



D A M S T R A

Manage Skill Headings

Safety



[DISCLAIMER]

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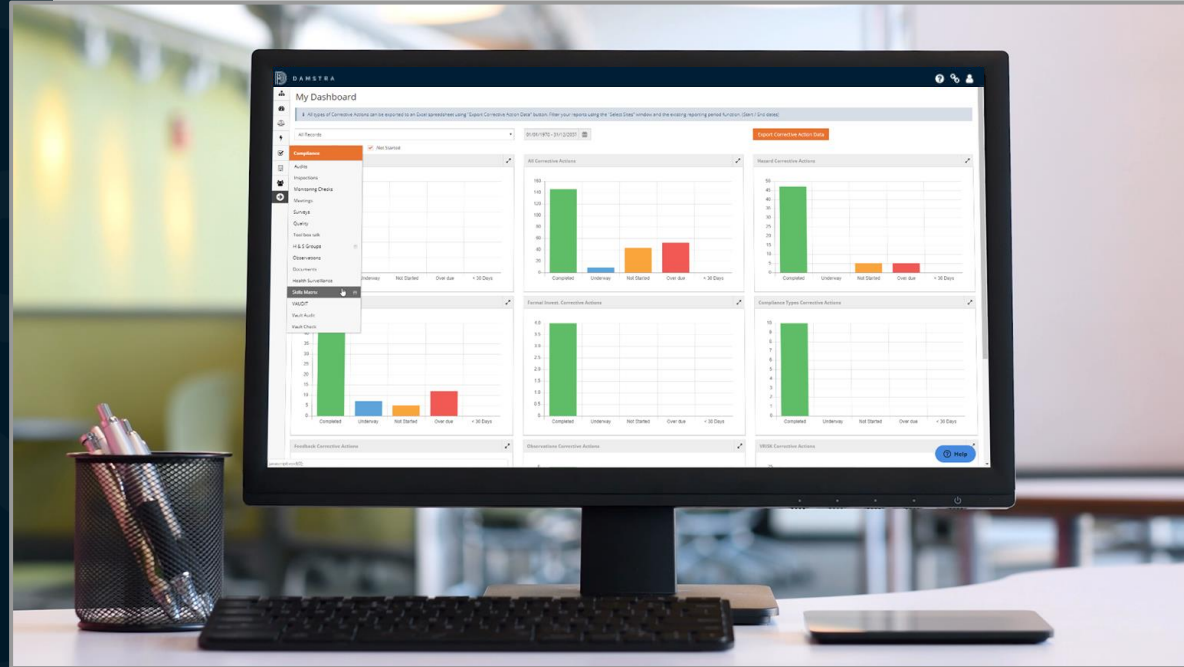
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Manage Skill Headings Introduction

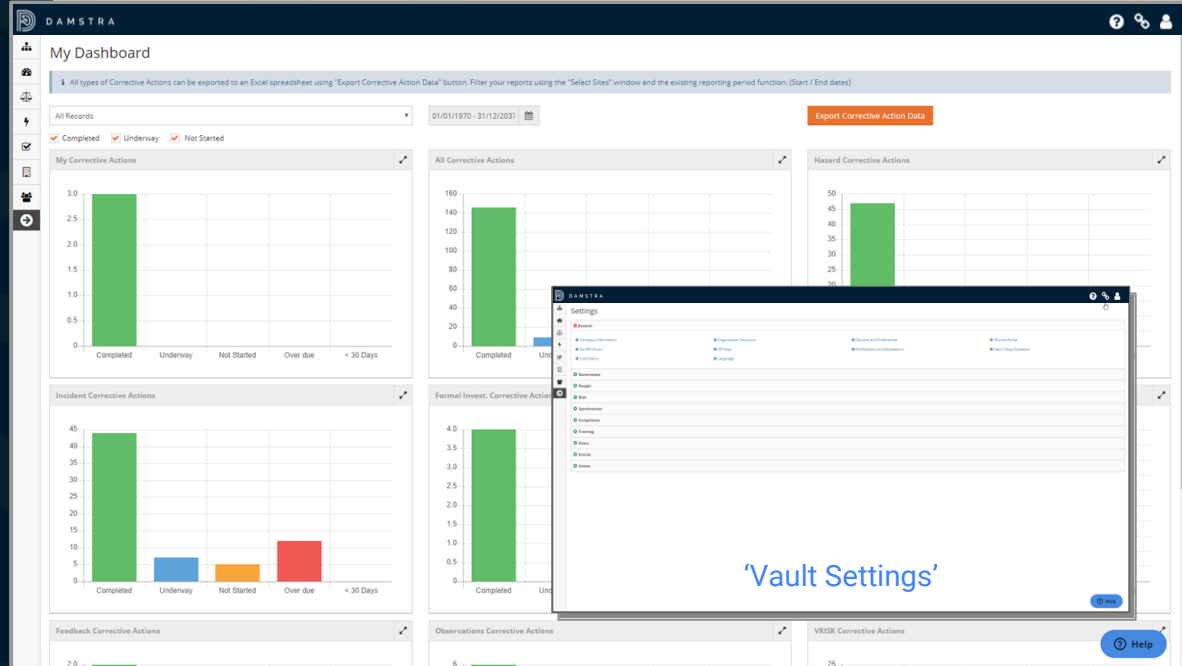
In the Compliance Module, Damstra Safety Users can view and manage Skills that their staff have been trained in, require training in, or have no experience in at all

