



**D A M S T R A**

Manage Event  
Categories

Safety

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# Manage Event Categories

## Introduction

In Damstra Safety, Events are given a Classification of 'Injury', 'Illness', 'Incident' or 'Near Miss', with a secondary Category selection, which describes at a high-level the nature of the Event.

For example, an Event classified as 'Injury' may be given a Category of 'bruising' or 'burn'.

These secondary Categories are pre-built lists which can be customised to suit the needs of your Organisation in 'Settings'.

Notifiable Event/Incident <sup>?</sup>

Fatality

MVA (Motor Vehicle Accident) <sup>?</sup>

Category \*

Severity \*

Priority

➖ Milestone Timer

Milestone Timer

Deactivate by

Date

➖ Event Status

Event Status

Dislocation

-- Please Select --

Amputation

Asphyxiation

Bleed

Bruising

Burn

Claim Required

Concussion

Contusion

Crane

Crushing

Death

Disc disorder

**Dislocation**

Electrical shock

Foreign body

Fracture

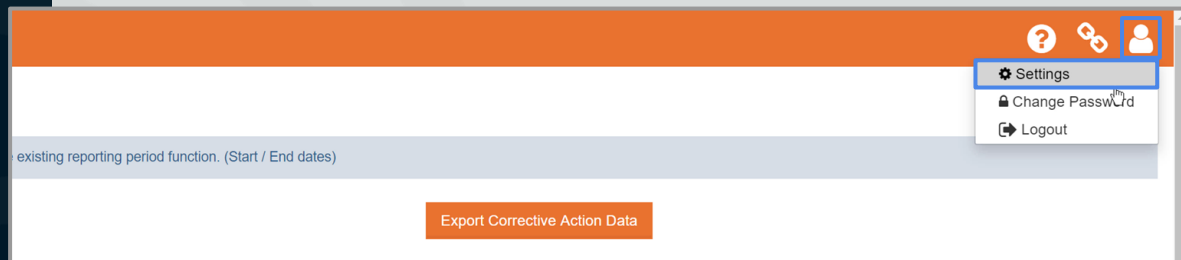
Haemorrhage

Hearing loss

Heart attack

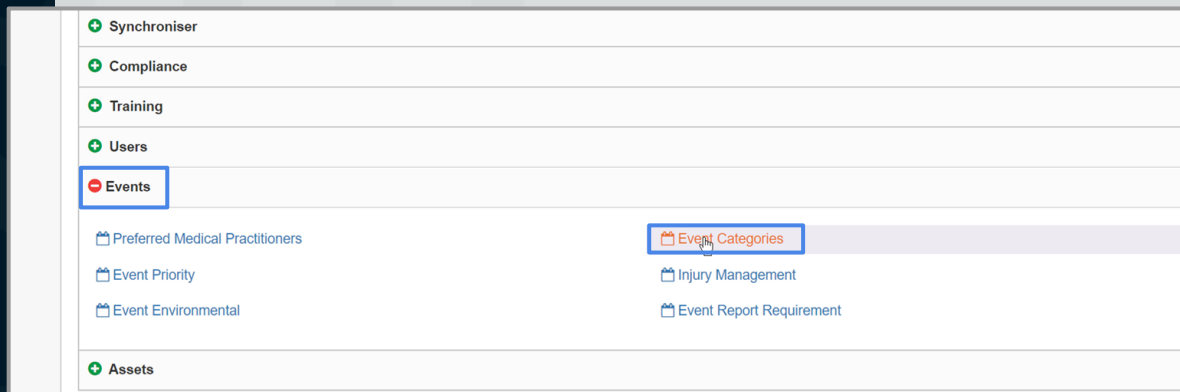
Underway

# Manage Event Categories Settings



This is found under  toward the top of the screen.

**Click** to expand 'Events', then **click** on 'Event Categories'.



# Manage Event Categories

## Add Category

In the 'Classification' field, **select** a primary Classification from the list to populate the 'Categories' field with the categories that relate to the chosen Classification.

