



D A M S T R A

Remove Substance from Safety
Substance Register



[DISCLAIMER]

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Remove Substance

Introduction

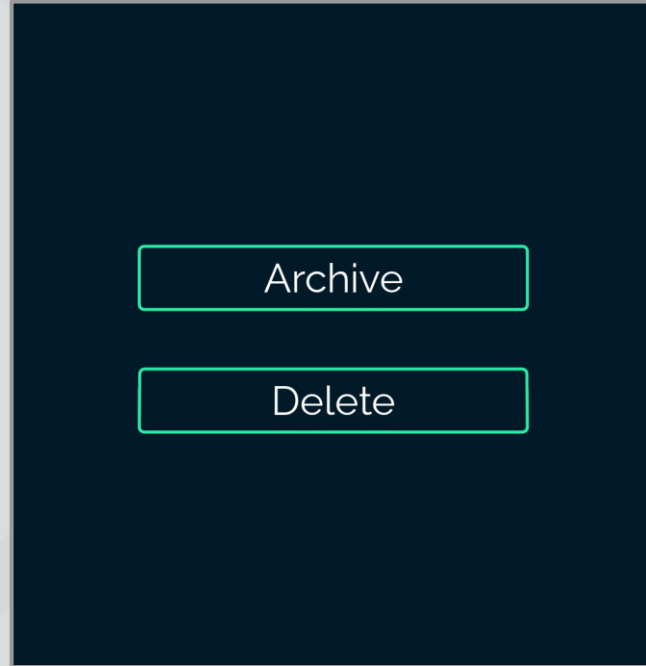
There are two available methods for removing a Substance from the Substances Register:

Archive:

- Used where a substance is no longer present in the Organisation
- Removes the item from the active register but keeps a copy of the data should it be required in the future
- Can be restored if required

Delete:

- Removes the item and all of its associated data.
- Should only be used for items that have been added in error



Remove Substance Substance Register

To archive a Substance, begin at the Substance Register, which is found under Assets in the Menu bar.

The screenshot displays the DAMSTRA software interface. The main dashboard shows 'My Dashboard' with a navigation menu on the left. The 'Assets' menu is expanded, highlighting 'Substance Register'. The dashboard includes several charts and tables:

- All Corrective Actions:** A bar chart showing counts for Completed (140), Underway (100), Not Started (100), and Over due (< 30 Days) (100).
- Hazard Corrective Actions:** A bar chart showing counts for Completed (45), Underway (45), Not Started (45), and Over due (< 30 Days) (45).
- Incident Corrective Actions:** A bar chart showing counts for Completed (45), Underway (10), Not Started (10), and Over due (< 30 Days) (15).
- Feedback Corrective Actions:** A bar chart showing counts for Completed (45), Underway (10), Not Started (10), and Over due (< 30 Days) (15).

The 'Substances' screen shows a table of substances with columns for ID, Category, Substances, Risk Classification, Common Name, Severity, CAS#, PPE, SDS#, ILM, and SDS Entries. The table contains one entry: ID: 1003, Category: Cleaning, Substances: Chlorox, Symbol/CL Number: 17, Risk Classification: 4.3 Skin Corrosive, Common Name: Chlorox, Severity: High, CAS#: 7512-04-5, PPE: F, G, I, No, SDS#: 80120317, and SDS Entries: 1.

Remove Substance Archive Item

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

Note the confirmation message. If you're sure you want to archive the item, confirm the action by **clicking** 'Yes'.

The item is now removed from the active Register.

The screenshot displays the DAMSTRA Substances interface. On the left, there is a sidebar with navigation options and filter settings. The main area shows a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. Two substances are listed: Chlorine (ID 2082) and Asbestos (ID 1072). An 'Actions' dropdown menu is open for the Asbestos entry, showing options for View, Edit, Delete, Copy, and Archive. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to archive this Substance?' and providing instructions: '* Archiving the Substance will remove it from the register.' and '* Restoring a Substance can only be done from the "Substance" register.' The dialog has 'Yes' and 'No' buttons, with 'Yes' being the selected option.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry	Actions
2082	Cleaning	Chlorine, Symbol Cl, Number:17	8.2 Skin corrosive	Chlorine	High	7782-50-5	PG II	No	7513	06/12/2017	View Edit Delete Copy Archive
1072	Asbestos	Asbestos	9.2 Sol	Asbestos	High	1332-21-4	No				

Remove Substance

Unarchive Item

To restore the Item, **tick** the 'Archive' check-box in the Filters Sidebar and supply the Substance name in the *Search* field, or leave the field blank to show all archived Substances.

Then, **click** 'Apply'.

All archived Substances are now displayed. Locate the Substance to be restored and **click** 'Actions', then 'Unarchive'.

The item is now restored to the active Substance Register.

The screenshot shows the DAMSTRA Substances interface. On the left is a sidebar with filters for 'Archive', 'Category', 'Type', and 'Severity'. The 'Archive' filter is checked. The main area displays a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. Two substances are listed: Chlorine and Benzene. An 'Actions' dropdown menu is open for the first row, showing options: View, Edit, Delete, Copy, and Unarchive. The 'Unarchive' option is highlighted. Below the table are buttons for 'Apply', 'Clear', and 'Save this filter'.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry	Actions
2082	Cleaning	Chlorine, Symbol CI, Number:17	8.2 Skin corrosive	Chlorine	High	7782-50-5	PG II	No	7513	06/12/2017	View Edit Delete Copy Unarchive
1075	Printing / Paint	Benzene	3.1 Flammable Liquid	Benzol	High	71-43-2	PG II	No	1114	28/11/2014	

Remove Substance Delete Item

To permanently delete an item, **click** 'Actions', then 'Delete'.

Note the confirmation message. If you're sure you want to delete the item, confirm the action by **clicking** 'Yes'.

The item is now deleted from the Substance Register.

The screenshot displays the DAMSTRA Substances management interface. On the left, there is a sidebar with navigation options like 'My Filters', 'Filters', 'Category', 'Type', and 'Severity'. The main area shows a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. A search bar at the top contains the value '2083'. The table lists one entry: ID 2083, Category Asbestos, Substance Asbestos, Risk Classification 9.2 Soli, Common Name Asbestos, Severity High, CAS# 1332-21-4, PG No. An 'Actions' dropdown menu is open for this entry, with 'Delete' selected. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this record?' and 'This action will remove the substance and all records of the substance at all locations. Click YES to delete.' The dialog has 'Yes' and 'No' buttons, with 'Yes' being the active choice.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry
2083	Asbestos	Asbestos	9.2 Soli	Asbestos	High	1332-21-4	No			

