



D A M S T R A

Manage Transport
Categories

Vault



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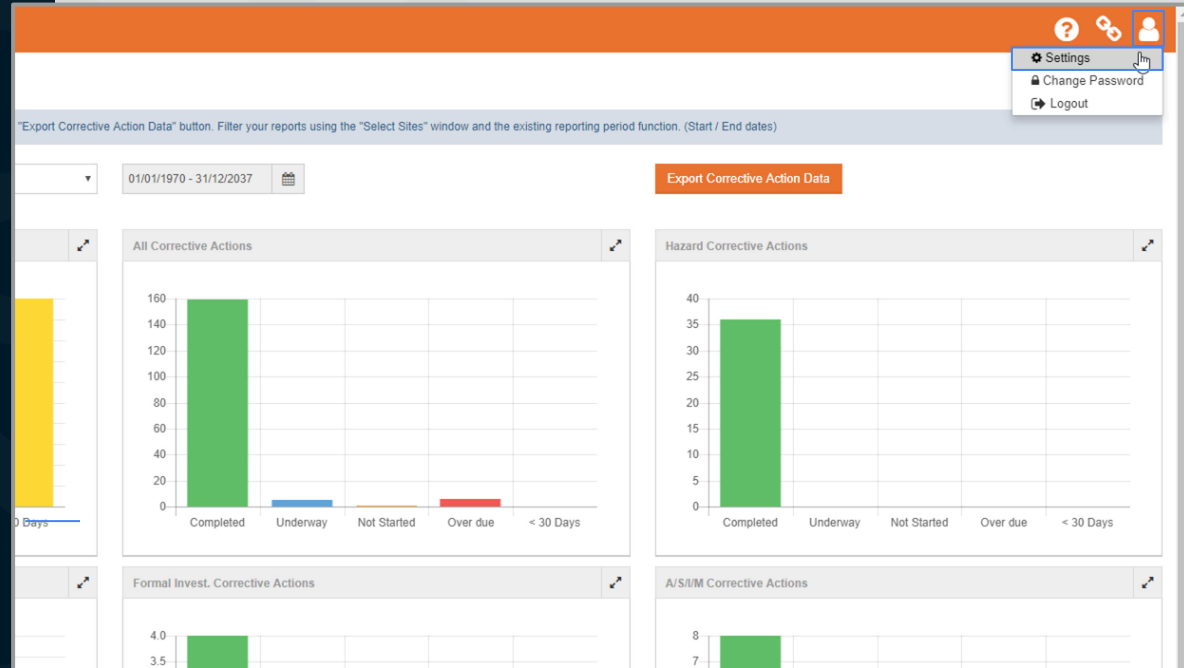
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Manage Transport Categories Introduction

When Vehicles are added to the *Transport Register* in Damstra Safety, it is mandatory to select the *Category* that the vehicle belongs to.

This guide shows how to manage the available options in Settings.

This is found under the *profile* icon toward the top of the screen.



Manage Transport Categories Settings

Click to expand the Assets section, then click 'Transport Categories'.

The screenshot displays the VILT Settings interface. The left sidebar contains a navigation menu with icons for Home, Settings, Governance, People, Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The main content area is titled 'Settings' and is divided into several sections. The 'Assets' section is currently expanded, showing a list of sub-items: Substances Categories, VForm Substance Actions, Plant Categories, and Transport Categories. The 'Transport Categories' item is highlighted with a blue border and a mouse cursor, indicating it is the target of the next action. The URL at the bottom of the browser window is <https://digitalcontent-01.vaultgrc.com/edit/index/index#transport-categories>. A 'Help' button is visible in the bottom right corner.

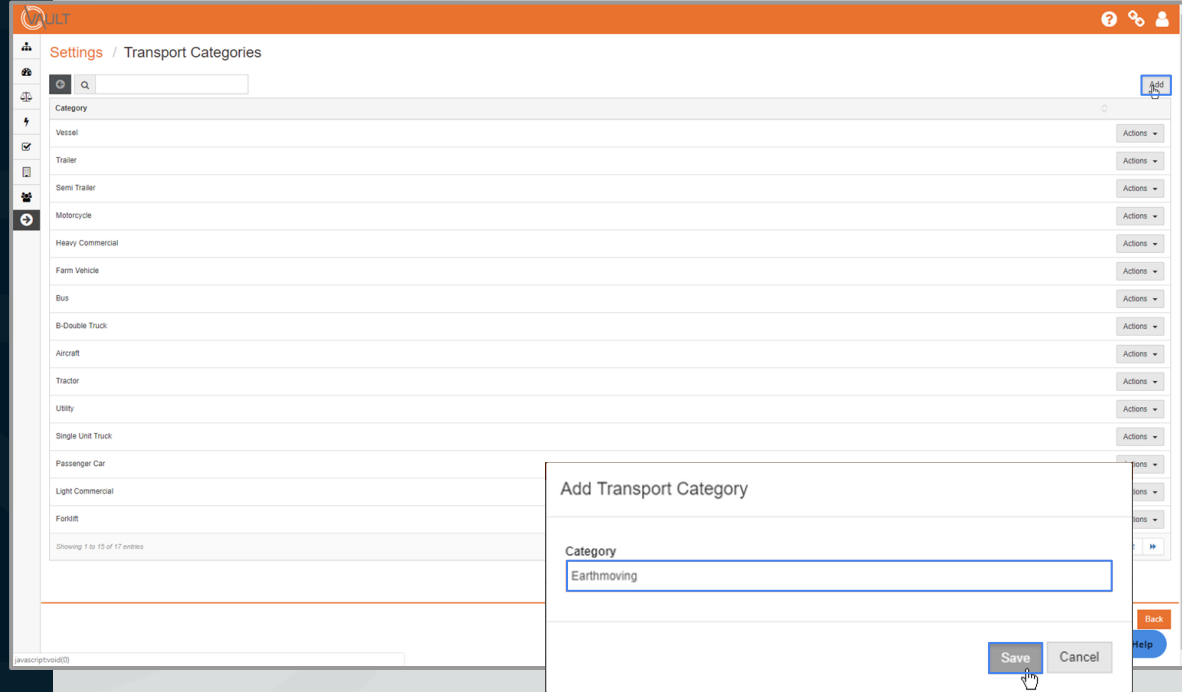
Manage Transport Categories

Add Category

All existing *Transport Categories* are shown.