In this example, we see all the Categories that belong under the Classification 'Injury'.

To add a new category, **click** the '+' icon and **type** the name of the new item before **clicking** 'Save'.

The new Category is immediately available for selection in both new and existing Events within the Risk module.

Settings / Event Categories

Classification

Injury

Categories

— Please Select —

- Amputation
- Asphyxiation
- Bleed
- Bruising
- Burn
- Claim Required
- Concussion
- Contusion
- Crane
- Crushing
- Death
- Disc disorder
- Dislocation
- Electrical shock
- Foreign body
- Haemorrhage
- Hearing loss
- Heart attack
- Inflammation

?

+

Save

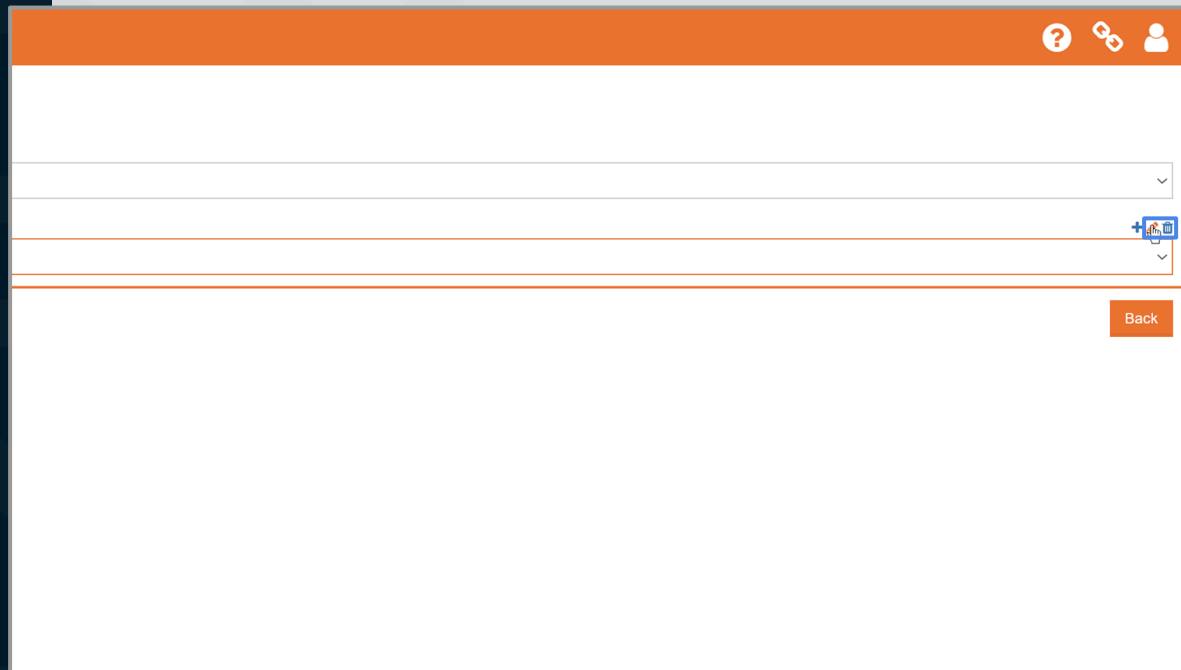
Back

# Manage Event Categories

## Edit / Delete Category

To edit or delete an existing item, **select** the item from the list and **choose** the appropriate icon.

The Event Categories are now defined and can be selected when working with new and existing records in your Events register.



The screenshot displays a web interface for managing event categories. At the top, there is an orange header bar containing three icons: a question mark, a link, and a user profile. Below the header is a large white area with a table of categories. The table has a single row with a blue plus icon and a blue trash can icon on the right side, indicating edit and delete actions. A 'Back' button is located in the bottom right corner of the interface.

