



Using the Damstra Portable Terminal

Introduction

This guide covers the following:

- Turning the terminal on
- Charging the terminal
 - Power plug charging
 - In-vehicle charging
- Logging in as a contractor/employee
- Using the On Premise function
- Using the Manage function
- Logging out as a contractor/employee
- Logging in as a first-time visitor
- Logging in as a registered visitor
- Logging out as a Visitor

Turning the Terminal On

To turn the portable terminal on, just press the power button in the bottom right hand corner of the terminal.

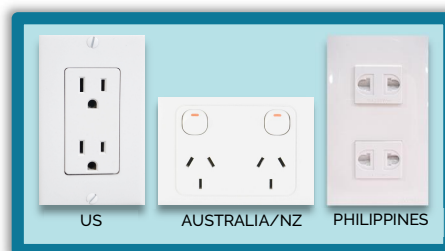
Charging the Terminal

Power Plug Charging

1. Assemble the AC power plug, AC adaptor, and cord.



2. Connect the AC plug to a power source.





3. Open up the port cover on the side, then insert the power plug into the power socket.



4. Check for the battery indicator. If it's **orange**, then the charging is in progress.

If it is **green**, the battery is now fully charged.



In-vehicle Charging

1. Assemble the cigarette lighter and car charger adaptor.



2. Connect the cigarette lighter plug to the cigarette lighter socket in the vehicle.



3. Open up the port cover on the side, then insert the power plug into the power socket.





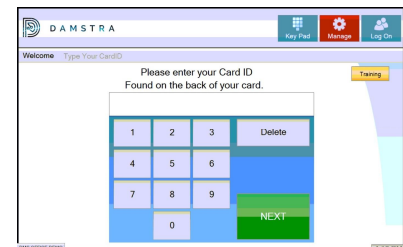
4. Check for the battery indicator. If it's **orange**, then the charging is in progress.

If it is **green**, the battery is now fully charged.



Logging in as a Contractor/Employee

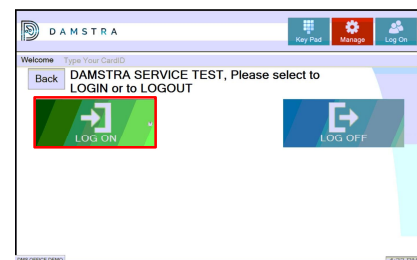
1. Hold your Damstra Access Card up to the card scanner.



2. If you do not have your card, punch in your badge number, then tap **NEXT**.



3. Tap the **LOG ON** button.



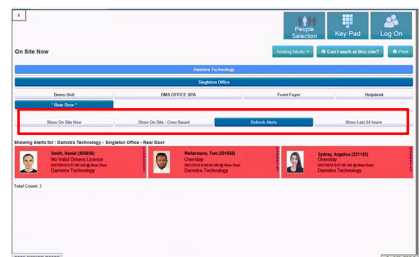
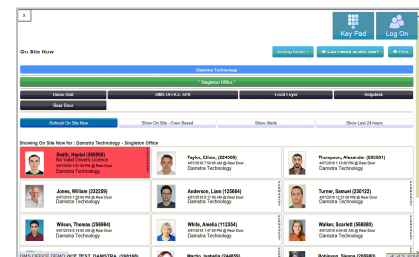
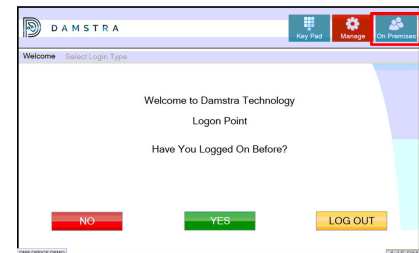
4. Once you are notified that you have logged on, tap **OK**.





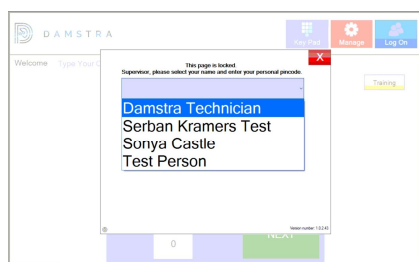
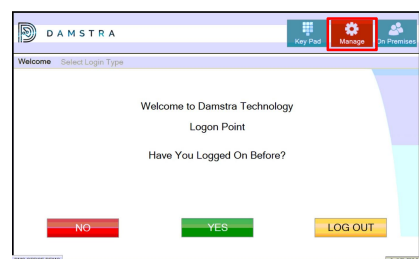
Using the On Premise Function

1. Tap the **On Premises** menu located at the upper right corner of the screen.
2. This will open the **On Site Now** page. This is a helpful function showing a live view of everyone on your Site.
3. Filter your searches through site and terminal preferences.
4. You may also view individuals based on the following On Site view preferences: Show On Site – Crew Based, Show Alerts, and Show Last 24 Hours