To add a new Category, **click** 'Add'.

Enter the Category Name and **click** 'Save'.



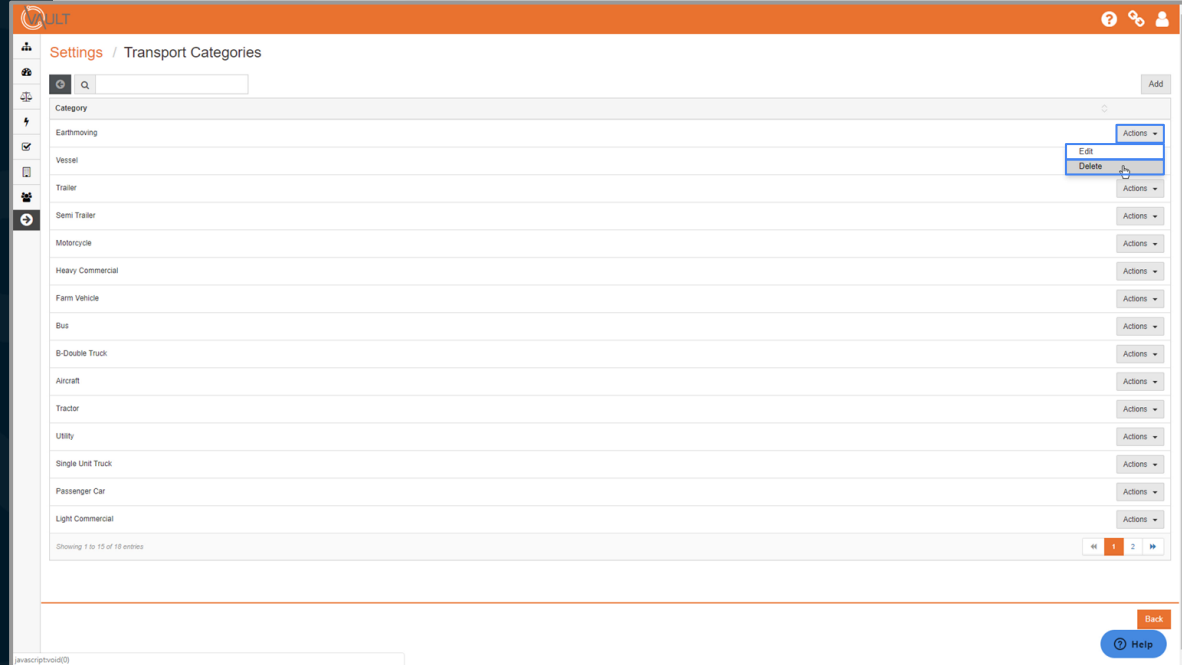
The screenshot displays the ILT Settings / Transport Categories interface. The main area shows a list of existing transport categories, each with an 'Actions' dropdown menu. The categories listed are: Vessel, Trailer, Semi Trailer, Motorcycle, Heavy Commercial, Farm Vehicle, Bus, B-Double Truck, Aircraft, Tractor, Utility, Single Unit Truck, Passenger Car, Light Commercial, and Forlift. A search bar is located at the top of the list. An 'Add' button is visible in the top right corner of the list area. A modal dialog box titled 'Add Transport Category' is open, featuring a text input field containing 'Earthmoving' and two buttons: 'Save' and 'Cancel'. A mouse cursor is pointing at the 'Save' button. The dialog box also has a 'Back' button and a 'Help' button in the bottom right corner.

Manage Transport Categories

Edit, Delete Categories

The Category appears in the register and can now be selected when adding a Vehicle.

To edit or delete an existing Category, **click 'Actions'**, then select the appropriate option.



The screenshot shows the ILT Settings / Transport Categories page. The page has a search bar at the top right with an 'Add' button. Below the search bar is a table of transport categories. The 'Vessel' category is highlighted, and its 'Actions' dropdown menu is open, showing 'Edit' and 'Delete' options. The table lists the following categories: Earthmoving, Vessel, Trailer, Semi Trailer, Motorcycle, Heavy Commercial, Farm Vehicle, Bus, B-Double Truck, Aircraft, Tractor, Utility, Single Unit Truck, Passenger Car, and Light Commercial. At the bottom of the table, it says 'Showing 1 to 15 of 18 entries'. There are navigation arrows and a page number '2' at the bottom right of the table. In the bottom right corner of the page, there are 'Back' and 'Help' buttons.

Category	Actions
Earthmoving	Actions
Vessel	Edit Delete
Trailer	Actions
Semi Trailer	Actions
Motorcycle	Actions
Heavy Commercial	Actions
Farm Vehicle	Actions
Bus	Actions
B-Double Truck	Actions
Aircraft	Actions
Tractor	Actions
Utility	Actions
Single Unit Truck	Actions
Passenger Car	Actions
Light Commercial	Actions