In this video, we will show how to customise the 'Groups', and 'Headings' that are viewable in the Skills Matrix



Manage Skill Headings Vault Settings

Skill Headings options are available in Settings, which can be found under the 'profile' icon, towards the top of the screen.



Manage Skill Headings

Skill Headings

Click to expand the *Compliance* section, then **click** 'Skill Headings'.

The screenshot displays the DAMSTRA Settings interface. The left sidebar contains a navigation menu with icons for various sections: General, Governance, People, Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The main content area is titled 'Settings' and is organized into sections. The 'Compliance' section is expanded, showing a list of items: 'Compliance Types', 'Skill Headings', and 'Observations'. The 'Skill Headings' item is highlighted with a blue box. The 'Help' button is visible in the bottom right corner. The URL at the bottom of the browser window is <https://digitalcontent-01.vaultgr.com/edx/index/index#collapse-6>.

Manage Skill Headings

Skill Headings cont.

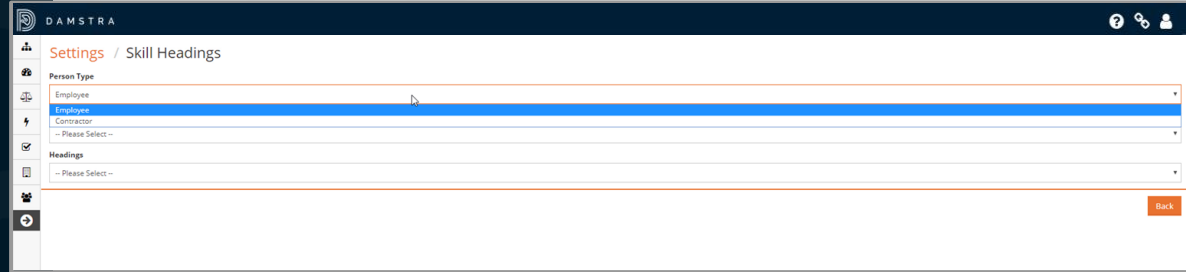
Person Type, Groups and Headings are displayed as pick-lists, with the available options for each contained within.

The screenshot shows the 'Settings / Skill Headings' page in the DAMSTRA application. The page features a dark blue header with the DAMSTRA logo and navigation icons. Below the header, the page title 'Settings / Skill Headings' is displayed. The main content area contains three pick-lists: 'Person Type' with 'Employee' selected, 'Groups' with '-- Please Select --' selected, and 'Headings' with '-- Please Select --' selected. A 'Back' button is located in the top right corner of the form area, and a 'Help' button is in the bottom right corner.

Manage Skill Headings

Add a Group

To add a new Group, first **choose** the appropriate *Person Type* from the picklist, then **click** the '+' icon.