Using the Manage Function

1. Tap the **Manage** menu found at the upper right of the screen.
2. Select your name from the dropdown list.

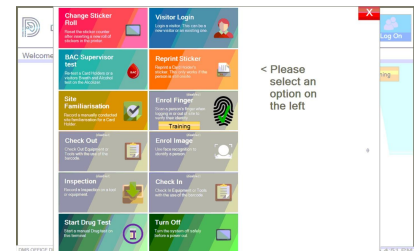




3. Enter your custom 4-digit pin code.

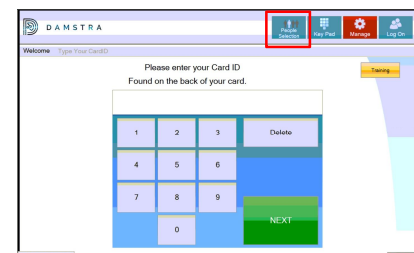


4. Tap on any activity you wish to manage. If you do not make a selection, this page will eventually close.
5. Follow relevant instructions on the screen.

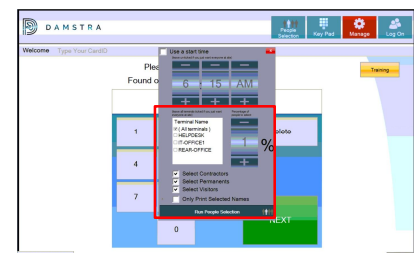


Using the Random Selection Tool

1. Tap the **People Selection** button.



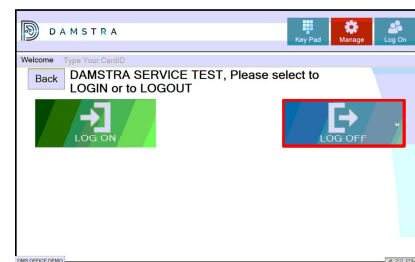
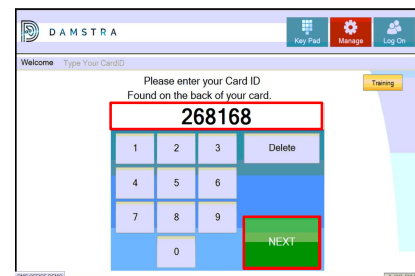
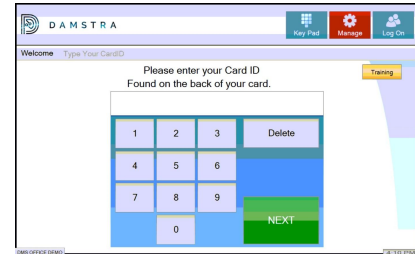
2. Tap the terminal name/s you would like to include in the people selection.
3. Then, choose the percentage of people to be included in the selection.
4. Choose which type of people you would like to be included.
5. **Tap the Run** People Selection button.
6. The list will then be printed to the sticker printer if connected.





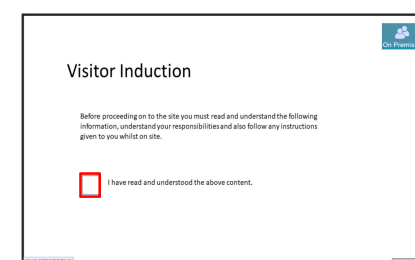
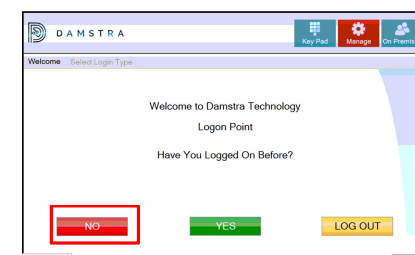
Logging out as a Contractor/Employee

1. Hold your Damstra Access Card up to the card scanner.
2. If you do not have your card, punch in your badge number, then tap **NEXT**.
3. Tap the **LOG OFF** button.
4. Once you are notified that you have logged on, tap **OK**.



Logging in as a First-Time Visitor

1. If you have NOT logged on before in this terminal, tap the **NO** button.
2. Read the introduction to your visitor induction and tap the checkbox if you have understood it.





- Also, carefully read the instructions on avoiding major hazards on Site, then if you have understood the content, tap the checkbox.

Site Instruction

You are about to be escorted on a construction site...

Major hazards on this site include:

- **Slip, trips, falls**
Watch where you walk and stay on established pathways.
- **Plant and equipment in operation**
Be aware of plant/equipment movements.
Stay out of plant operating zones, blind spots and make eye contact before approaching.
Do not walk under slung loads stay out of no go and exclusion zones or any areas that may have overhead work in progress.
- **Electrical**
No authorised entry to any switch room or board, do not tamper with electrical equipment.
If you see a hazard it must be reported to the person who is accompanying you or to the site Safety Officer.

