



D A M S T R A

Update Vehicle
Maintenance

Safety



[DISCLAIMER]

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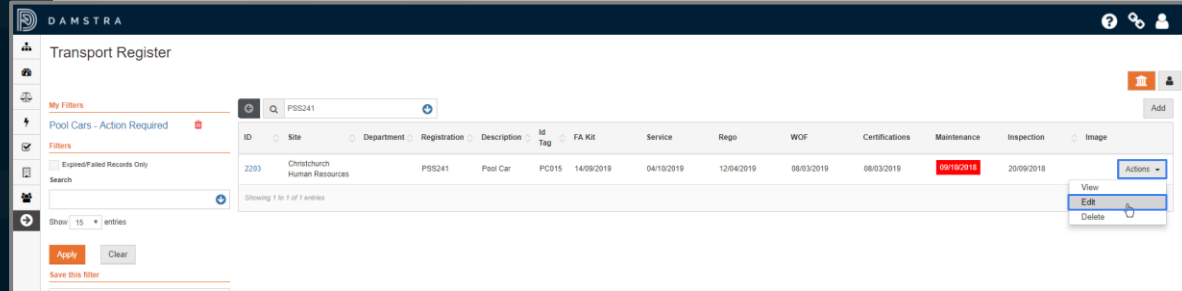
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Vehicle Maintenance

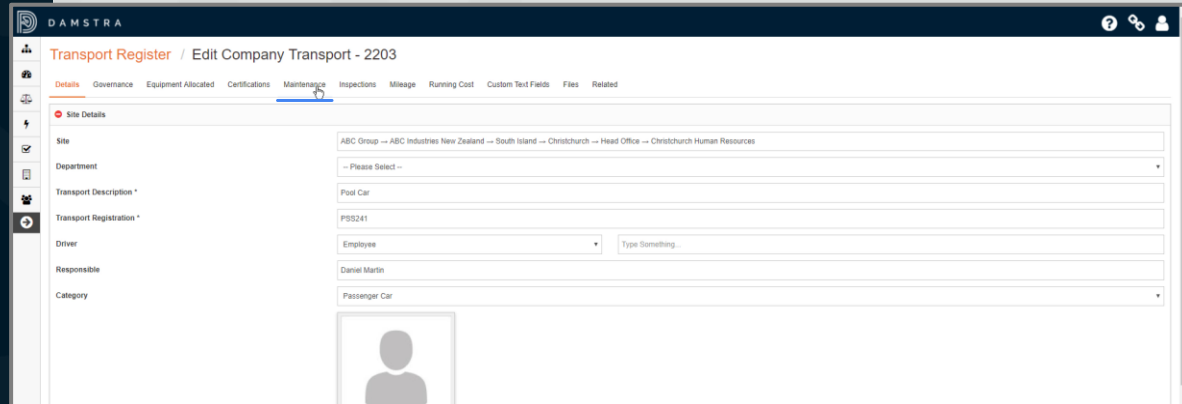
Edit Record

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

Click on the 'Maintenance' tab.



The screenshot shows the 'Transport Register' interface. A search bar at the top contains 'PSS241'. Below it is a table with the following columns: ID, Site, Department, Registration, Description, IS Tag, FA Kit, Service, Rego, WOF, Certifications, Maintenance, Inspection, and Image. The table contains one row with the following data: ID: 2203, Site: Christchurch Human Resources, Department: Human Resources, Registration: PSS241, Description: Pool Car, IS Tag: PC015, FA Kit: 14/09/2019, Service: 04/10/2019, Rego: 12/04/2019, WOF: 05/03/2019, Certifications: 08/03/2019, Maintenance: 06/10/2018, Inspection: 20/09/2018. An 'Actions' dropdown menu is open over the row, showing options for 'View', 'Edit', and 'Delete'. The 'Edit' option is highlighted.

