



D A M S T R A

Manage Skill Headings

Safety



[DISCLAIMER]

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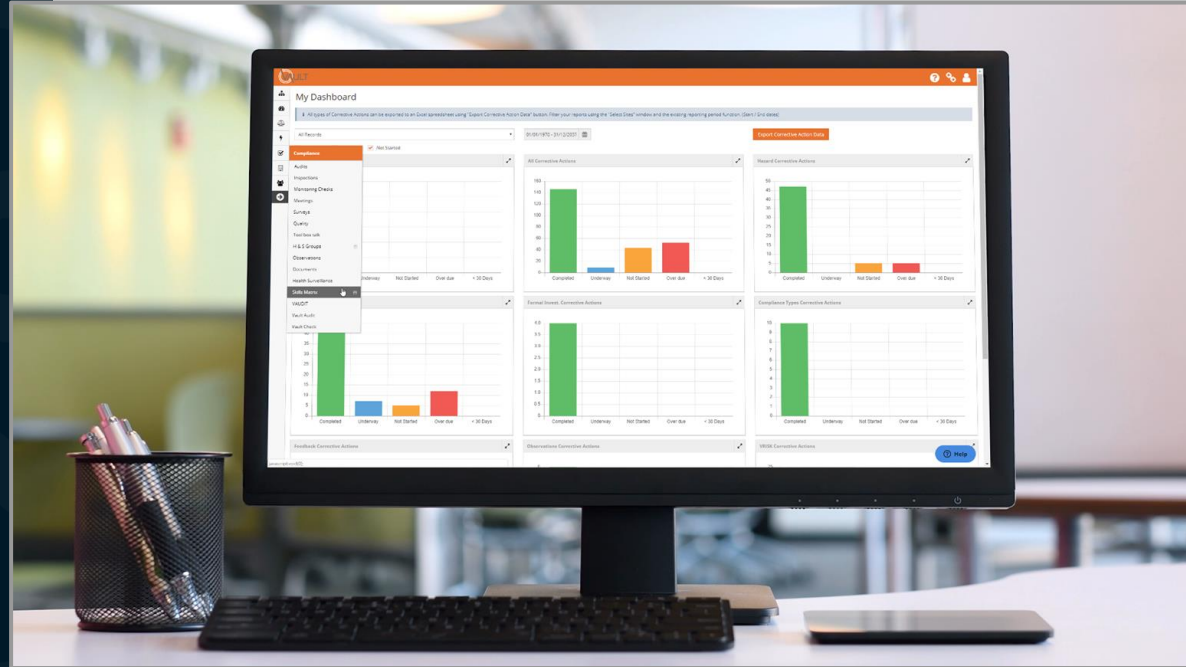
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Manage Skill Headings Introduction

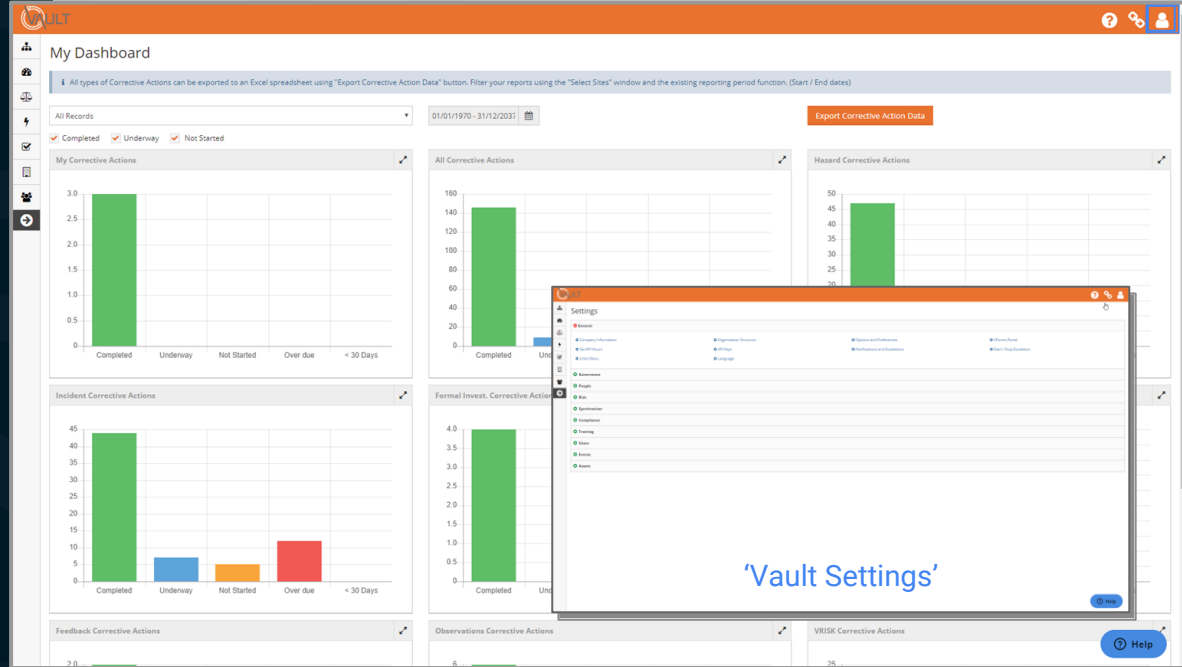
In the Compliance Module, Damstra Safety Users can view and manage Skills that their staff have been trained in, require training in, or have no experience in at all

