



D A M S T R A

Update Worker  
Contact Details

Safety



## [DISCLAIMER]

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# Update Worker Contact Details Worker Register

Updating the contact details for an existing Worker is done via the Worker's record in the *Worker Register*. This is found under *People* in the Menu bar.

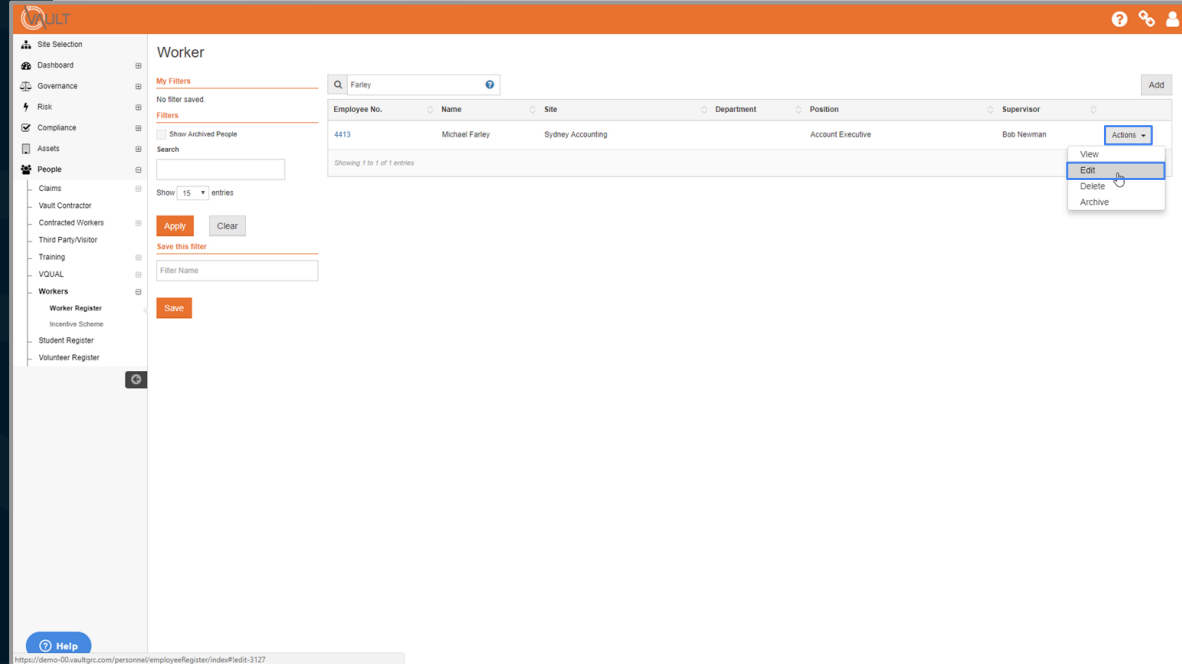
The screenshot displays the VULT software interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The 'People' category is expanded, showing options like Claims, Visit Contractor, Contracted Workers, Thro Party/Visitor, Training, VQUAL, Workers, Worker Register (highlighted), Incident Scheme, Student Register, and Volunteer Register. The main area is titled 'My Dashboard' and contains several charts: 'My Corrective Actions', 'All Corrective Actions', 'Hazard Corrective Actions', and 'Incident Corrective Actions'. A date range of 01/01/1970 - 31/12/2037 is set. An 'Export Corrective Action Data' button is visible. A 'Worker Register' window is overlaid on the dashboard, showing a table of worker records with columns for Employee No., Name, Site, Department, Position, and Register. A 'Help' button is located in the bottom right corner.