DAMSTRA

Settings / Skill Headings

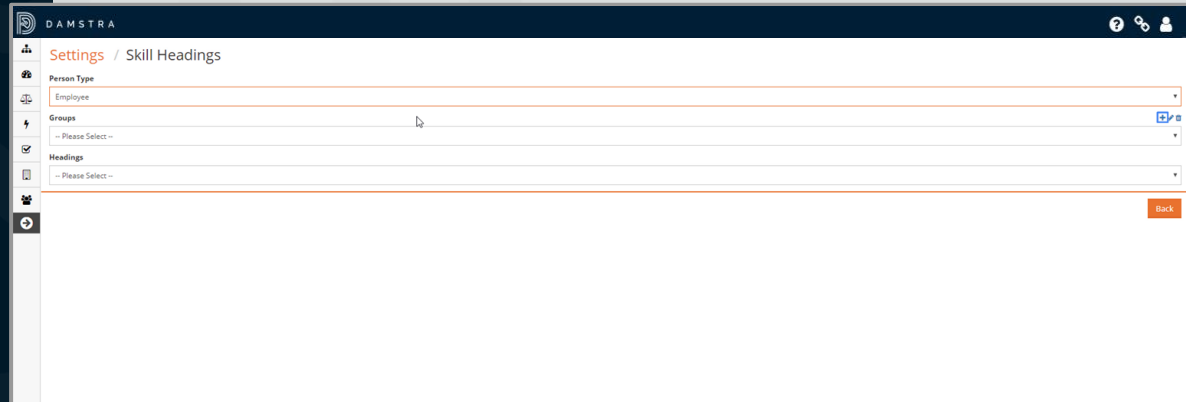
Person Type

- Employee
- Contractor
- Please Select --

Headings

-- Please Select --

Back



DAMSTRA

Settings / Skill Headings

Person Type

- Employee
- Contractor
- Please Select --

Groups

-- Please Select --

Headings

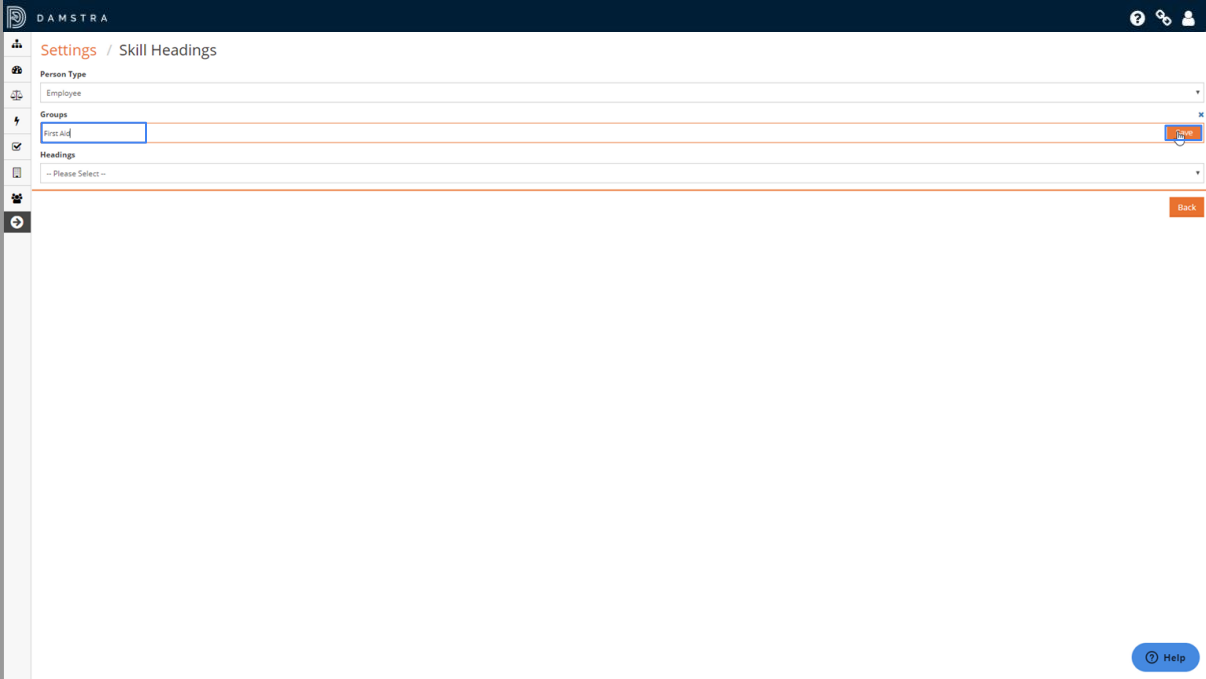
-- Please Select --

Back

Manage Skill Headings

Add a Group cont.

Type the new name of the Group, then **click 'save.'**



The screenshot shows the DAMSTRA application interface for managing skill headings. The page title is "Settings / Skill Headings". The form contains the following fields:

- Person Type:** A dropdown menu with "Employee" selected.
- Group:** A text input field containing "First Aid". A "Save" button is located to the right of this field.
- Headings:** A dropdown menu with "-- Please Select --" selected.

