



D A M S T R A



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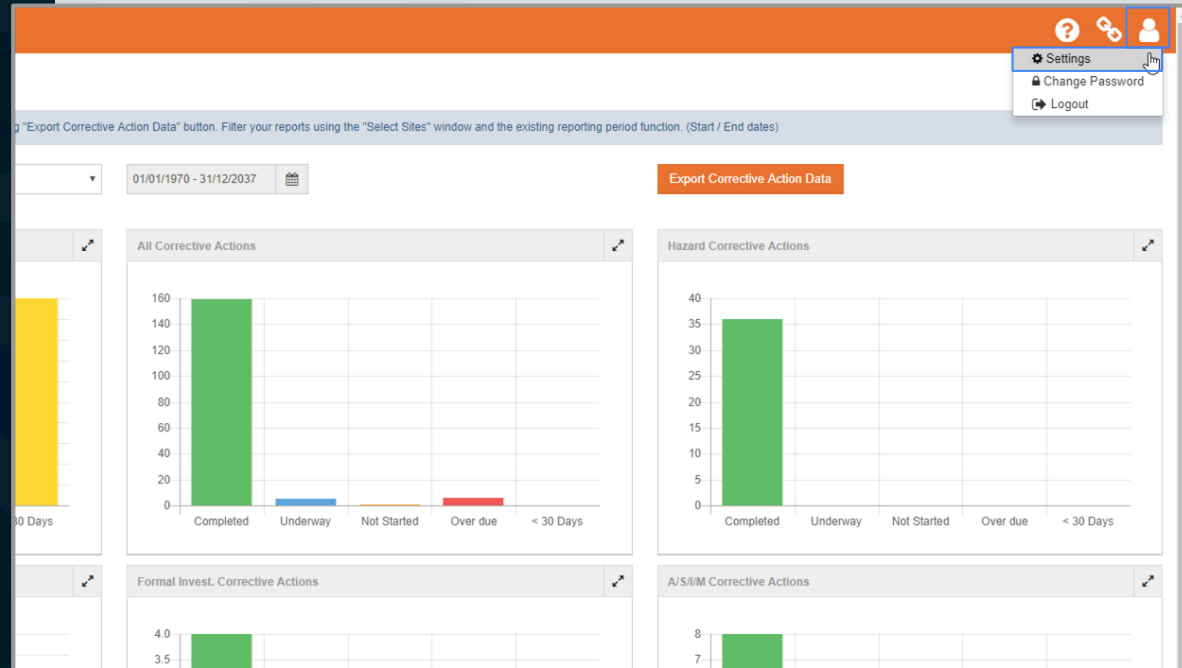
# Manage Licence Types

## Introduction

Damstra Safety provides the ability to record the details of licences that People across your Organisation may hold within their Worker record.

The Types of licence that can be recorded must first be added to settings.

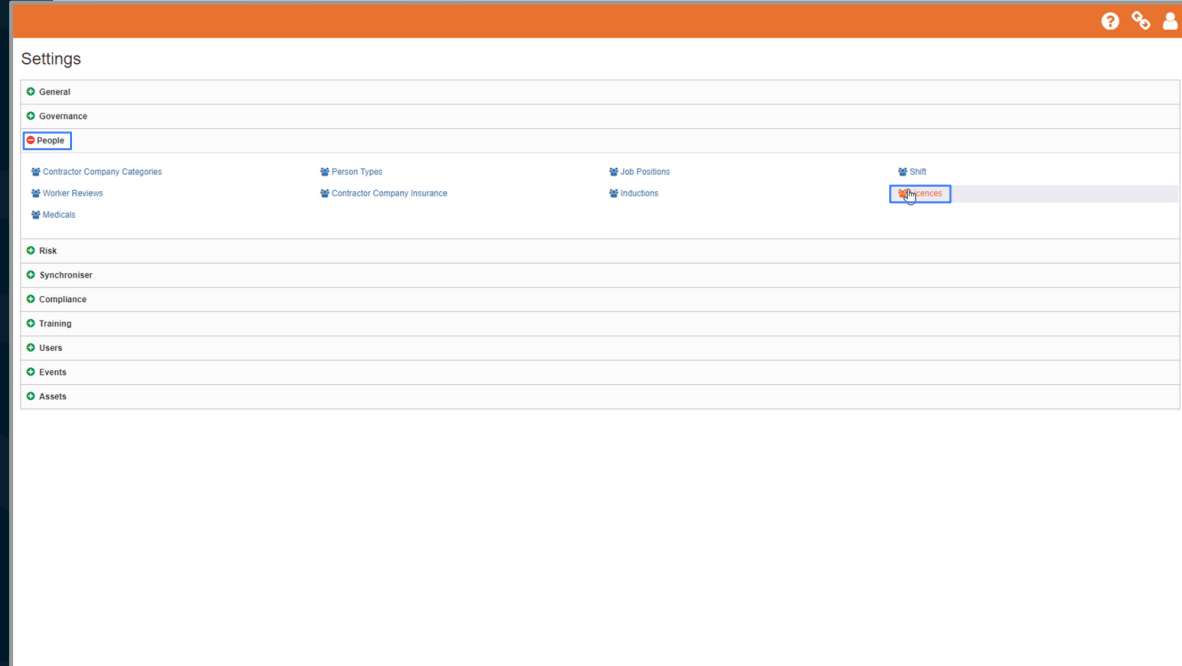
This can be found under the 'Profile' icon at the top of the screen.



