



D A M S T R A

Add Third Party /
Visitor

Safety



[DISCLAIMER]

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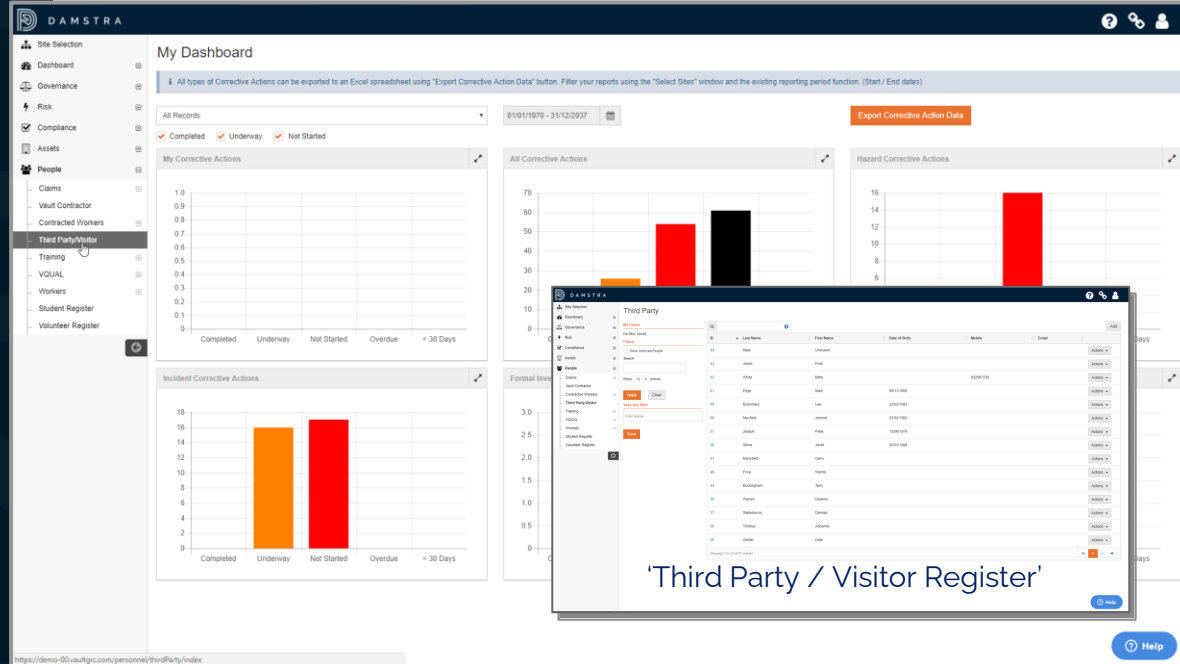
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Add Third Party / Visitor

Third Party / Visitor Register

Damstra Safety allows us to store basic details about third parties / visitors in the *Third Party / Visitor Register*. This is found under *People* in the Menu Bar.

The register shows all currently recorded third parties, along with key information about each.



Add Third Party / Visitor Add Person

To add a new person, simply **click** the 'Add' button.

This will load a form to collect basic information about the individual.

The screenshot shows the DAMSTRA 'Third Party' management interface. The sidebar on the left contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. Under 'People', there are sub-options: Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Student Register, and Volunteer Register. The main content area is titled 'Third Party' and features a search bar, a 'My Filters' section (with 'No filter saved'), and a 'Filters' section (with 'Show Archived People' checkbox). Below the filters are 'Apply' and 'Clear' buttons, a 'Save this filter' button, and a 'Filter Name' input field. A 'Save' button is also present. The main area displays a table of third parties with columns: ID, Last Name, First Name, Date of Birth, Mobile, and Email. An 'Add' button is in the top right corner of the table area. The table contains 21 entries, with the first 15 visible. The bottom of the table shows 'Showing 1 to 15 of 21 entries' and pagination controls. A 'Help' button is located in the bottom right corner of the interface.

| ID | Last Name | First Name | Date of Birth | Mobile | Email | Actions |
|----|-------------|------------|---------------|-----------|-------|---------|
| 64 | Male | Unknown | | | | Actions |
| 63 | Jones | Fred | | | | Actions |
| 62 | White | Betty | | 032567235 | | Actions |
| 61 | Edge | Mark | 05/11/1980 | | | Actions |
| 59 | Brammield | Lee | 22/02/1982 | | | Actions |
| 58 | Mansfield | Jerome | 22/02/1983 | | | Actions |
| 57 | Joseph | Peter | 13/05/1979 | | | Actions |
| 56 | Stone | Janet | 02/03/1989 | | | Actions |
| 51 | Mansfield | Garry | | | | Actions |
| 49 | Price | Wendy | | | | Actions |
| 43 | Buckingham | Terry | | | | Actions |
| 38 | Warren | Deanna | | | | Actions |
| 37 | Stefadouris | Damian | | | | Actions |
| 36 | Thomas | Adrianne | | | | Actions |
| 35 | Ooster | Date | | | | Actions |

Add Third Party / Visitor Add Person Form

Note that only the *Site* and *Name* fields are mandatory. Information in the other fields may be collected at your discretion.

Once the required and relevant information has been entered, **click 'Save'**.

Third Party / Add Third Party

Site * Vault Intelligence -> ABC Industries Australia -> New South Wales -> Sydney -> Finance -> New Forest

First Name * Dean

Last Name * Greenwell

Gender -- Please Select --

Date of Birth

Mobile

Street Address

Suburb

City

Work Phone

Home Phone

Email dean.greenwell@email.co.nz

Save Cancel

Add Third Party / Visitor Details Saved

The person's details have now been **stored** in the *Third Party / Visitor Register*.

The screenshot displays a web application interface for managing a 'Third Party' register. The main content area features a table with the following columns: ID, Last Name, First Name, Date of Birth, Mobile, and Email. The first row is highlighted, showing ID 71, Last Name Greenwell, First Name Dean, and Email dean.greenwell@email.co.nz. The table also includes an 'Actions' column for each entry. On the left side, there is a sidebar with a 'My Filters' section, a search bar, and a 'Save this filter' button. Below the table, there is a 'Showing 1 to 15 of 22 entries' indicator and a pagination control.

| ID | Last Name | First Name | Date of Birth | Mobile | Email | Actions |
|----|-------------|------------|---------------|-----------|----------------------------|---------|
| 71 | Greenwell | Dean | | | dean.greenwell@email.co.nz | Actions |
| 64 | Male | Unknown | | | | Actions |
| 63 | Jones | Fred | | | | Actions |
| 62 | White | Betty | | 032567235 | | Actions |
| 61 | Edge | Mark | 05/11/1980 | | | Actions |
| 59 | Brammfield | Lee | 22/02/1962 | | | Actions |
| 58 | Masfield | Jerome | 22/02/1963 | | | Actions |
| 57 | Joseph | Peter | 13/06/1979 | | | Actions |
| 56 | Stone | Janet | 02/03/1989 | | | Actions |
| 51 | Mansfield | Garry | | | | Actions |
| 49 | Price | Wendy | | | | Actions |
| 43 | Buckingham | Terry | | | | Actions |
| 38 | Warren | Deanna | | | dwarren@email.co.nz | Actions |
| 37 | Stefadouras | Damian | | | | Actions |
| 36 | Thomas | Adrienne | | | | Actions |

