



D A M S T R A

Manage Inductions

Safety



## [DISCLAIMER]

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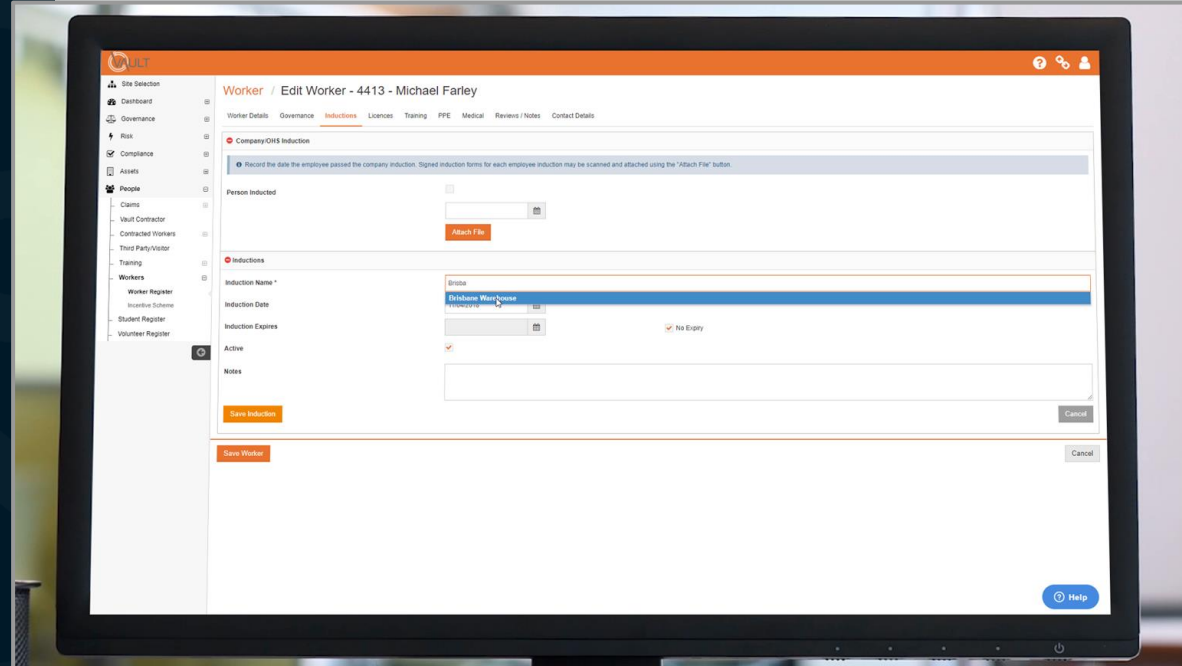
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# Manage Inductions

## Introduction

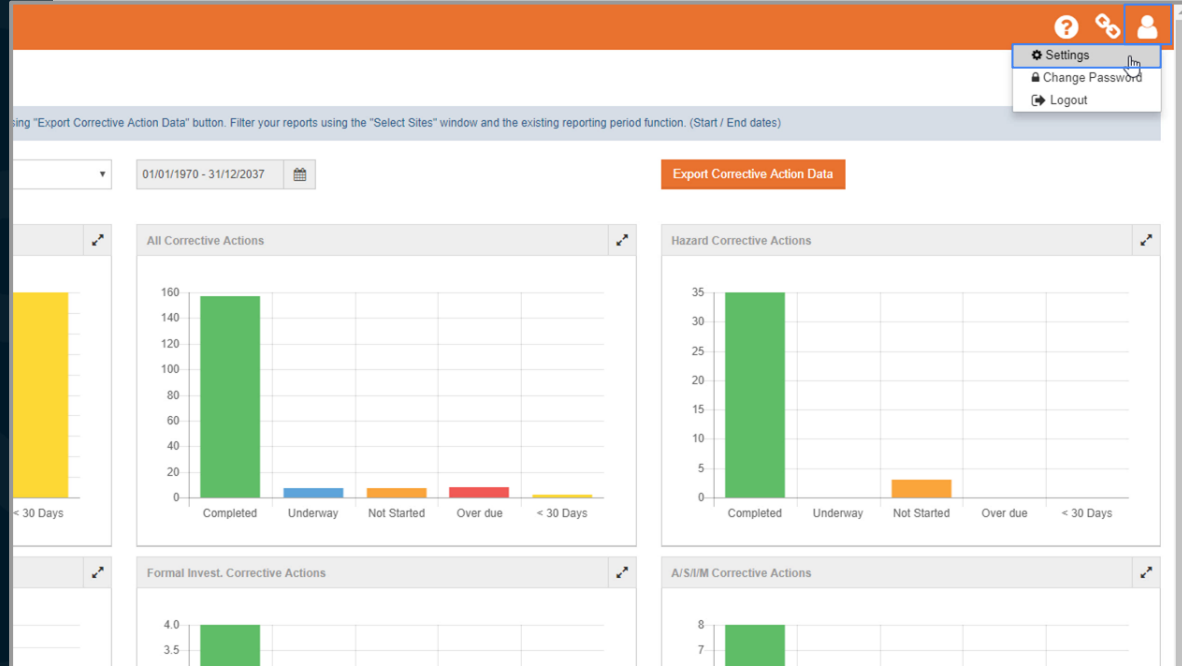
Damstra Safety makes it easy to keep track of the various inductions that People across your Organisation, as well as Contracted Workers, may be required to complete.

