



D A M S T R A

Customising the
Menu Bar

Safety



[DISCLAIMER]

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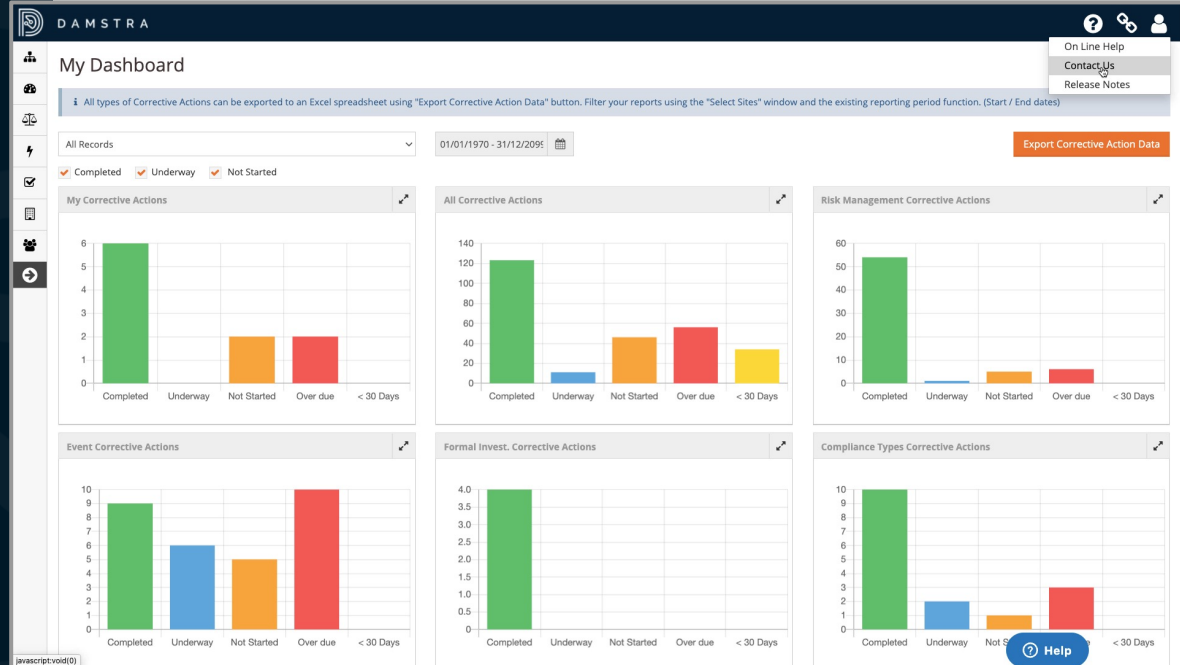
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Customising the Menu Bar Introduction

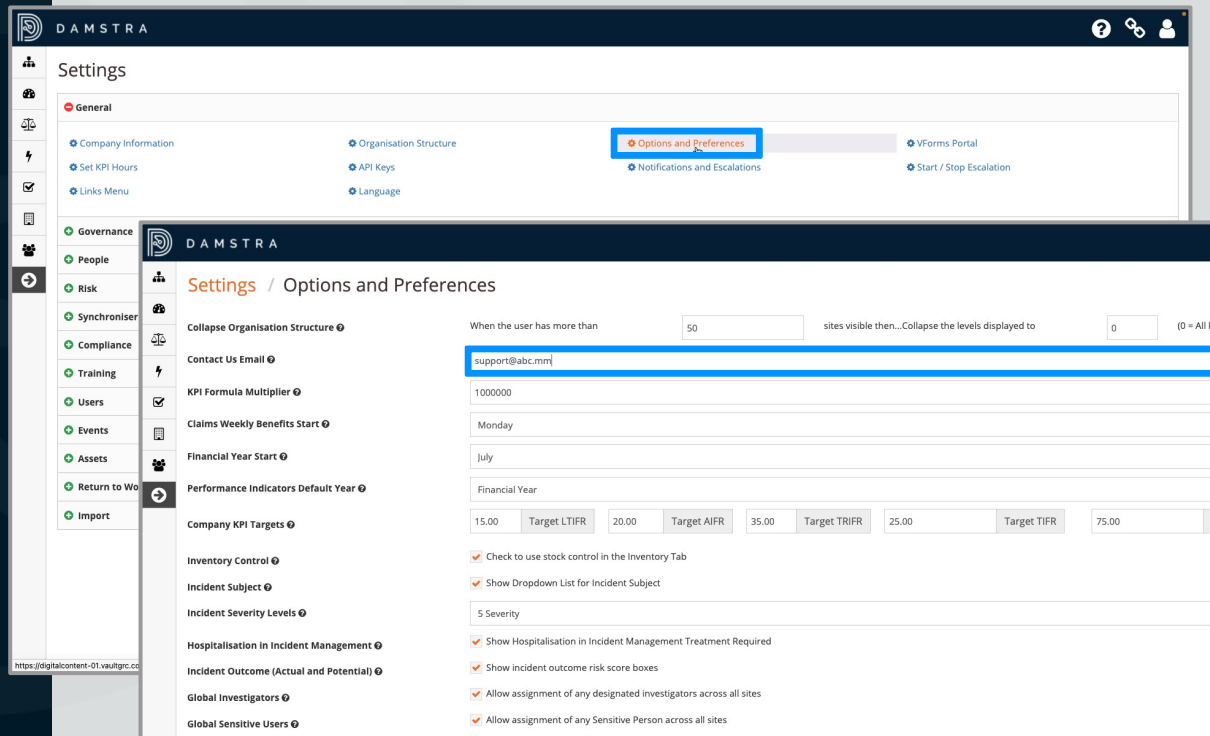
The Menu Bar of your Damstra Safety system contains customisable links that allow Users within your Organisation to contact your systems administrators for help and provides quick access to relevant internal or public web pages.