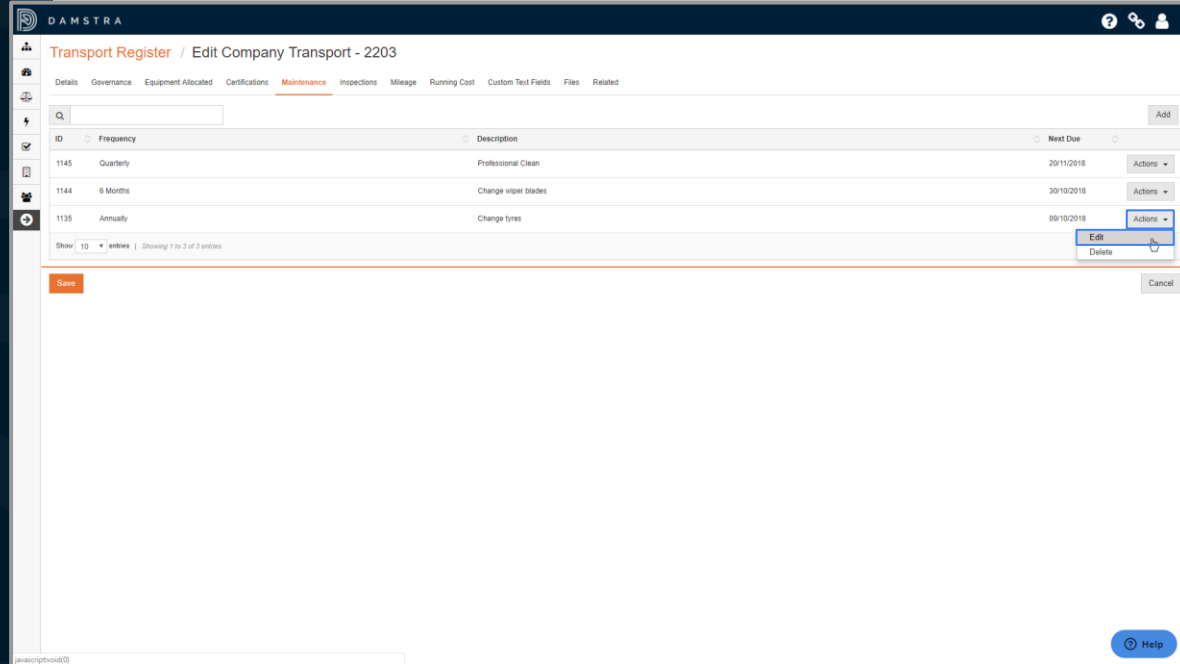


The screenshot shows the 'Edit Company Transport - 2203' form. The 'Maintenance' tab is selected. The form contains the following fields: Site (ABC Group -> ABC Industries New Zealand -> South Island -> Christchurch -> Head Office -> Christchurch Human Resources), Department (Please Select), Transport Description (Pool Car), Transport Registration (PSS241), Driver (Employee), Responsible (Daniel Martin), and Category (Passenger Car). A placeholder image for a driver is shown at the bottom.

Vehicle Maintenance Maintenance Tab

The register displays all currently-recorded Maintenance types, together with with the next due date for each one.

Locate the type being updated, and **click** 'Actions', then 'Edit'.



The screenshot shows the DAMSTRA Transport Register interface. The page title is "Transport Register / Edit Company Transport - 2203". The "Maintenance" tab is selected in the navigation menu. A table displays the following data:

ID	Frequency	Description	Next Due	Actions
1145	Quarterly	Professional Clean	20/11/2018	Actions
1144	6 Months	Change wiper blades	30/10/2018	Actions
1135	Annually	Change tyres	09/10/2018	Actions

Below the table, there is a "Show 10 entries | Showing 1 to 3 of 3 entries" indicator. A "Save" button is visible on the left, and a "Cancel" button is on the right. A dropdown menu is open over the "Actions" button for the "Change tyres" entry, showing "Edit" and "Delete" options. A "Help" button is located in the bottom right corner.

Vehicle Maintenance

Add Instance

All instances of the selected type are now displayed in a register.

To add a new instance of the selected maintenance type, **click** 'Add'.

The screenshot displays the 'Transport Register / Edit Company Transport - 2203' interface. The 'Maintenance' tab is active, showing a table of maintenance instances. The table has columns for ID, Maintenance Date, Notes, Due Date, Expiry Distance, and Expiry Hours. Two instances are visible: ID 1134 on 09/10/2017 with notes 'All tyres replaced' and due date 09/10/2018; and ID 1125 on 17/10/2015 with notes 'Wear to rear tyres' and due date 17/10/2017. A blue 'Add' button is visible in the top right corner of the table area. Below the table, there are 'Save Maintenance' and 'Save' buttons, and a 'Cancel' button. The interface also includes a search bar, a 'Frequency' dropdown set to 'Actually', and a 'Description' field containing 'Change tyres'. The DAMSTRA logo is in the top left, and a 'Help' button is in the bottom right.