In this video, we will show how to customise the 'Groups', and 'Headings' that are viewable in the Skills Matrix



Manage Skill Headings Vault Settings

Skill Headings options are available in Settings, which can be found under the 'profile' icon, towards the top of the screen.



Manage Skill Headings

Skill Headings

Click to expand the *Compliance* section, then **click** 'Skill Headings'.

The screenshot displays the VILT Settings interface. The left sidebar contains a navigation menu with icons for Users, Settings, Reports, Alerts, Links, Governance, People, Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The main content area is titled 'Settings' and is organized into sections: General, Governance, People, Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The 'Compliance' section is expanded, showing 'Compliance Types' and 'Observations'. Within 'Compliance Types', the 'Skill Headings' option is highlighted with a blue box. A mouse cursor is positioned over the 'Compliance' section header. The bottom right corner features a 'Help' button. The URL at the bottom of the browser window is <https://digitalcontent-01.vaultgr.com/edx/index/index#collapse-6>.

Manage Skill Headings

Skill Headings cont.

Person Type, Groups and Headings are displayed as pick-lists, with the available options for each contained within.

The screenshot shows a web application window titled 'ULT' with a navigation bar. The main content area is titled 'Settings / Skill Headings'. It contains three pick-lists:

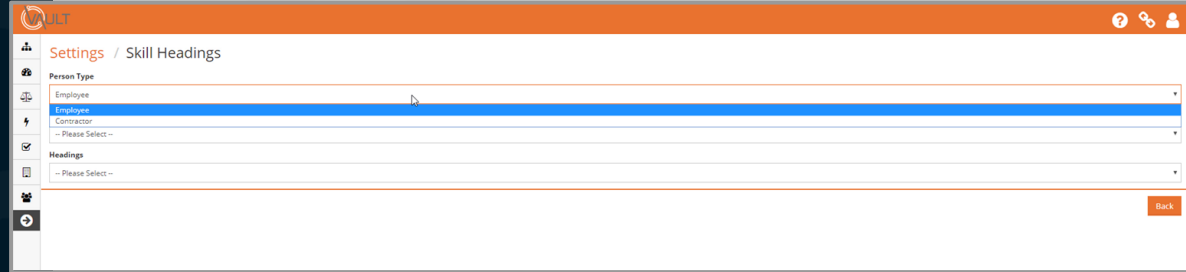
- Person Type:** A dropdown menu with 'Employee' selected.
- Groups:** A dropdown menu with '-- Please Select --' selected.
- Headings:** A dropdown menu with '-- Please Select --' selected.

Additional UI elements include a 'Back' button in the top right corner and a 'Help' button in the bottom right corner. A mouse cursor is visible over the main content area.

