



D A M S T R A

Update Contracted
Worker Reviews

Safety



[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

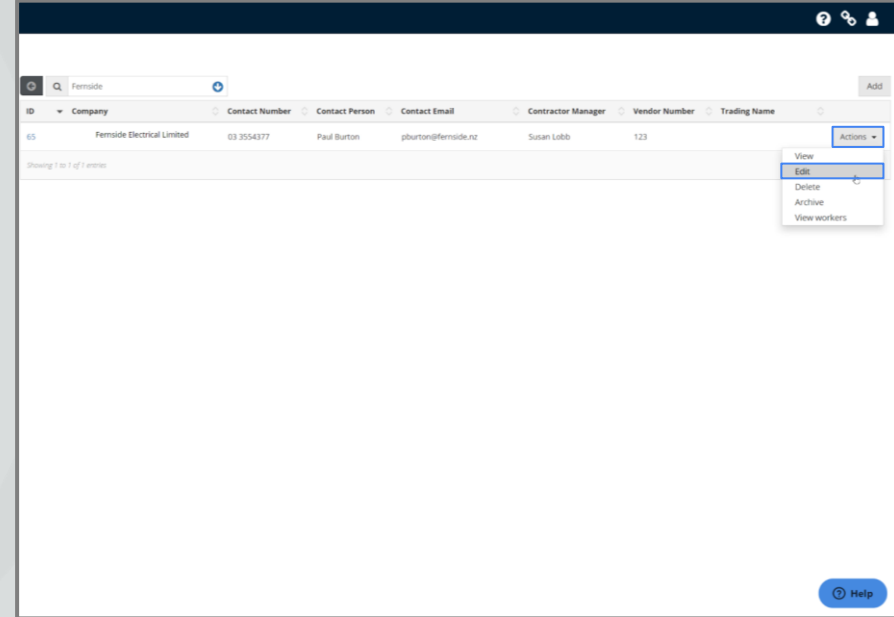
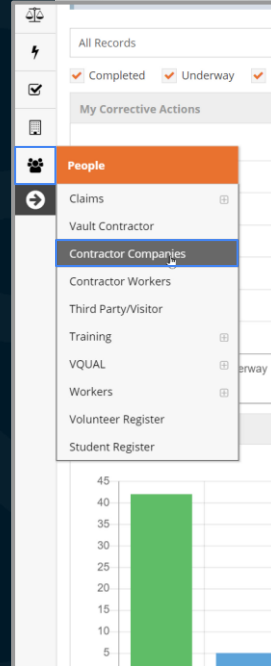
Update Contracted Worker Reviews

Introduction

Your System offers the ability to store reviews about Contracted Workers within the parent Contractor Company record.

This is found under 'People' in the 'Menu Bar'.

Locate the Contractor Company in the Contractor Company Register, then **click** 'Actions', then 'Edit'.



Update Contracted Worker Reviews

Contracted Worker Reviews

Click the 'Contracted Worker Reviews' tab.

The tab allows for three different review types:

- Periodic Reviews
- Non-compliance reviews
- and Contract Termination Reviews

Click the 'Add' button in the section matching the type of review you'd like to add. Regardless of the review type selected, the form is identical.

The screenshot displays the DAMSTRA web application interface for managing contractor reviews. The top navigation bar includes the DAMSTRA logo and user profile. The main header shows 'Contractor Companies / Edit Company - 65'. Below this, a tabbed interface allows switching between 'Company Details', 'Insurances', 'Governance', 'Files', 'Projects', 'Contracted Worker Reviews' (which is highlighted with a red box), 'Incentive Scheme', and 'Related'. The 'Contracted Worker Reviews' section contains three distinct review categories, each with a search bar, an 'Add' button, and a table of existing reviews.

- Periodic Reviews:** Contains one review entry with ID 343, dated 15/04/2017, for contractor Lora Dunn - Fernside Electrical Limited, reviewed by Susan Lobb. The comment is 'Good work on Warehouse fit-out, no issues'.
- Non Compliance:** Contains one review entry with ID 344, dated 09/01/2018, for contractor Heta Wilson - Fernside Electrical Limited, reviewed by Susan Lobb. The comment is 'Did not wear supplied PPE'.
- Contract Termination Reviews:** Currently shows 'No data available in table'.

At the bottom of the interface, there are 'Save' and 'Cancel' buttons, and a 'Help' icon in the bottom right corner.

Update Contracted Worker Reviews

Add Review

Note that only the date is mandatory, all other fields are optional and left to your discretion.

- **Enter** the date of the review and, if the review relates to work on a particular project, **select** the project from the pick list.
- **Enter** the worker and reviewer's name in the smart search fields.
- Notes can be entered into the free-text 'Comments' field.
- To attach any related files, such as a report document, **Click** 'Attach file' and **locate** the file. Your system will store a copy.

Once all information has been entered, click 'Save'.

The screenshot shows a web application interface with a modal form titled "Add New Periodic Review". The form contains the following fields and controls:

- Date ***: A date picker showing "11/11/2020".
- Project**: A dropdown menu with "Apex" selected.
- Contracted Worker**: A text input field containing "Heta Wilson - Fernside Electrical Limited".
- Reviewer**: A text input field containing "Susan Lobb".
- Comments**: A large text area containing "Good work this period. No issues to report."
- Attachments**: An "Attach File" button and a file name "H Wilson - Re..." are visible.
- Buttons**: "Save Periodic Review" and "Cancel" buttons are at the bottom of the modal.

The background shows a table with columns: Project, Contractor, Reviewer, and Comments. The first row contains: Apex, Heta Wilson - Fernside Electrical Limited, Susan Lobb, and Did not wear supplied PPE.

Update Contracted Worker Reviews

Edit, Delete Review

The review is now displayed in the relevant review register.

To edit or delete the details of an existing review, **click** 'Actions', followed by the appropriate selection.

The screenshot displays the 'Contracted Worker Reviews' section of the DAMSTRA application. The interface includes a sidebar with navigation icons and a top header with the DAMSTRA logo and user profile. The main content area is titled 'Contractor Companies / Edit Company - 65' and features a tabbed interface with 'Contracted Worker Reviews' selected. Below the tabs, there are three sections: 'Periodic Reviews', 'Non Compliance', and 'Contract Termination Reviews'. Each section contains a search bar, a table of reviews, and an 'Add' button. The 'Periodic Reviews' table has two entries, with the second entry (ID 343) having its 'Actions' menu open, showing 'Edit' and 'Delete' options. The 'Non Compliance' table has one entry (ID 344). The 'Contract Termination Reviews' section shows 'No data available in table'. At the bottom of the interface, there is a 'Save' button and a 'Help' button.

ID	Date	Project	Contractor	Reviewer	Comments	Actions
351	11/11/2020	Apex	Heta Wilson - Fernside Electrical Limited	Susan Lobb	Good work this period. No issues to report.	Actions
343	15/04/2017		Lora Dunn - Fernside Electrical Limited	Susan Lobb	Good work on Warehouse fit-out, no issues	Actions Edit Delete

ID	Date	Project	Contractor	Reviewer	Comments	Actions
344	09/01/2018		Heta Wilson - Fernside Electrical Limited	Susan Lobb	Did not wear supplied PPE	Actions

No data available in table