Customising the Menu Bar 'Contact Us' link

To customise the 'Contact Us' link, go to 'Settings', then 'Options and Preferences' within the 'General' section, and enter the email address you'd like Users to send their queries to, and save.

This will launch the User's default mail client, beginning a new, blank email with the email address you supplied automatically entered as the recipient.



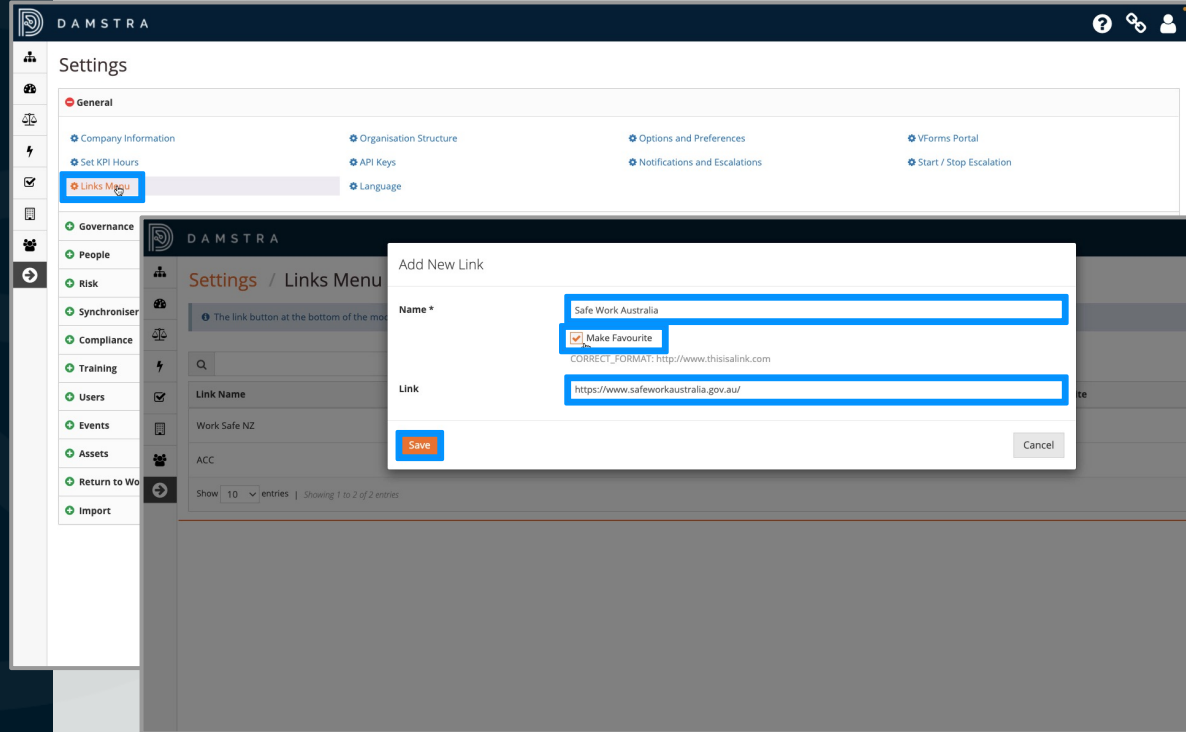
Customising the Menu Bar

Adding a new Link

To customise the links found under the 'Links' icon, go to Settings, then 'Links Menu'.