At the bottom right of the page, there is a "Back" button and a "Help" button.

Manage Skill Headings

Add a Heading

To add a new Heading, first **select** the *Person Type*, and *Group*, then **click** the '+' icon to enter the Heading name.

Click 'save' to save the new Heading.

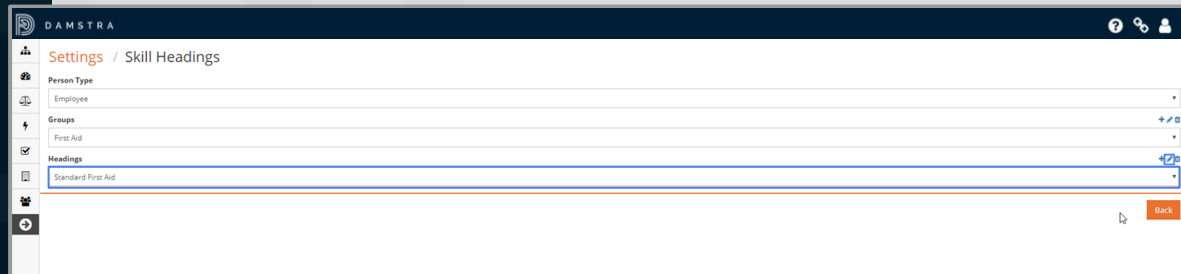
The screenshot displays the 'Settings / Skill Headings' page in the DAMSTRA application. The interface includes a sidebar with navigation icons, a breadcrumb trail, and three dropdown menus for configuration. The 'Person Type' dropdown is set to 'Employee', the 'Groups' dropdown is set to 'First Aid', and the 'Headings' dropdown is currently empty, showing '- Please Select -'. A '+ / -' icon is located to the right of the 'Groups' dropdown. A 'Back' button is positioned in the top right corner, and a 'Help' button is in the bottom right corner.

Manage Skill Headings

Edit a Group or Heading

To edit an existing Group or Heading, select the item from the picklist.

Then, **click** the 'edit' icon, **type** a name, and **click** 'save'.



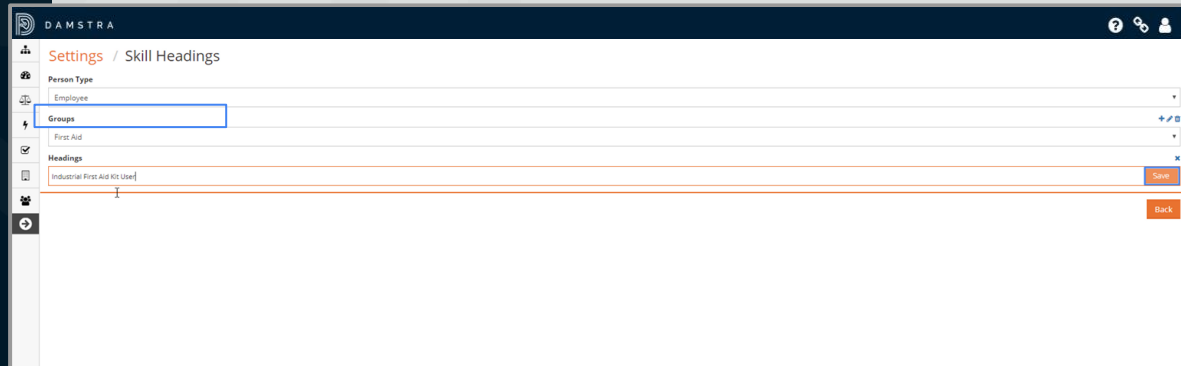
DAMSTRA Settings / Skill Headings

Person Type: Employee

Groups: First Aid

Headings: Standard First Aid

Back



DAMSTRA Settings / Skill Headings

Person Type: Employee

Groups: Industrial First Aid Kit Use

First Aid: First Aid

Headings: Industrial First Aid Kit Use

Save

Back

Manage Skill Headings

Delete a Group or Heading

To delete, **select** the item and **click** the 'delete' icon.

Note that deleting a Group will delete any child Headings below it.

Also note that this change is permanent and cannot be undone.

Also note that changes made here are committed as soon as they are entered - there is no need to click a 'Save' button and therefore changes cannot be cancelled once made.

