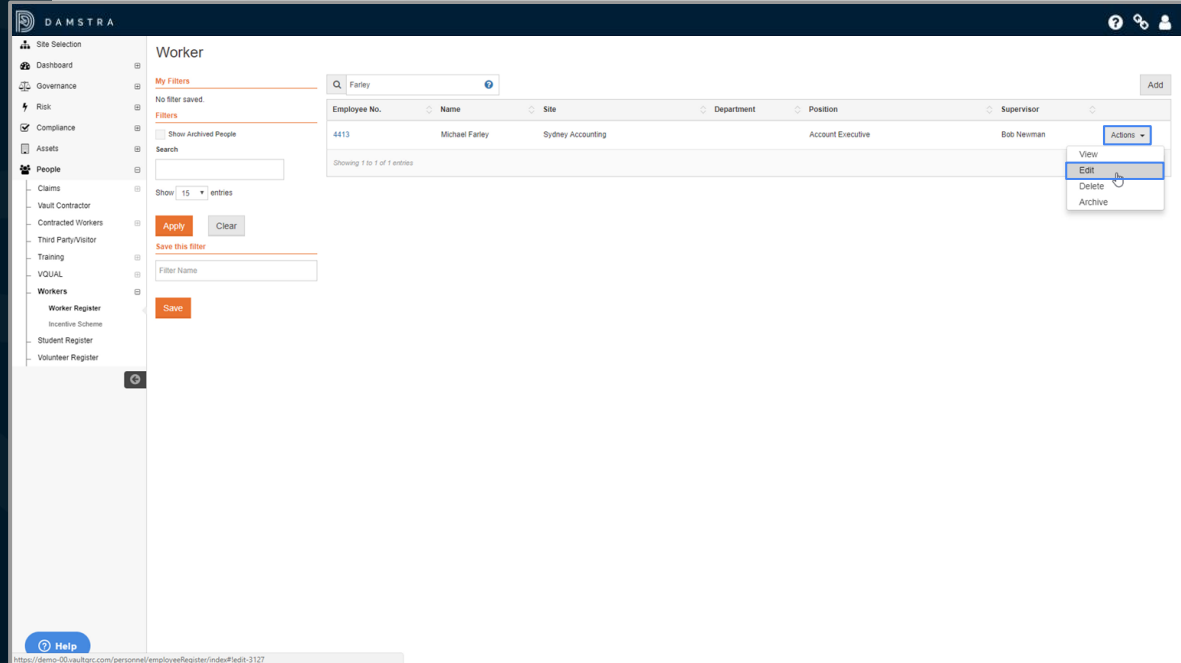


Update Worker Reviews / Notes

Edit Worker

Locate the Worker for whom you wish to update Reviews / Notes by searching the *Worker Register*.

Once found, **click** 'Actions', then 'Edit'.



The screenshot displays the DAMSTRA Worker Register interface. On the left is a sidebar with navigation links: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main content area is titled 'Worker' and features a search bar with 'Farley' entered. Below the search bar is a table with columns: Employee No., Name, Site, Department, Position, and Supervisor. The table contains one entry for Michael Farley (Employee No. 4413, Site Sydney Accounting, Position Account Executive, Supervisor Bob Newman). An 'Actions' dropdown menu is open for this entry, showing options: View, Edit, Delete, and Archive. The 'Edit' option is highlighted. At the bottom left of the interface is a 'Help' button. The URL at the bottom of the browser window is https://demo-00.usaltgc.com/personnel/employeeRegister/index?edit=3127.

Employee No.	Name	Site	Department	Position	Supervisor
4413	Michael Farley	Sydney Accounting		Account Executive	Bob Newman

Update Worker Reviews / Notes

Reviews / Notes Tab

Click the *Reviews / Notes* tab.

If any reviews or notes have already been added to the Worker record, a summary of the item will be shown here. Further detail can be seen by **clicking** the item to open it.