☐ I have read and understood the above content

- Read your safety responsibilities, then tap the checkbox as an agreement that you have understood the visitor induction.

My Responsibilities

I am aware of my obligations and will carry out the following:

Wear appropriate Personal Protective Equipment, as instructed, at all times when out on the site. This will include safety glasses, lace up safety boots, hard hat, long sleeve high visibility shirt or jacket, and other additional PPE when instructed.

- Read and obey all site safety signs
- No use of mobile telephones on site
- No taking of photographs without approval
- In the event of an emergency I will obey all instructions, and
- Ensure I am always to be accompanied by an Inducted person.

I have read and understood this visitor's induction and any instructions that have been given and acknowledge my safety responsibilities.

☐ I have read and understood the above content

- After taking the induction, type in the required information, then tap **NEXT**.

Please enter your details

First Name:

Last Name:

Company:

PPhone No.:

Ind. Exp.: 4/10/2018

Visiting:

Q W E R T Y U I O P 7 8 9 Delete
A S D F G H J K L 4 5 6 Clear line
Z X C V B N M . 1 2 3
SPACE - 0 -

NEXT

- Take a photo of yourself by touching the screen or by waiting for the timer to stop counting. If you are happy with your photo, tap **YES**.

Take Profile Photo

Are you happy with the photo?

- Lastly, if your terminal is activated with a sticker printer, wear the printed sticker on a noticeable location, then, tap **OK** before you go.

Print Sticker

Your sticker is being printed.

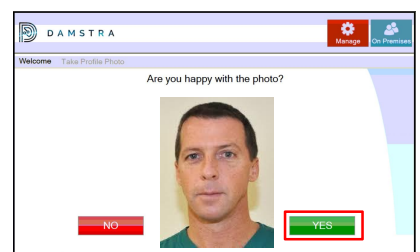
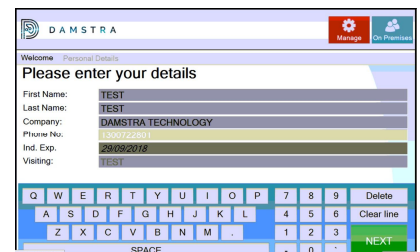
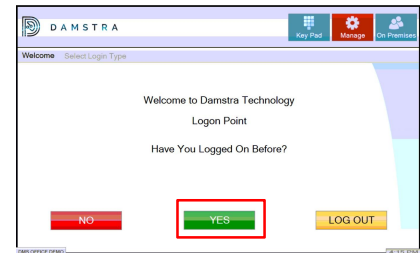
Please wear the sticker on a visible location.

Be Safe.



Logging in as a Registered Visitor

1. If you have logged on before in this terminal, tap the **YES** button.
2. To select your company, scroll the list, or use the keypad to type the first few letters of your company. Once selected, tap **OK**.
3. Also, select your name from the list or search for it using the keypad. Once selected, tap **OK**.
4. Add other required information, then tap the **NEXT** button.
5. Take a photo of yourself by touching the screen or by waiting for the timer to stop counting.
6. If you are happy with your photo, tap **YES**.



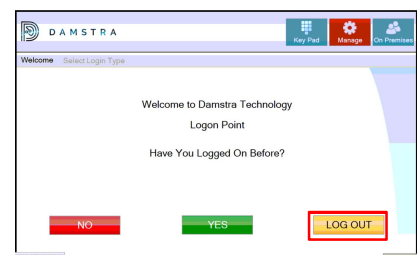


7. Lastly, if your terminal is activated with a sticker printer, wear the printed sticker on a noticeable location, then, tap **OK** before you go.

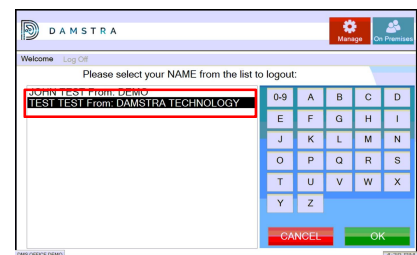


Logging out as a Visitor

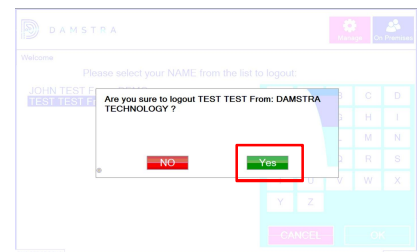
1. If you have logged on before in this terminal, tap the **YES** button.



2. Select your name from the list to log out. Then, tap **OK**.



3. If you are sure to log out, tap **YES**.



4. You will then be notified that you have successfully logged out. Tap **OK** to finalize sign out.