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours	Actions
1134	09/10/2017	All tyres replaced	09/10/2018			Actions
1125	17/10/2015	Wear to rear tyres	17/10/2017			Actions

Vehicle Maintenance

Add Instance cont.

Enter the date of the maintenance instance.

Damstra Safety will calculate and display the due date for the next instance in the field below.

If the maintenance expires after a particular mileage or running time, **enter** this in the corresponding fields.

If either limit is reached before the due date, Damstra Safety will consider the next instance immediately due.

The screenshot shows the DAMSTRA web interface for editing a company transport instance (ID: 2203). The 'Maintenance' tab is active, displaying the following fields:

- Maintenance Date:** 23-10-2018
- Due date:** 20-10-2019
- Expiry Distance:** 150000
- Expiry Hours:** (empty field)

Below the fields are 'Save' and 'Cancel' buttons. An 'Attach File' button is also visible. A 'Help' button is located in the bottom right corner of the interface.

Vehicle Maintenance

Add Instance cont.

Enter any relevant notes into the free-text 'Notes' field.

To attach a copy of any related files such as a maintenance report or receipt, **click** 'Attach File' and locate the file on your computer.

Damstra Safety will store a copy.

Click 'Save'.

The screenshot shows the DAMSTRA Transport Register interface for editing a company transport record (ID: 2203). The 'Maintenance' tab is active, displaying the following fields:

- Maintenance Date: 22/10/2018
- Due date: 22/10/2019
- Expiry Distance: 150000
- Expiry Hours: (empty)
- Notes: All tyres replaced, front and rear

An 'Attach File' button is present below the Notes field, with a file named 'Tyres Receipt.' selected. The interface includes a 'Save' button at the bottom left and a 'Cancel' button at the bottom right. A green success message in the top right corner reads: 'Success File added successfully.'

Vehicle Maintenance

Add Instance cont.

The added instance has now been recorded and is visible in the maintenance schedule for this particular maintenance type.

Click 'Save Maintenance' to return to the Maintenance register.

The screenshot displays the DAMSTRA web application interface. The main heading is 'Transport Register / Edit Company Transport - 2203'. Below this, there are several tabs: Details, Governance, Equipment Allocated, Certifications, Maintenance (selected), Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. The 'Maintenance' tab is active, showing a form for adding a new instance. The form includes a 'Frequency' dropdown set to 'Annually', a 'Description' field containing 'Change tyres', and a 'Maintenance Schedule' section with a search bar and an 'Add' button. Below the search bar is a table with the following data:

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours	Actions
1142	22/10/2018	All tyres replaced, front and rear	22/10/2019	150000		Actions
1134	09/10/2017	All tyres replaced	09/10/2018			Actions
1125	17/10/2016	Wear to rear tyres	17/10/2017			Actions

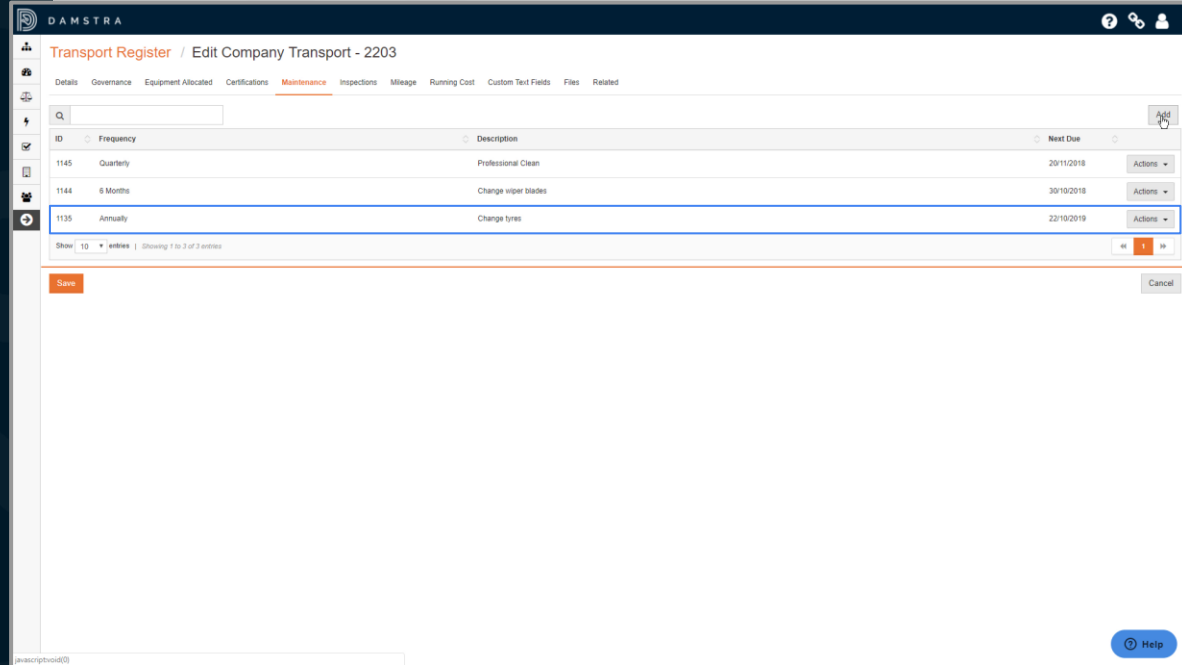
At the bottom of the table, there is a 'Show 10 entries | Showing 1 to 3 of 3 entries' indicator. Below the table, there is a 'Save Maintenance' button (highlighted with a mouse cursor) and a 'Save' button. In the bottom right corner, there is a 'Help' button.

