



D A M S T R A

Manage Worker
Review Types

Safety



[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

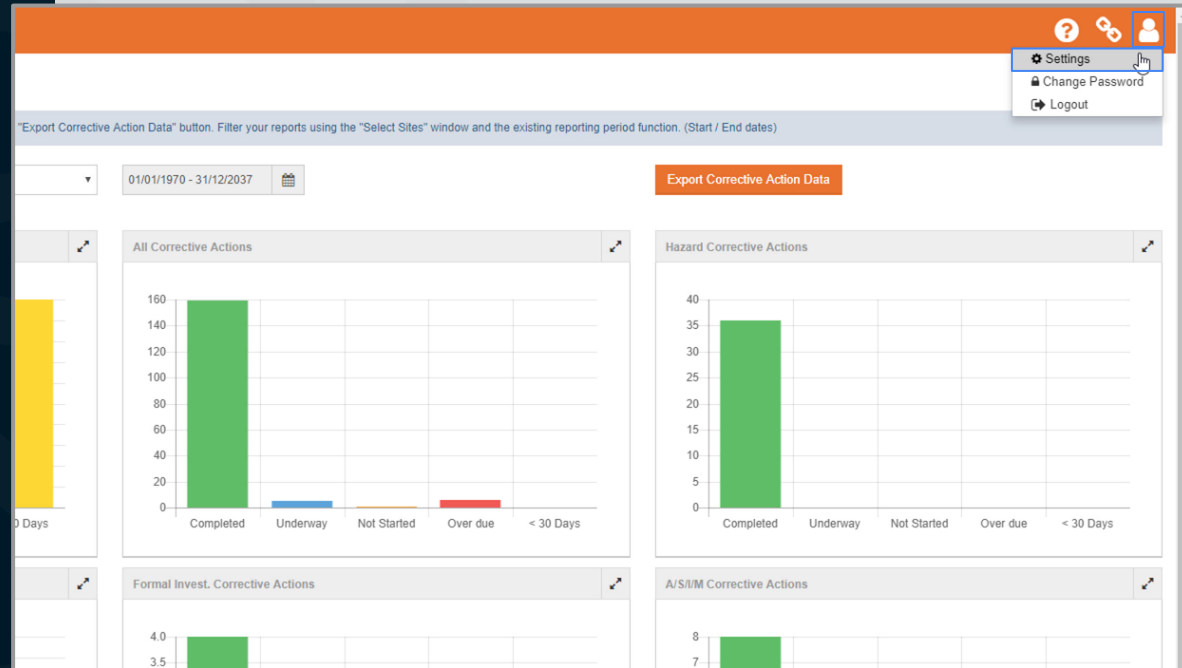
Manage Review Types

Introduction

Damstra Safety provides the ability to record reviews for individual Workers, help with which can be found in the Support Portal.

However, before a review can be added, Worker Review Types must be added to Settings.

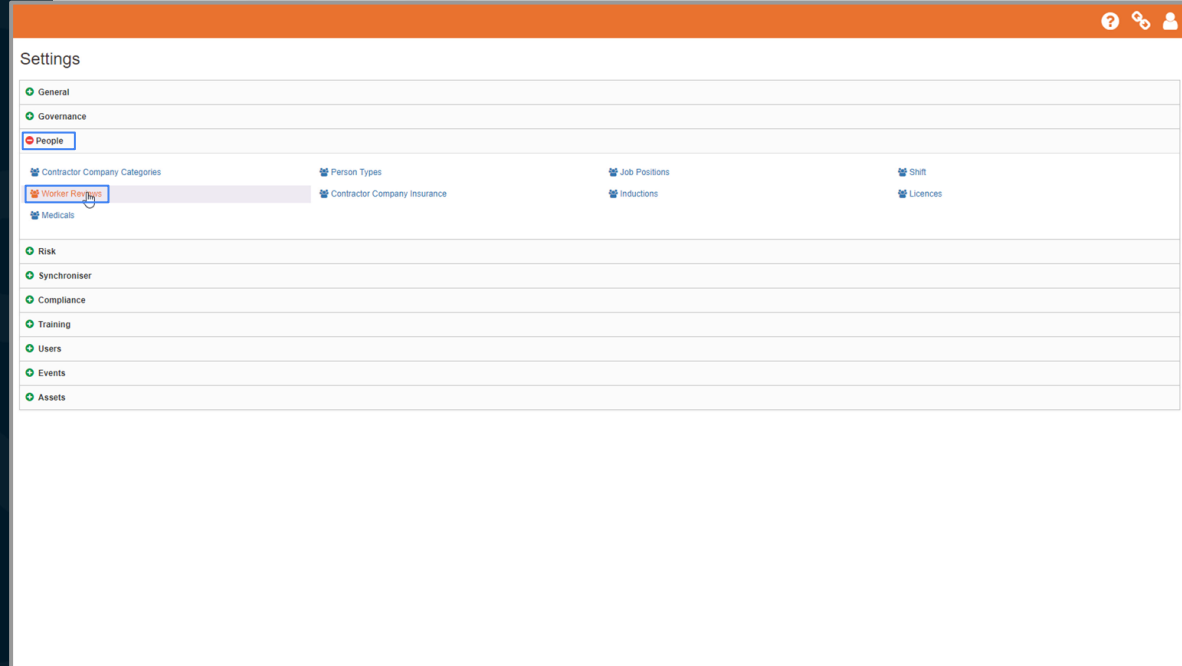
This can be found under the 'Profile' icon at the top of the screen.