To **add** a new item, **click** 'Add'.

The screenshot displays the DAMSTRA application interface for editing a worker's record. The left sidebar contains a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'Worker / Edit Worker - 3127 - Michael Farley' and features several tabs: Worker Details, Governance, Inductions, Licences, Training, PPE, Medical, **Reviews / Notes** (highlighted with a red box), and Contact Details. Below the tabs is a search bar and a table of reviews. The table has columns for ID, Date, Reviewed By, Findings, Actions, Status, Review Type, and Expiry Date. One entry is visible with ID 2439, dated 31/07/2017, reviewed by Bob Newman, with findings 'Great job this year' and action 'First Aid course to be taken'. The status is 'Completed'. At the bottom right of the table is an 'Add' button. Below the table is a 'Save' button. The footer shows a URL: https://demo-00.vaultgic.com/personnel/employeeRegister/index#3116 and a 'Help' button.

ID	Date	Reviewed By	Findings	Actions	Status	Review Type	Expiry Date
2439	31/07/2017	Bob Newman	Great job this year	First Aid course to be taken	Completed	Annual Review	31/07/2018

Update Worker Reviews / Notes

Add Item

Populate the form, completing all relevant fields as you go.

Select the *Form Type*. The selectable options here are set by your organisation in *Settings*.

Enter the name of the *Reviewer* for this item. Smart Search will help you find the right person as you type.

The screenshot shows the 'Add Item' form in the 'Reviews / Notes' section for Worker 3127 - Michael Farley. The form is divided into several sections: 'Form Type' with a dropdown menu showing 'H&S Review' selected; 'Reviewed By' with a dropdown menu showing 'Bob Newman [Sydney Accounting]' selected; 'Date of Review' with a date picker set to '31/01/2018'; 'Expiry Date' with a date picker; 'Reviewer Position' with a text input field; 'Findings' with a text area; 'Actions' with a button 'Save Reviews/Notes'; 'Status' with a dropdown menu showing 'Please Select'; 'Criteria' with a table showing 'Showing 0 to 0 of 0 entries'; and 'File' with a table showing 'Showing 0 to 0 of 0 entries'.

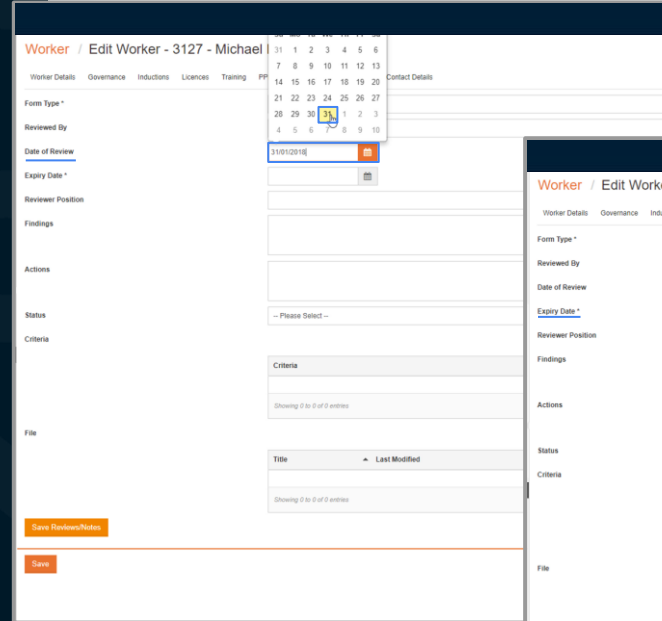
The screenshot shows the 'Edit Item' form in the 'Reviews / Notes' section for Worker 3127 - Michael Farley. The form is divided into several sections: 'Form Type' with a dropdown menu showing 'H&S Review' selected; 'Reviewed By' with a dropdown menu showing 'Bob Newman [Sydney Accounting]' selected; 'Date of Review' with a date picker set to '31/01/2018'; 'Expiry Date' with a date picker; 'Reviewer Position' with a text input field; 'Findings' with a text area; 'Actions' with a button 'Save Reviews/Notes'; 'Status' with a dropdown menu showing 'Please Select'; 'Criteria' with a table showing 'Showing 0 to 0 of 0 entries'; and 'File' with a table showing 'Showing 0 to 0 of 0 entries'.

