



DAMSTRA

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How to Check Induction Status

Site Access Check Page

PRODUCT: Damstra Workforce Management

VERSION:

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APPROVED BY:

How to check induction status – Site Access Page

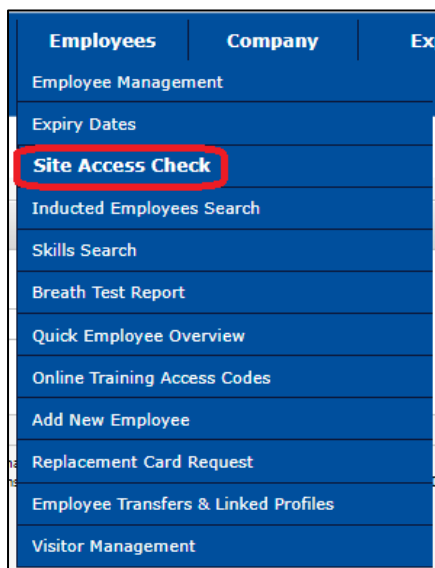
There are 4 areas where users may check employee's newly registered induction status and their missing requirement.

- Home Page
- Online Booking/Registration Page
- Employee Management Page
- Site Access Check Page
- Inducted Employees Search Page

Site Access Check Page

To check induction status on the Site Access Check page,

1. Login to <https://portal.damstra.com.au/>
2. Hover your mouse to *Employees*, then select *Site Access Check*.




3. Filter the Search Options and click Search

 A screenshot of the 'Search Options' form. It contains a dropdown menu for 'Select a Site from the list:' with 'Singleton Office' selected. To the right is a 'Date to check:' field with '21/07/2022' entered. Below the dropdown is a checkbox labeled 'Show only valid employees'. A red box highlights the date field and the 'Use date range' checkbox. A 'Search' button is located at the bottom right.

4. The result will display the employee's card ID, name, missing requirements, expiry date, and the induction status.

Inducted Personnel				
The grid displays the ability of your employees to access site on the chosen date.				
Card ID	Employee Name	Induction Status	Expiry Date	OK
		Contractor Registration Expired Registration	23/07/2021	✗
		Contractor Registration Missing: Assessment	22/03/2024	✗
		Contractor Registration Expired: Assessment Heavy Vehicle Mechanic is required, but not all requirements are currently met	18/11/2022	✗
		Contractor Registration	11/01/2024	✓
		Contractor Registration	18/03/2024	✓
		Contractor Registration	11/01/2024	✓

5. There is a section at the bottom of the page which displays the total number of employees who are registered, not registered, with expired and invalid registration.

Registered for 	14
Not Registered:	1
Expired Registration:	9
Invalid Registration:	11
Total Employees:	35

Note: Go to **Upload Requirements** to upload missing documents.
Go to **Online Training Access Codes** under Employees to obtain the URL to complete the training/assessment.
Go to **Expiry Dates** under Employees to renew expired items.