Manage Review Types

Setting, People Section

Click to expand the 'People' section, then **click** 'Worker Reviews'.



Manage Review Types

Add Category

A 'register' is shown, which displays all existing categories already added.

To add a new 'Review Type', **click** 'Add'.

Type the new 'Review Type' name, then **click** 'Save'.

The screenshot shows a web application interface for managing worker reviews. The main page is titled 'Settings / Worker Reviews' and features a search bar and a table of existing review types. The table lists 'Worker Notes', 'H&S Review', and 'Annual Review', each with an 'Actions' dropdown menu. A blue 'Add' button is visible in the top right corner of the table. Below the table, there is a 'Back' button. A modal form titled 'Worker Reviews' is open, showing a 'Type' field with the text '6-month review' and 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

Type	Actions
Worker Notes	Actions
H&S Review	Actions
Annual Review	Actions

Worker Reviews

Type

6-month review

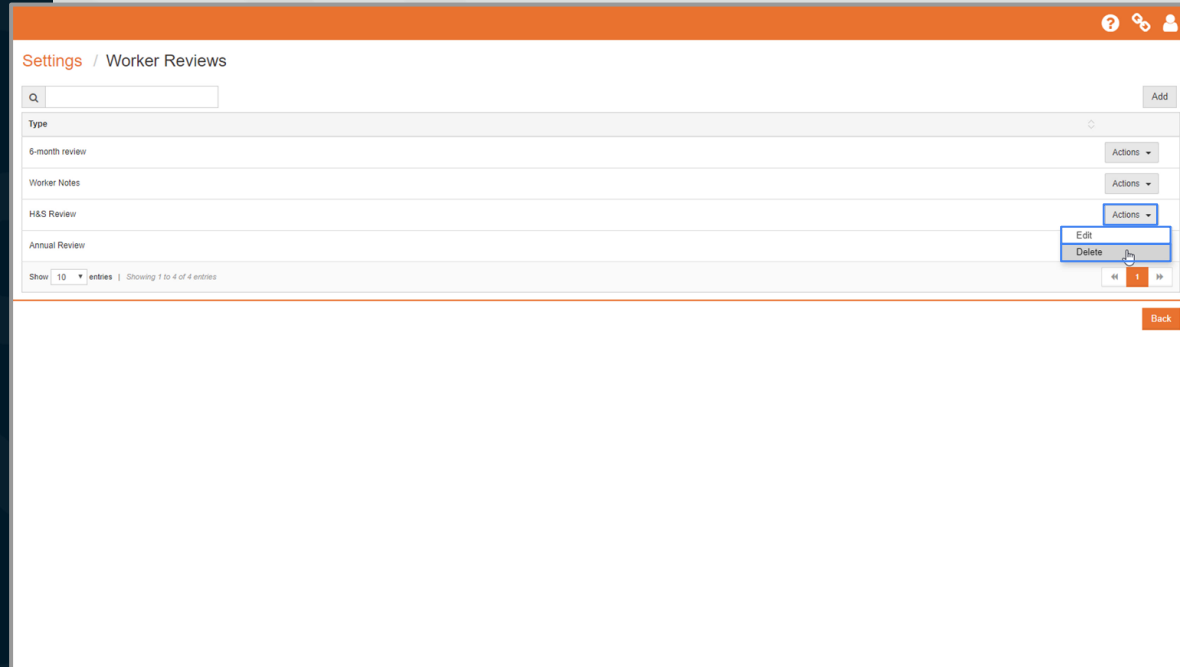
Save Cancel

Manage Review Types

Edit, Delete

The new Review Type is added to the Register and is now available when adding a new Review item to a Worker record.

To **edit** or **delete** an existing Review Type, **click** 'Actions', then select the appropriate option.



The screenshot displays the 'Settings / Worker Reviews' page. At the top, there is a search bar and an 'Add' button. Below this is a table with the following rows:

Type	Actions
6-month review	Actions
Worker Notes	Actions
H&S Review	Actions
Annual Review	Edit Delete

At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 1 to 4 of 4 entries'. A 'Back' button is located in the bottom right corner of the interface.