But before we can track who has completed which inductions, the 'Inductions' themselves must be **added** to 'Settings'.



# Manage Inductions Settings

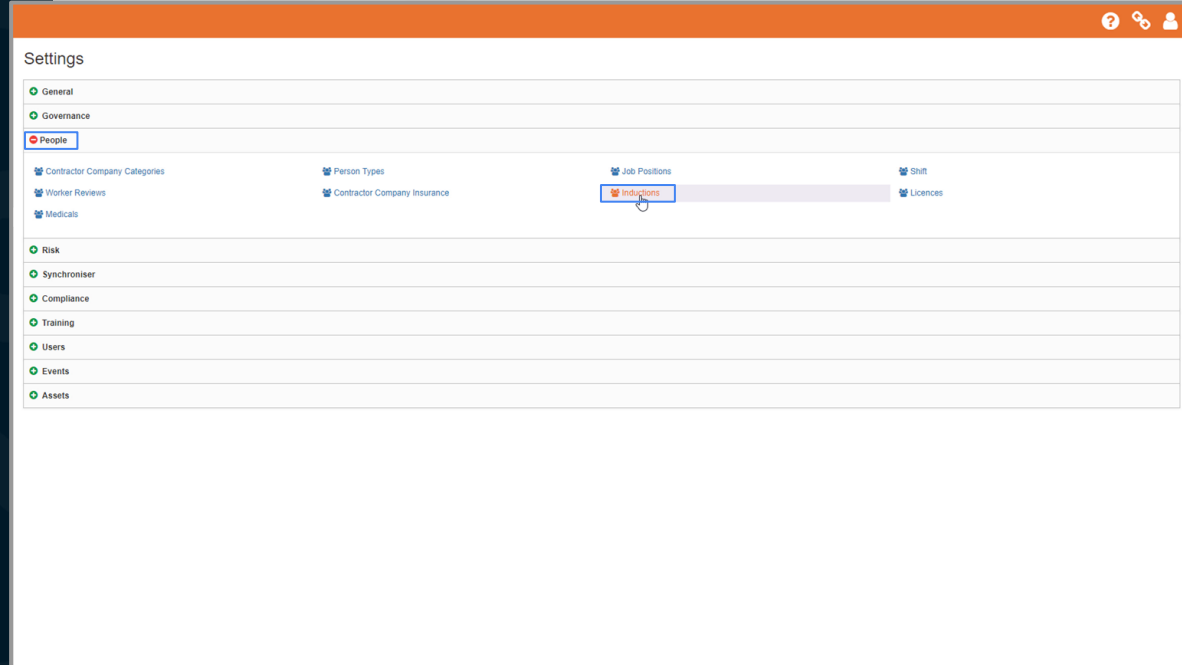
Access to 'Settings' is found under the 'Profile' icon at the top of the screen.



# Manage Inductions

## Settings, People Section

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



# Manage Inductions

## Add Inductions

Any existing additional 'Inductions' will now be shown.

To add a new 'Induction', **click** 'Add'.

The screenshot displays a web application interface for managing inductions. At the top, there is an orange navigation bar with a question mark, a refresh icon, and a user profile icon. Below this, the breadcrumb 'Settings / Inductions' is visible. A search bar with the placeholder 'Please Select' and a search icon is present. A table lists various induction types, each with an 'Actions' dropdown menu. A blue box highlights the 'Add' button in the top right corner of the table area. At the bottom right, there is a 'Back' button.

Induction Name	Actions
Sydney Payroll Induction	Actions
Ballarat Site Induction	Actions
Geelong Site Induction	Actions
Melbourne Site Induction	Actions
Watercare Site Induction	Actions
Addington Office Induction	Actions
Head Office Site Induction	Actions
Food Safety Induction	Actions
Servers/Cable Room Induction	Actions
Power Plant Induction	Actions

