



**D A M S T R A**

Update Files for  
Contractor Company

Safety

## [DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

# Update Files for Contractor Company

## Introduction

Damstra Safety provides the ability to store files relating to a Contractor Company in the 'Contractor Company Register'.

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

The screenshot displays the Damstra Safety software interface. At the top, there is a navigation bar with a lightning bolt icon, a dropdown menu set to 'All Records', and a date range of '01/01/1970 - 31/12/2099'. Below this, there are three status filters: 'Completed', 'Underway', and 'Not Started', all of which are checked. The main content area is divided into several sections. On the left, a 'Menu Bar' is visible, with the 'People' option highlighted in orange. A dropdown menu is open under 'People', listing various categories: 'Claims', 'Vault Contractor', 'Contractor Companies' (which is highlighted with a mouse cursor), 'Contractor Workers', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Volunteer Register', and 'Student Register'. The main dashboard area features a large empty grid, a bar chart titled 'All Corrective Actions' showing a high number of 'Completed' actions (around 155) and a low number of 'Underway' actions (around 10), and a section titled 'Formal Invest. Corrective Actions' which is currently empty.

# Update Files for Contractor Company

## Edit Contractor Company

**Locate** the Company involved in the 'Contractor Company Register'.

**Click** 'Actions' then 'Edit'.

The screenshot displays the ULT Contractor Companies management interface. The page title is "Contractor Companies" and it is managed by Lee Jenkins. A search bar contains the text "Fernside". The table below shows one entry for "Fernside Electrical Limited" with ID 65, Contact Number 03 3554377, Contact Person Paul Burton, Contact Email pburton@fernside.nz, Contractor Manager Susan Lobb, and Vendor Number 123. The "Actions" column for this entry is expanded, showing options: View, Edit (highlighted), Delete, Archive, and View workers. The interface also includes filter settings for "Category" (All selected 14), "Hide non-approved Companies", and "Show Archived Company". A search bar and "Apply" button are visible at the bottom left, along with a "Save this filter" section and a "Save" button. A "Help" button is located in the bottom right corner.

ID	Company	Contact Number	Contact Person	Contact Email	Contractor Manager	Vendor Number	Trading Name	Actions
65	Fernside Electrical Limited	03 3554377	Paul Burton	pburton@fernside.nz	Susan Lobb	123		<ul style="list-style-type: none"><li>View</li><li>Edit</li><li>Delete</li><li>Archive</li><li>View workers</li></ul>

# Update Files for Contractor Company

## Adding a File

**Click** on the 'Files' tab.

The 'Company Files' register is a great place to store general files such as copies of contracts, while the 'JSA/SWMW Files' register provides a dedicated space for those particular types of documents. Both registers work identically.

To add a new file, **click** 'Add File'.

**Drag and Drop** the relevant file to the target area, or **click** to locate the file.

Damstra Safety will **store** a copy of the file.

The screenshot displays the 'Edit Company - 65' interface in the Damstra Safety system. The 'Files' tab is active, showing a table with one entry: 'Draft Contract.doc'. An 'Add File' button is highlighted in the top right corner. A modal window titled 'Add New File' is open, featuring a 'Select File' section with a large blue-bordered area containing the text 'Drop files to upload (Or Click)'. A 'Close' button is located at the bottom right of the modal. The main interface includes a navigation menu on the left, a top header with the Damstra logo, and a 'Save' button at the bottom left of the main content area.

# Update Files for Contractor Company

## View, Edit, Delete File

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 Contractor Company Register.

The screenshot displays the QULT web application interface for editing a contractor company. The breadcrumb trail is 'Contractor Companies / Edit Company - 65'. The 'Files' tab is active, showing a table of documents. The table has two columns: 'Title' and 'Filename'. Two entries are listed: 'Signed Contract.doc' and 'Draft Contract.doc'. An 'Actions' dropdown menu is open for the 'Draft Contract.doc' entry, showing options for 'Edit' and 'Delete'. A 'Save' button is visible at the bottom left of the table area, and a 'Cancel' button is at the bottom right. A 'Help' button is located in the bottom right corner of the page.

Title	Filename	Actions
Signed Contract.doc	Signed Contract.doc	Actions
Draft Contract.doc	Draft Contract.doc	Actions