Any existing links are displayed in the register. To add a new link, click the 'Add button', enter the name and URL of the target in the format shown, check the 'Favourites' box to ensure it is included in the menubar, and save.

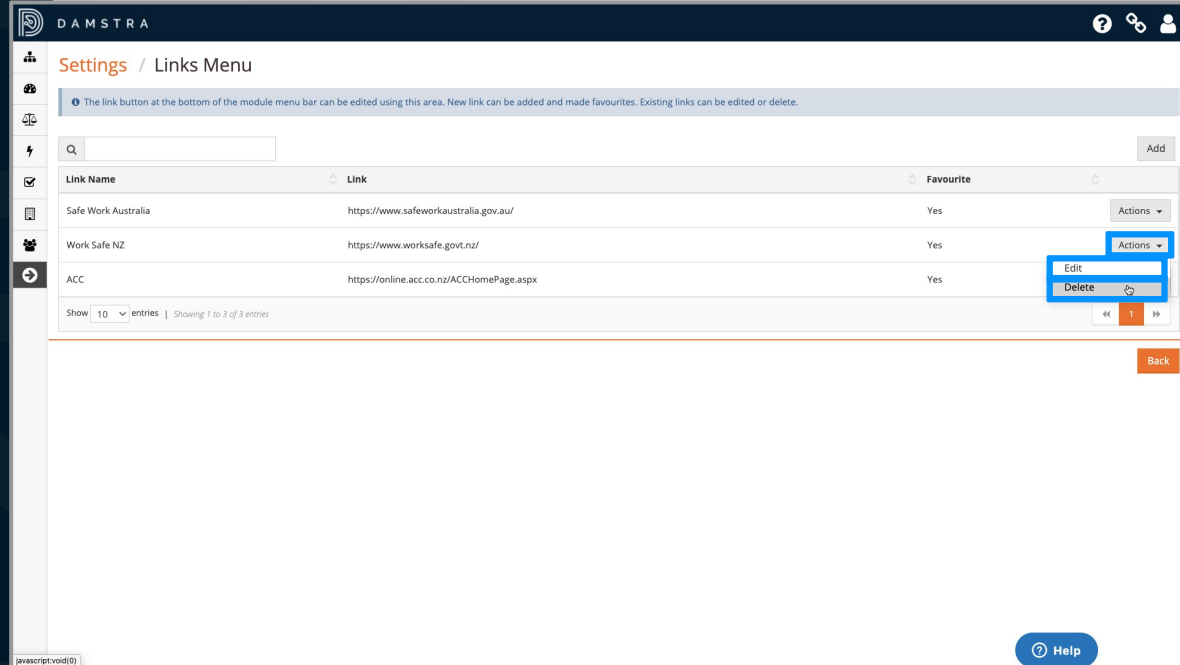
You may need to log out and back in to your Damstra Safety in order to see the changes you have made.



Customising the Menu Bar

Editing / Deleting Links

To edit or delete an existing link, click 'Actions', followed by the appropriate option.



The screenshot displays the DAMSTRA Settings / Links Menu interface. At the top, there is a header bar with the DAMSTRA logo and navigation icons. Below the header, the page title is 'Settings / Links Menu'. A message states: 'The link button at the bottom of the module menu bar can be edited using this area. New link can be added and made favourites. Existing links can be edited or delete.' Below this message is a search bar and an 'Add' button. The main content area contains a table with the following data:

Link Name	Link	Favourite	Actions
Safe Work Australia	https://www.safeworkaustralia.gov.au/	Yes	Actions
Work Safe NZ	https://www.worksafe.govt.nz/	Yes	Actions
ACC	https://online.acc.co.nz/ACCHomePage.aspx	Yes	Edit Delete

At the bottom of the table, there is a 'Show' dropdown set to '10' and a note 'Showing 1 to 3 of 3 entries'. A 'Back' button is located at the bottom right of the table area. A 'Help' button is at the bottom right of the page. The 'Delete' option in the 'Actions' dropdown for the 'ACC' link is highlighted with a red box.