Show 10 entries | Showing 1 to 10 of 13 entries

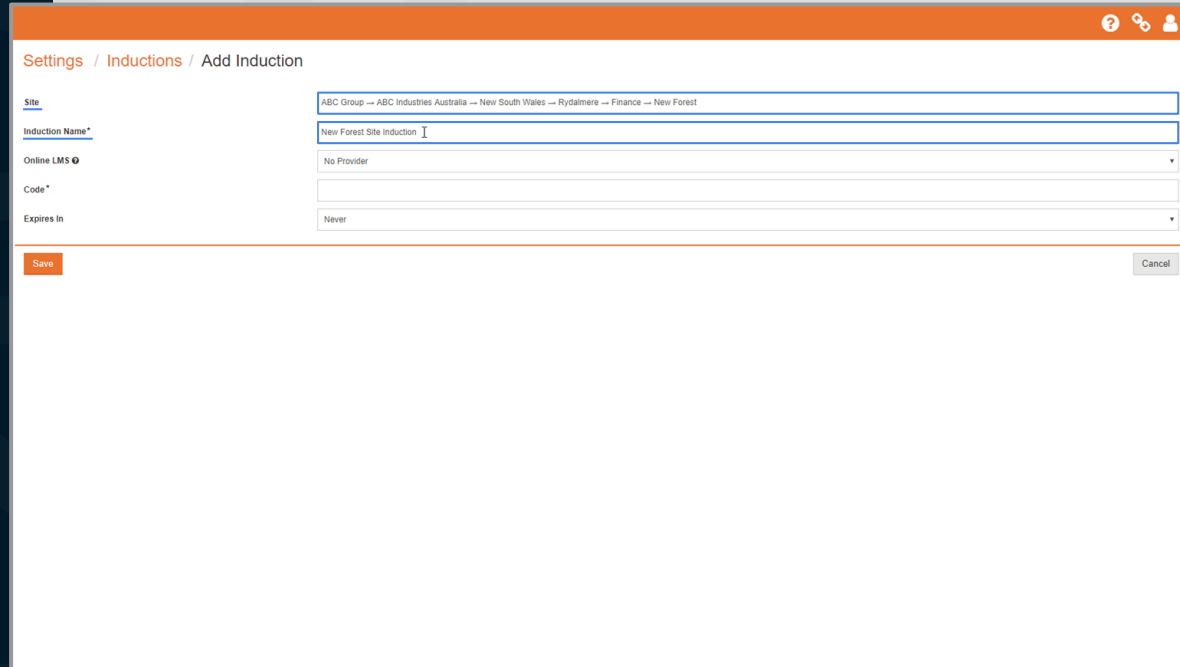
Back

# Manage Inductions

## Add Induction Form

**Select** the 'Site' or 'Sites' that the Induction should be visible to by scrolling or searching the 'Organisation Structure'.

**Type** a 'Name' for the 'Induction'.



The screenshot shows a web application interface for adding a new induction. The breadcrumb trail at the top reads "Settings / Inductions / Add Induction". The form contains the following fields:

- Site:** A breadcrumb-style path: "ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest".
- Induction Name\*:** A text input field containing "New Forest Site Induction".
- Online LMS:** A dropdown menu with "No Provider" selected.
- Code\*:** An empty text input field.
- Expires In:** A dropdown menu with "Never" selected.

At the bottom of the form, there are two buttons: "Save" (highlighted in orange) and "Cancel" (greyed out).

# Manage Inductions

## Add Induction Form cont.

If the Induction is delivered via an online LMS, **select** the 'LMS Provider' from the drop-down list.

**Enter** a 'code' for the Induction. If the Induction is an online LMS, this should match the LMS Provider's code for the course. If the Induction is not an online course, this field may be used however you require.

If the Induction needs to be repeated, **select** the 'expiry' period from the 'Expires In' drop-down list.

Once all fields have been completed, **click** 'Save' to return to the 'Inductions Register'.

Settings / Inductions / Add Induction

Site: ABC Group --> ABC Industries Australia --> New South Wales --> Rydalmere --> Finance --> New Forest

Induction Name\*: New Forest Site Induction

Online LMS: No Provider

Code\*: NFORSI

Expires In: 6 Months

Save Cancel



# Manage Inductions

## Add Person Types

The 'Induction' has been added to the 'Inductions Register' and can now be added to 'Worker' records. Help with this is available in the Support Portal.

To **edit** or **delete** an existing 'Induction', **click** 'Actions', followed by the appropriate selection.

The screenshot displays the 'Settings / Inductions' page. At the top, there is a search bar with the placeholder text 'Please Select' and an 'Add' button. Below the search bar is a table with the following columns: 'Induction Name' and 'Actions'. The table lists several induction types, including 'New Forest Site Induction', 'Sydney Payroll Induction', 'Ballarat Site Induction', 'Geelong Site Induction', 'Melbourne Site Induction', 'Watercare Site Induction', 'Addington Office Induction', 'Head Office Site Induction', 'Food Safety Induction', and 'Servers/Cable Room Induction'. The 'Actions' column for each row contains a dropdown menu. The dropdown menu for 'Watercare Site Induction' is open, showing 'Edit' and 'Delete' options. At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 7 to 10 of 14 entries' and a 'Back' button.