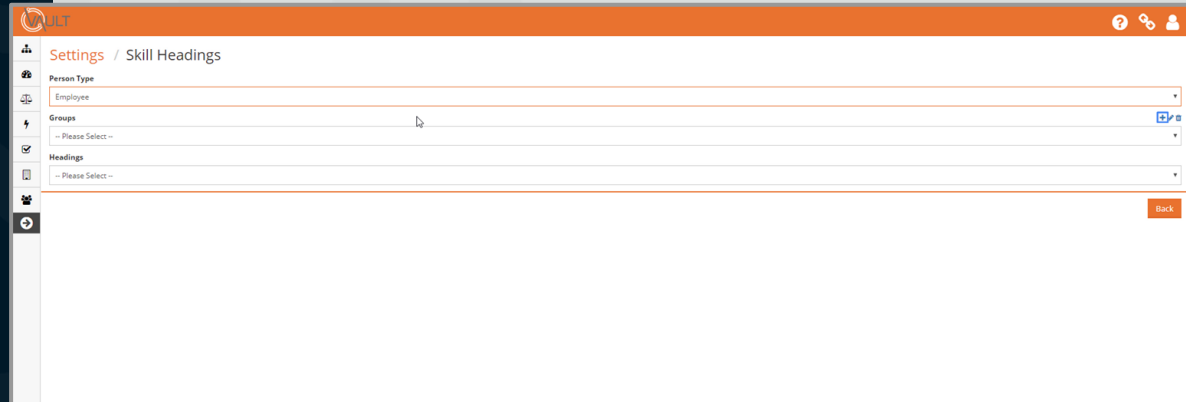
Manage Skill Headings

Add a Group

To add a new Group, first **choose** the appropriate *Person Type* from the picklist, then **click** the '+' icon.



The screenshot shows the 'Settings / Skill Headings' page. The 'Person Type' dropdown menu is open, displaying the following options: Employee (highlighted in blue), Contractor, -- Please Select --, and Headings. The 'Headings' dropdown menu is also visible below it, showing -- Please Select --. A 'Back' button is located in the bottom right corner.