# Manage Licence Types

## Settings, People Section

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



The screenshot shows a web application interface with an orange header bar containing a help icon, a share icon, and a user profile icon. Below the header, the page is titled 'Settings'. A left-hand navigation menu lists several categories: General, Governance, People (highlighted with a red box), Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The 'People' section is expanded, displaying a grid of sub-sections: Contractor Company Categories, Worker Reviews, Medicals, Person Types, Contractor Company Insurance, Job Positions, Inductions (highlighted with a red box), and Shift. The 'Inductions' sub-section is highlighted with a light purple background.

# Manage Licence Types

## Add Licence Type

The 'Licences Register' is displayed, which shows all existing licence types already added.

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

**Select** the site or sites that the new Licence Type should be visible to by **scrolling** or **searching** the 'Organisation Structure'.

Then, **add** a name for the new Licence Type and **click** Save to return to the 'Licences Register'.

The image shows two screenshots of a web application interface. The top screenshot displays the 'Licences Register' page. It features a header with 'Settings / Licences', a search bar, and a table of existing licence types. Each row in the table includes an 'Actions' dropdown menu. A blue box highlights the 'Add' button in the top right corner of the table. The bottom screenshot shows the 'Add Licence Type' form. It has a header with 'Settings / Licences / Add Licence Type' and two input fields: 'Site' (containing 'ABC Group') and 'Type' (containing 'Electrical Licence'). A blue box highlights the 'Save' button at the bottom left, and another blue box highlights the 'Cancel' button at the bottom right.

Type	Actions
Drone Operators Licence - Part 102	Actions
Drivers Licence - Class 5	Actions
Drivers Licence - Class 4	Actions
Drivers Licence - Class 3	Actions
Drivers Licence - Class 2	Actions
Drivers Licence - Class 1	Actions
Drivers Licence - Class 1L / 1R	Actions
Working Visa	Actions
Drivers Licence - Restricted	Actions

Site: ABC Group  
Type: Electrical Licence

Save Cancel

# Manage Licence Types

## Edit, Delete

The new Licence Type is now saved to the Register, and can be selected when adding the details of a new Licence to a Worker record.

To **edit** or **delete** an existing Licence Type, **click** 'Actions', then **click** the appropriate button.

The screenshot displays the 'Settings / Licences' page. At the top, there is a search bar with the placeholder text 'Please Select' and an 'Add' button. Below this is a table of licence types. The table has a 'Type' column and an 'Actions' column. The 'Actions' column contains a dropdown menu for each row. The 'Edit' and 'Delete' options are highlighted with a blue box and a mouse cursor. The table lists the following licence types: Electrical Licence, Drone Operators Licence - Part 102, Drivers Licence - Class 5, Drivers Licence - Class 4, Drivers Licence - Class 3, Drivers Licence - Class 2, Drivers Licence - Class 1, Drivers Licence - Class 1L / 1R, Working Visa, and Drivers Licence - Restricted. At the bottom of the table, there is a pagination control showing 'Show 10 entities | Showing 1 to 10 of 15 entries' and a 'Back' button.

Type	Actions
Electrical Licence	Actions
Drone Operators Licence - Part 102	Actions
Drivers Licence - Class 5	Edit Delete
Drivers Licence - Class 4	Actions
Drivers Licence - Class 3	Actions
Drivers Licence - Class 2	Actions
Drivers Licence - Class 1	Actions
Drivers Licence - Class 1L / 1R	Actions
Working Visa	Actions
Drivers Licence - Restricted	Actions