Vehicle Maintenance

Add New Type

The overall Maintenance Register now reflects the added instance and displays the due date for the next instance.

If the maintenance event type being added is not currently displayed in the Register, **click** 'Add'.



The screenshot shows the DAMSTRA Transport Register interface for 'Edit Company Transport - 2203'. The 'Maintenance' tab is active, displaying a table of maintenance events. The table has columns for ID, Frequency, Description, and Next Due. The third row, with ID 1135, Frequency 'Annually', Description 'Change tyres', and Next Due '22/10/2019', is highlighted with a blue border. An 'Add' button is visible in the top right corner of the table area. Below the table, there is a 'Save' button and a 'Cancel' button. The interface also includes a search bar, a 'Show 10 entries' dropdown, and a 'Showing 1 to 3 of 3 entries' indicator.

ID	Frequency	Description	Next Due	Actions
1145	Quarterly	Professional Clean	20/11/2018	Actions
1144	6 Months	Change viper blades	30/10/2018	Actions
1135	Annually	Change tyres	22/10/2019	Actions

Vehicle Maintenance

Add New Type cont.

Select how often the maintenance type is required, and **add** a description.

Then **click** 'Add' and supply the details for the first maintenance instance as before.

Once all details have been added, **click** 'Save Maintenance'.

The screenshot shows the 'Edit Company Transport - 2203' page in the DAMSTRA system. The 'Maintenance' tab is active, displaying a form for adding a new maintenance type. The 'Frequency' dropdown is set to '6 Months' and the 'Description' field contains 'oil change'. An 'Add' button is visible in the top right of the table area. Below the table, there are 'Save Maintenance' and 'Save' buttons.

ID	Maintenance Date	Notes	Due Date	Expiry Distance	Expiry Hours
No data available in table					

Vehicle Maintenance Maintenance Saved

The Maintenance details are now saved.

Those responsible for maintenance currency will receive an escalation when the expiry nears, provided this has been enabled in Settings. Help with this is available in the Support Portal.

The screenshot displays the DAMSTRA Transport Register interface. At the top right, a green success message reads: "Success Record saved successfully." The main content area features a table with the following columns: ID, Site, Department, Registration, Description, ID Tag, FA Kit, Service, Rego, WOF, Certifications, Maintenance, Inspection, and Image. A single row of data is visible, corresponding to ID 2203, Site Christchurch, Department Human Resources, Registration P55241, Description Pool Car, ID Tag PC015, FA Kit 14/09/2019, Service 04/10/2019, Rego 12/04/2019, WOF 08/03/2019, Certifications 08/03/2019, Maintenance 30/10/2018, and Inspection 20/09/2018. Below the table, there is a search bar, a filter section with an "Apply" button, and a "Save" button. The interface also includes a sidebar with navigation icons and a "Help" button in the bottom right corner.

ID	Site	Department	Registration	Description	ID Tag	FA Kit	Service	Rego	WOF	Certifications	Maintenance	Inspection	Image
2203	Christchurch	Human Resources	P55241	Pool Car	PC015	14/09/2019	04/10/2019	12/04/2019	08/03/2019	08/03/2019	30/10/2018	20/09/2018	