Update Worker Reviews / Notes

Add Item cont.

Select the *Date of Review* either by **typing** the date in the field, or by **clicking** the calendar icon and **selecting** the date from the *date picker*

Then, **select** the *Expiry Date*



Worker / Edit Worker - 3127 - Michael

Worker Details Governance Inductions Licences Training PP Contact Details

Form Type *

Reviewed By

Date of Review 31/01/2018

Expiry Date *

Reviewer Position

Findings

Actions

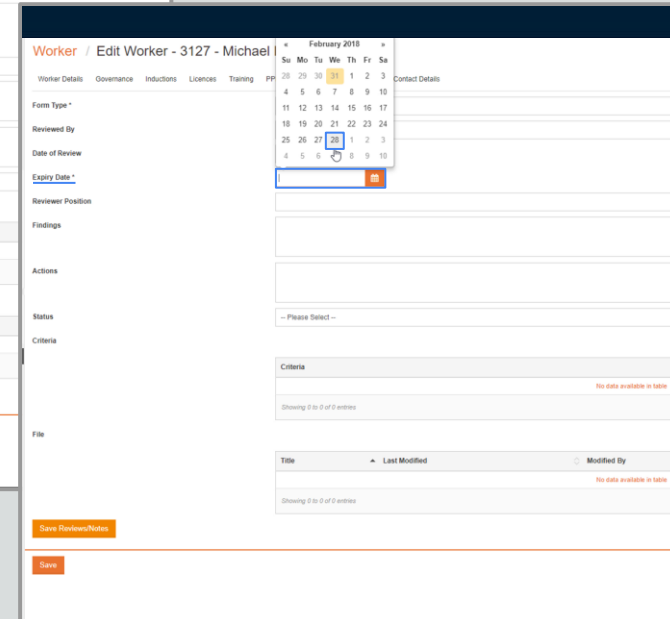
Status -- Please Select --

Criteria

File

Save Reviews/Notes

Save



Worker / Edit Worker - 3127 - Michael

Worker Details Governance Inductions Licences Training PP Contact Details

Form Type *

Reviewed By

Date of Review

Expiry Date *

Reviewer Position

Findings

Actions

Status -- Please Select --

Criteria

File

Save Reviews/Notes

Save

Update Worker Reviews / Notes

Add Item cont.

Enter the *Reviewers Position*.

Add any *Findings* as a result of the item and **note** any *Actions* required.

NOTE: These are free-text comments only and do not generate *Corrective Actions*.

Select the *Status* of the overall item.

Worker / Edit Worker - 3127 - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical **Reviews / Notes** Contact Details

Form Type * H&S Review

Reviewed By Bob Newman

Date of Review 31/01/2018

Expiry Date * 28/02/2018

Reviewer Position Site Fire Warden

Findings Fire Warden Hi-viz vest not easily accessible when needed

Actions Relocate hi-viz vest

Status -- Please Select --

Criteria -- Please Select --
Not Started
Completed
Criteria

Showing 0 to 0 of 0 entries

File

Title Last Modified Modified By Revision

Showing 0 to 0 of 0 entries

Save Reviews/Notes Cancel

Update Worker Reviews / Notes

Add Item cont.

Optionally **add** any *criteria* you wish to record in relation to this item.

