



D A M S T R A

Update Files for
Contracted Worker

Safety



[DISCLAIMER]

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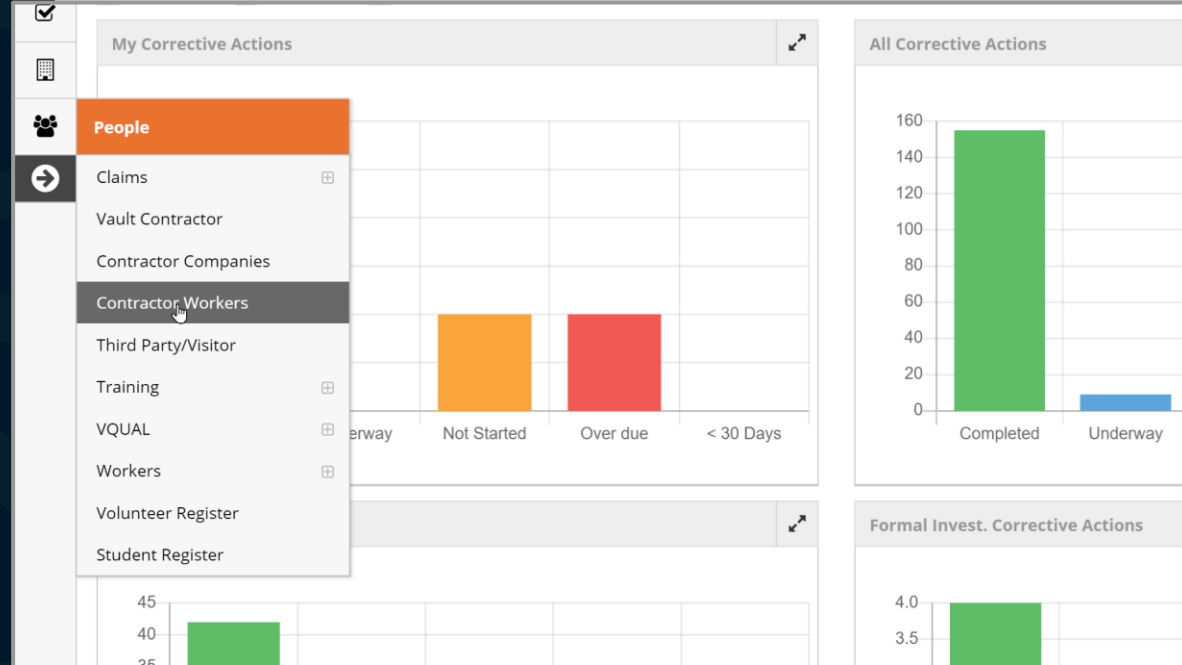
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Update Files for Contracted Worker

Introduction

Damstra Safety provides the ability to store copies of files that relate to a particular 'Contracted Worker' in the 'Contracted Worker Register'.

This is found under 'People' in the 'Menu bar'.



Update Files for Contracted Worker

Edit Worker Record

Locate the Contracted Worker involved and **click** 'Actions', then 'Edit'.

The screenshot displays the 'Contractor Workers' interface in the ULT system. The page features a search bar with 'Sam' entered and a table of worker records. The table has columns for ID, Pass No., First Name, Last Name, Company, Site, Company Contact, Supervisor, and Status. The first record shown is for ID 334, Pass No. 00100, Sam Hopper, Wai-Plumb Plumbing Services, Sydney Warehouse, Bill Tonkin, and William Tell. An 'Actions' dropdown menu is open for this record, showing options for View, Edit, Archive, and Delete. The 'Edit' option is highlighted. The interface also includes a sidebar with navigation icons, a 'My Filters' section, and a 'Save this filter' section.

ID	Pass No.	First Name	Last Name	Company	Site	Company Contact	Supervisor	Status
334	00100	Sam	Hopper	Wai-Plumb Plumbing Services	Sydney Warehouse	Bill Tonkin	William Tell	