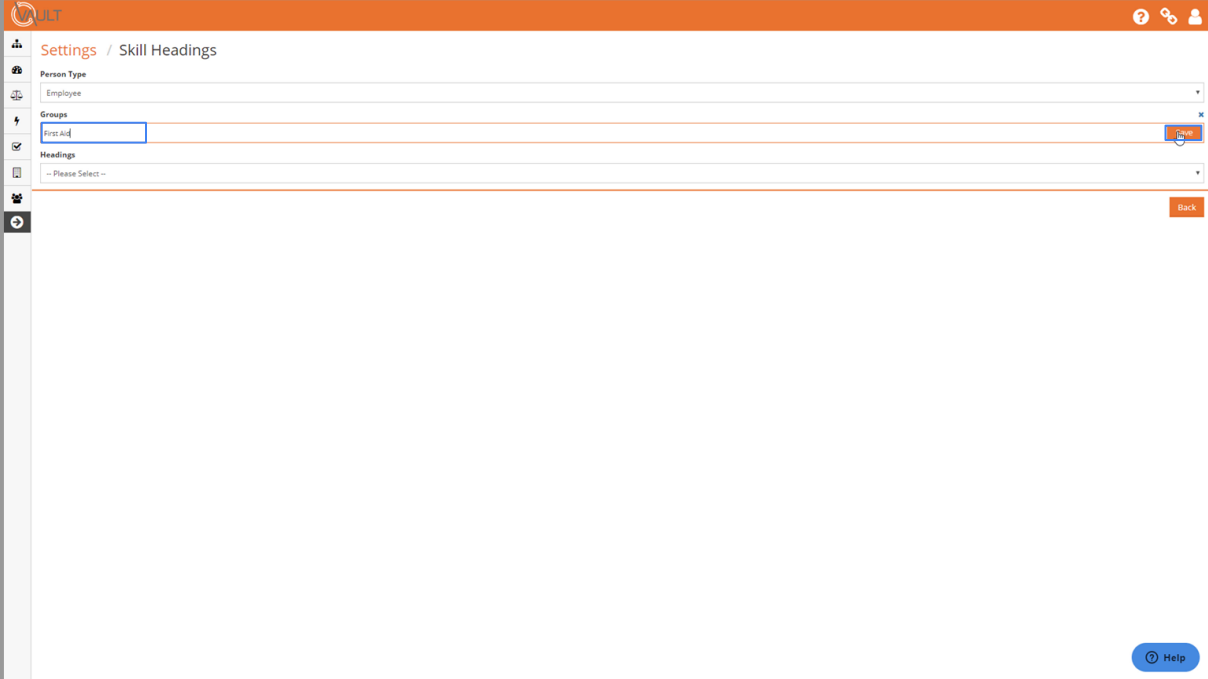


The screenshot shows the 'Settings / Skill Headings' page. The 'Groups' dropdown menu is open, displaying -- Please Select -- and a '+' icon. The 'Headings' dropdown menu is also visible below it, showing -- Please Select --. A 'Back' button is located in the bottom right corner.

Manage Skill Headings

Add a Group cont.

Type the new name of the Group, then **click 'save.'**



The screenshot shows a web interface for managing skill headings. The page title is 'Settings / Skill Headings'. The form contains the following fields:

- Person Type:** A dropdown menu with 'Employee' selected.
- Group:** A text input field containing 'First Aid'. A blue 'Save' button is located to the right of this field.
- Headings:** A dropdown menu with '-- Please Select --' selected.

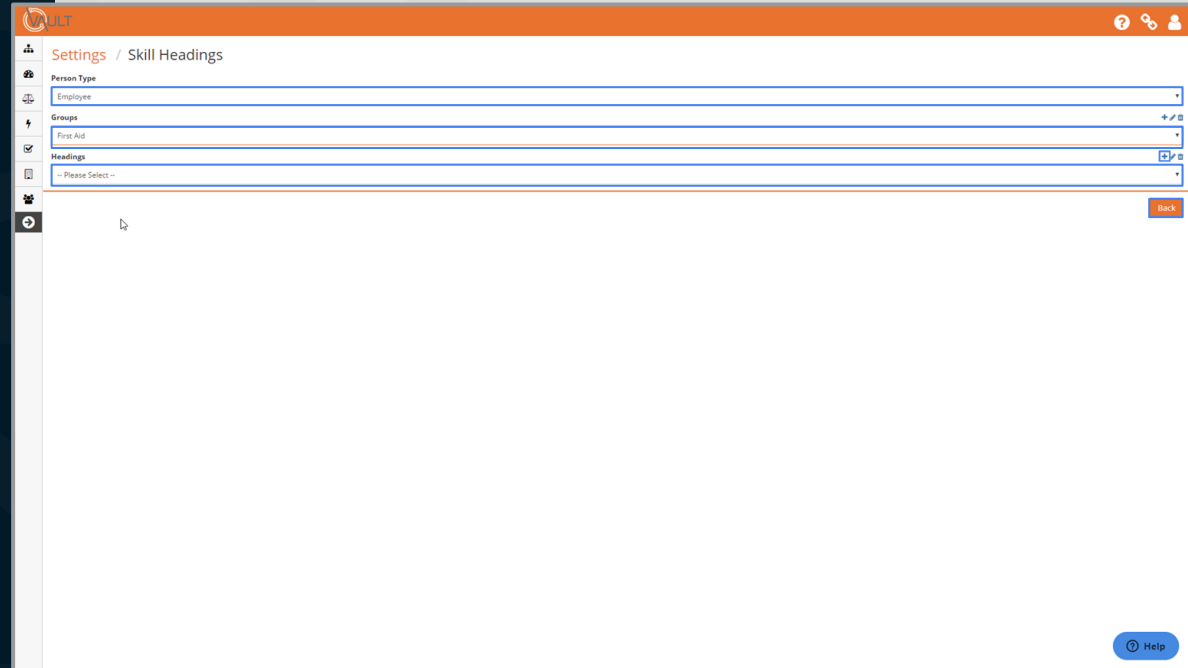
Navigation and utility elements include a 'Back' button in the top right corner and a 'Help' button in the bottom right corner. The interface is part of the CULT system, as indicated by the logo in the top left corner.

Manage Skill Headings

Add a Heading

To add a new Heading, first **select** the *Person Type*, and *Group*, then **click** the '+' icon to enter the Heading name.