The screenshot displays a web form for adding a new item. The form is divided into several sections: Findings, Actions, Status, Criteria, and File. The 'Findings' section contains the text 'Fire Warden Hi-viz vest not easily accessible when needed'. The 'Actions' section contains 'Relocate hi-viz vest'. The 'Status' section is set to 'Completed'. The 'Criteria' section is currently empty, showing 'No data available in table'. An 'Add' button is visible in the top right corner of the Criteria section. An 'Add Criteria' modal is open, allowing the user to enter a new criterion. The modal has a text input field with the placeholder 'Criteria *' and the text 'All fire safety items are easy to locate'. Below the input field are 'Save' and 'Cancel' buttons. The background shows a list of existing items with columns for Title, Last Modified, Modified By, and Revision.

Title	Last Modified	Modified By	Revision
Fire Warden Hi-viz vest not easily accessible when needed	31/01/2018		
Relocate hi-viz vest	28/02/2018		
Completed			

Update Worker Reviews / Notes

Add Item cont.

To **attach** a copy of any files that relate to the item, **click** 'Add File', then drag and drop the file or **click** to locate it. A copy will be added to the record.

Worker / Edit Worker - 3127 - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical **Reviews / Notes** Contact Details

Form Type * H&S Review

Reviewed By Bob Newman

Date of Review 31/01/2018

Expiry Date * 28/02/2018

Reviewer Position Site Fire Warden

Findings Fire Warden Hi-viz vest not easily accessible when needed

Actions Relocate hi-viz vest

Status Completed

Criteria

Criteria All fire safety items are easy to locate

Showing 1 to 1 of 1 entries

File

Drop files to upload (Or Click)

Add File

Title	Last Modified	Modified By	Revision
No data available in table			

Showing 0 to 0 of 0 entries

Help

Update Worker Reviews / Notes

Save Item

Once all fields are filled-in, **click 'Save Reviews/Notes'** to save the item and return to the *Reviews / Notes* tab.

The screenshot shows a web application interface for editing worker information. The top navigation bar includes a question mark, a link icon, and a user profile icon. The main header reads 'Worker / Edit Worker - 3127 - Michael Farley'. Below this is a horizontal menu with tabs: Worker Details, Governance, Inductions, Licences, Training, PPE, Medical, **Reviews / Notes** (selected), and Contact Details.

The form contains several sections:

- Form Type ***: H&S Review
- Reviewed By**: Bob Newman
- Date of Review**: 31/01/2018 (with a calendar icon)
- Expiry Date ***: 28/02/2018 (with a calendar icon)
- Reviewer Position**: Site Fire Warden
- Findings**: Fire Warden Hi-viz vest not easily accessible when needed
- Actions**: Relocate hi-viz vest
- Status**: Completed
- Criteria**: A dropdown menu showing 'All fire safety items are easy to locate'.
- File**: A table listing attachments.

At the bottom left of the form is an orange button labeled 'Save Reviews/Notes'. At the bottom center is a small orange button labeled 'Save'.

Title	Last Modified	Modified By	Revision	
Fire Safety Review.docx	31/01/2018	Steve Lawrence	1	Delete
Showing 1 to 1 of 1 entries				

Update Worker Reviews / Notes

Edit or Delete Item

To **edit** or **delete** an existing item, **click** 'Actions', then 'Edit' or 'Delete'.

Once all required changes have been made, **click** 'Save' to return to the Worker Register.

Worker / Edit Worker - 3127 - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical **Reviews / Notes** Contact Details

Form Type * H&S Review

Reviewed By Bob Newman

Date of Review 31/01/2018

Expiry Date * 28/02/2018

Reviewer Position Site Fire Warden

Findings Fire Warden Hi-viz vest not easily accessible when needed

Actions Relocate hi-viz vest

Status Completed

Criteria

Criteria All fire safety items are easy to locate

Showing 1 to 1 of 1 entries

File

Title	Last Modified	Modified By	Revision
Fire Safety Review.docx	31/01/2018	Steve Lawrence	1

Showing 1 to 1 of 1 entries

Save Review/Notes

Save