Update Files for Contracted Worker

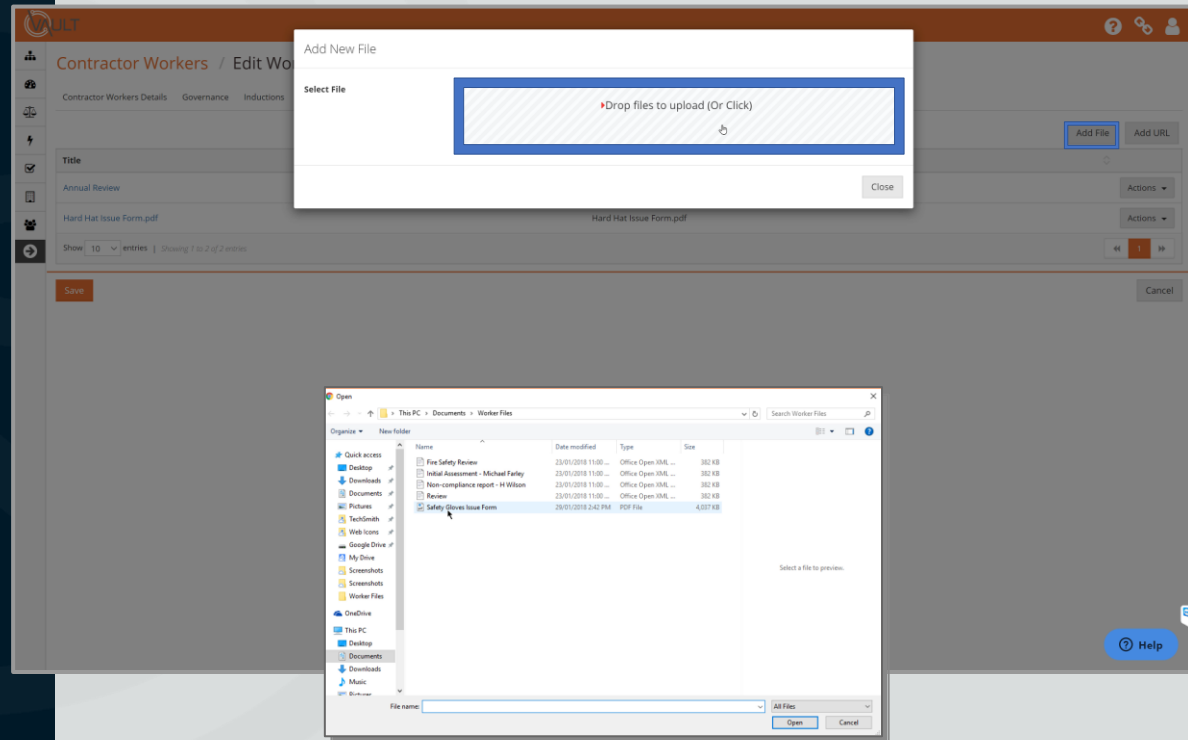
Add local file

Click on the 'Files' tab.

The Files register shows any existing files already added to the Contracted Worker's record.

Files can be either uploaded and stored within Vault, or linked-to from an external server.

To store a copy of a file, **click** 'Add File', then **Drag and Drop** the file to the target area, or **click** to locate. Vault will upload and store a copy of the file.



Update Files for Contracted Worker

Add URL

To add a link to a file stored elsewhere, **click** 'Add URL'. Provide a title for the file, then **enter** or **paste** the address and **click** 'Save'. Vault will add a link to the file.

The screenshot displays the Vault web interface for editing a worker's files. The main window shows a table of existing files with columns for 'Title' and 'Filename'. A modal dialog titled 'Add New URL' is open in the foreground, containing the following fields:

- Title ***: A text input field containing the text "Signed Contract".
- URL ***: A text input field containing the URL "https://docs.google.com/presentation/d/1ki9-NGfuqd97pj113i4uRvUP-9H1kyPDtiMaN_Qv7Mc/edit?usp=sharing".

At the bottom of the dialog, there are two buttons: "Save URL" (highlighted with a blue border) and "Cancel".

Update Files for Contracted Worker

View, Edit and Delete Files

To view an existing file, simply **click** the title in the register.

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

Once all file activity is complete, **click** 'Save' to return to the Contracted Worker Register.

The screenshot shows the QULT Contractor Workers interface. The breadcrumb trail is "Contractor Workers / Edit Worker - 334 - Sam Hopper". The "Files" tab is active, showing a table of files. The table has two columns: "Title" and "Filename". The files listed are:

Title	Filename	Actions
Annual Review	Annual Review.doc	Actions
Hard Hat Issue Form.pdf	Hard Hat Issue Form.pdf	Actions
Safety Gloves Issue Form.doc	Safety Gloves Issue Form.doc	Edit, Delete
Signed Contract	https://docs.google.com/presentation/d/1k19-NGluq97j113i4uRvUP-9H11kyPDtMaN_Qv7Mcrcd7usp#sharing	Actions

At the bottom left, there is a "Save" button. At the bottom right, there is a "Help" button. The "Safety Gloves Issue Form.doc" row has a blue box highlighting the "Edit" and "Delete" options in the "Actions" menu.