Click 'save' to save the new Heading.



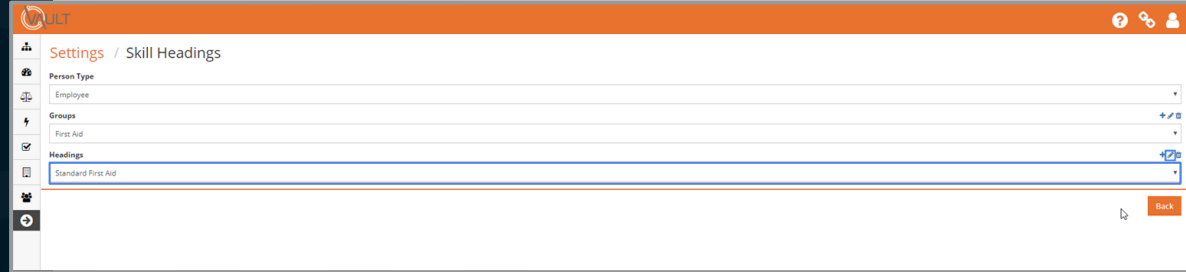
The screenshot shows the 'Settings / Skill Headings' interface. The top navigation bar is orange and contains the ILT logo, a help icon, a settings icon, and a user profile icon. The main content area is white and features a sidebar on the left with icons for 'Person Type', 'Groups', and 'Headings'. The 'Person Type' dropdown is set to 'Employee'. The 'Groups' dropdown is set to 'First Aid'. The 'Headings' dropdown is currently set to '- Please Select -'. A '+' icon is visible to the right of the 'Groups' dropdown. A 'Back' button is located in the bottom right corner of the main content area. A 'Help' button is located in the bottom right corner of the entire interface.

Manage Skill Headings

Edit a Group or Heading

To edit an existing Group or Heading, select the item from the picklist.

Then, **click** the 'edit' icon, **type** a name, and **click** 'save'.



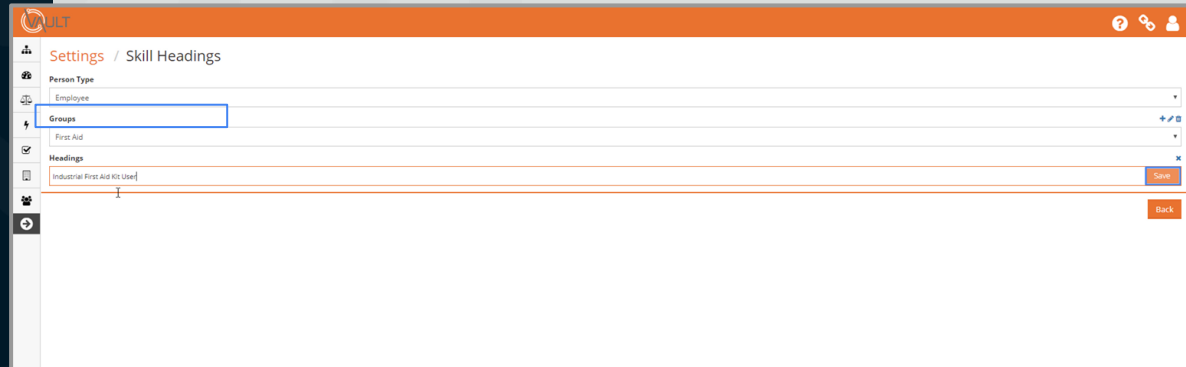
Settings / Skill Headings

Person Type: Employee

Groups: First Aid

Headings: Standard First Aid

Back



Settings / Skill Headings

Person Type: Employee

Groups: Industrial First Aid (IC Use)

Headings: Industrial First Aid (IC Use)

Save

Back

Manage Skill Headings

Delete a Group or Heading

To delete, **select** the item and **click** the 'delete' icon.

Note that deleting a Group will delete any child Headings below it.

Also note that this change is permanent and cannot be undone.

Also note that changes made here are committed as soon as they are entered - there is no need to click a 'Save' button and therefore changes cannot be cancelled once made.