# Update Worker Contact Details

## Edit Worker

**Locate** the Worker whose contact details you wish to update.

**Click** 'Actions', then 'Edit'.



The screenshot displays the GILT (Global Information and Learning Tool) interface for managing workers. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main content area is titled 'Worker' and features a search bar with 'Farley' entered. Below the search bar, there are filter options: 'My Filters' (No filter saved), 'Filters' (Show Archived People), and a search input field. A table lists worker records with columns for Employee No., Name, Site, Department, Position, and Supervisor. The first record is for Employee No. 4413, Michael Farley, Sydney Accounting, Account Executive, supervised by Bob Newman. An 'Actions' dropdown menu is open for this record, showing options: View, Edit, Delete, and Archive. The 'Edit' option is highlighted. At the bottom left, there is a 'Help' button and a URL: https://demo-00.usa1gic.com/personnel/employeeRegister/index?id=3127.

# Update Worker Contact Details

## Edit Details

Click the *Contact Details* tab.

Add the new contact details, **over-typing** any existing information that may already be there.

The screenshot shows the QILT 'Edit Worker - 3127 - Michael Farley' interface. The 'Contact Details' tab is selected. The form is divided into sections: Individual Details, Emergency Contact, and Alternative Contact. The 'Individual Details' section contains fields for Street Address, Suburb, City, Area Code, Date of Birth, Marital Status, Home Phone, Home Mobile, Work Phone, Ext, Work Mobile, Doctors Name, and Phone No. The 'Emergency Contact' section includes Name, Address, Home Phone, Work Phone, and Mobile. The 'Alternative Contact' section is currently empty. A 'Help' button is located in the bottom right corner.

Section	Field	Value
Individual Details	Street Address	123 High Street
	Suburb	Mount Colah
	City	Sydney
	Area Code	NSW 2088
	Date of Birth	17/06/1981
	Marital Status	Single
	Home Phone	+61 2 9478 5880
	Home Mobile	
	Work Phone	+61 2 9430 8177
	Ext	323
	Work Mobile	
	Doctors Name	Dr. Philip Shiplon
Phone No.	+61 2 9478 9751	
Emergency Contact	Name	Jenny Farley (Mother)
	Address	32 Fairview Rise, Hornsby Heights, Sydney
	Home Phone	+61 2 9448 4321
	Work Phone	
	Mobile	
Alternative Contact		

# Update Worker Contact Details

## Save Details

Once the required updates are made, **click 'Save'** to return to the Worker Register.

Area Code: NSW 2388

Date of Birth: 17/06/1981

Marital Status: Single

Home Phone: +61 2 9478 0889

Home Mobile:

Work Phone: +61 2 9322 1344

Ext: 323

Work Mobile:

Doctors Name:

Phone No.:

Emergency Contact

Name:

Address:

Home Phone:

Work Phone:

Mobile:

Alternative Contact

Name:

Address:

Home Phone:

Work Phone:

Mobile:

Save

Worker

Success Record saved successfully!

My Filters: No filter saved

Show Activated People

Search:

Show 15 entries

Apply Clear

Save This Filter

Filter Name:

Save

Employee No.	Name	Site	Department	Position	Supervisor	Actions	
4402	Jordan Anderson	Mericks South		Team Leader Risk Management	Paul Stone	Actions	
4403	David Baker	Mericks Human Resources		Human Res	John Donnelly	Actions	
4404	Paul Baker	Sydney 01		Apple Floor	Kathleen O'Connell	Actions	
4405	Paul Baker	Sydney Accounting	Account Executive	Like Floor	John Donnelly	Actions	
4406	Paul Baker	Mericks Warehouse	Account Executive	Claf	John Donnelly	Actions	
4413	Michael Farley	Sydney Accounting	Account Executive	Account Executive	Bob Newman	Actions	
4414	Mark Hedges	New Forest			Mark Hedges	Actions	
4415	Mark Hedges	New Forest		Site Lead 1		Actions	
4416	Mark Hedges	New Forest				Actions	
4417	Tom Hedges	New Forest		Finance		Actions	
4418	Mark Hedges	New Forest		Site Lead 1	Account Executive	Mark Hedges	Actions
4419	Mark Hedges	New Forest				Actions	
4420	Philip Hedges	New Forest				Actions	
4421	Philip Hedges	Sydney Accounting				Actions	

Showing 1 to 15 of 142 entries

1 2 3 10

Help

