



**D A M S T R A**

Manage User Group  
Profiles

Safety



## [DISCLAIMER]

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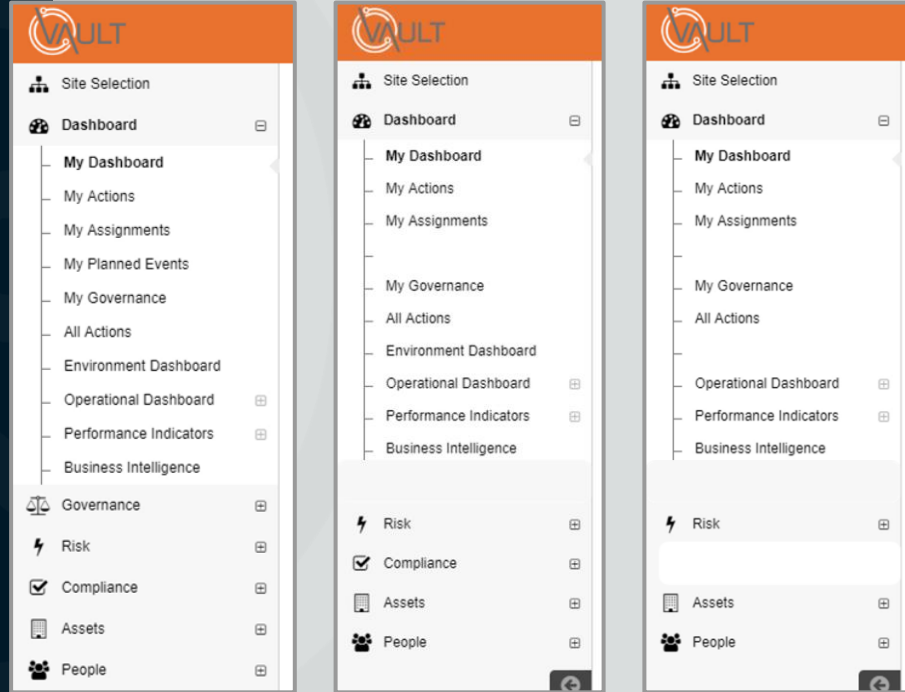
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# User Group Profiles Introduction

In order to provide appropriate access to Users of Damstra Safety, detailed control is available to determine which information a User can see, and whether they are able to make any changes to it.

This is managed via *User Group Profiles*, which can be created and applied to one or more Users.

For example, you may wish to create profiles that mirror the requirements of particular roles within your Organisation.

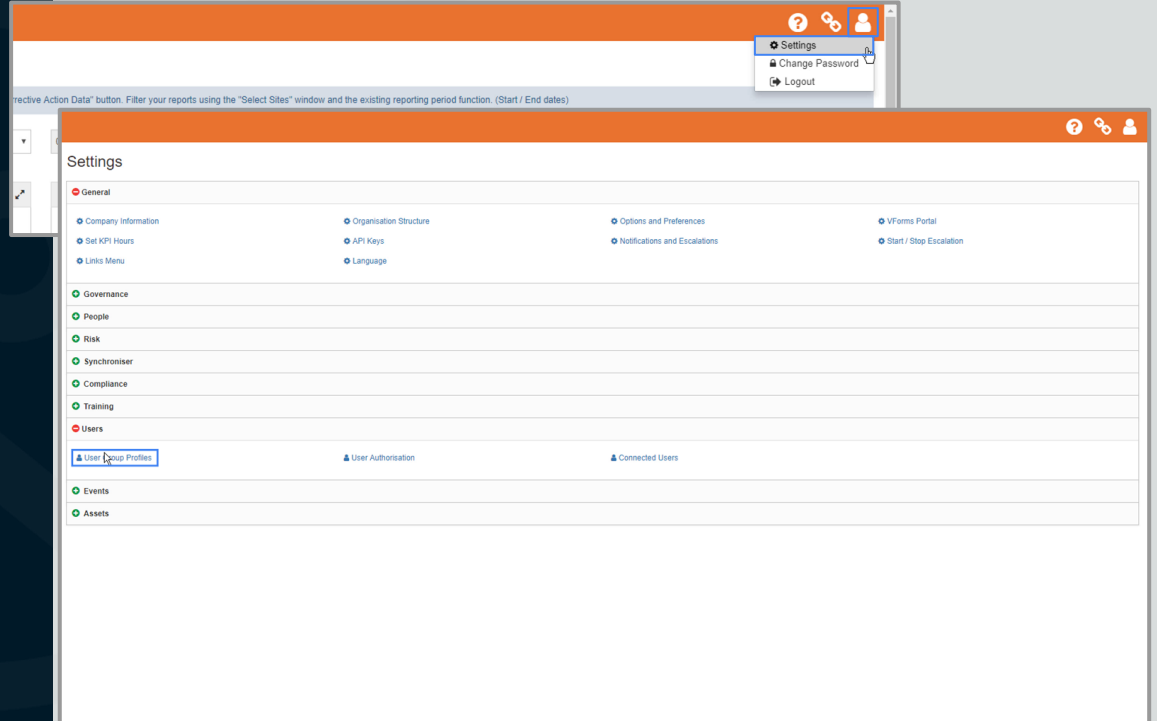


# User Group Profiles

## User Settings

User Profiles are managed via Settings. This can be found under the *Profile* icon in the Menu Bar.

**Click** to expand the 'Users' section, then **select** 'User Group Profiles'.



# User Group Profiles

## Add User Group Profile

The table shows all existing User Group Profiles.

To add a new User Group, **click** 'Add'.

Settings / User Group Profiles

Search

Access Group	Description	
General Users	Read Only	Actions
Administrators	Full Access	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

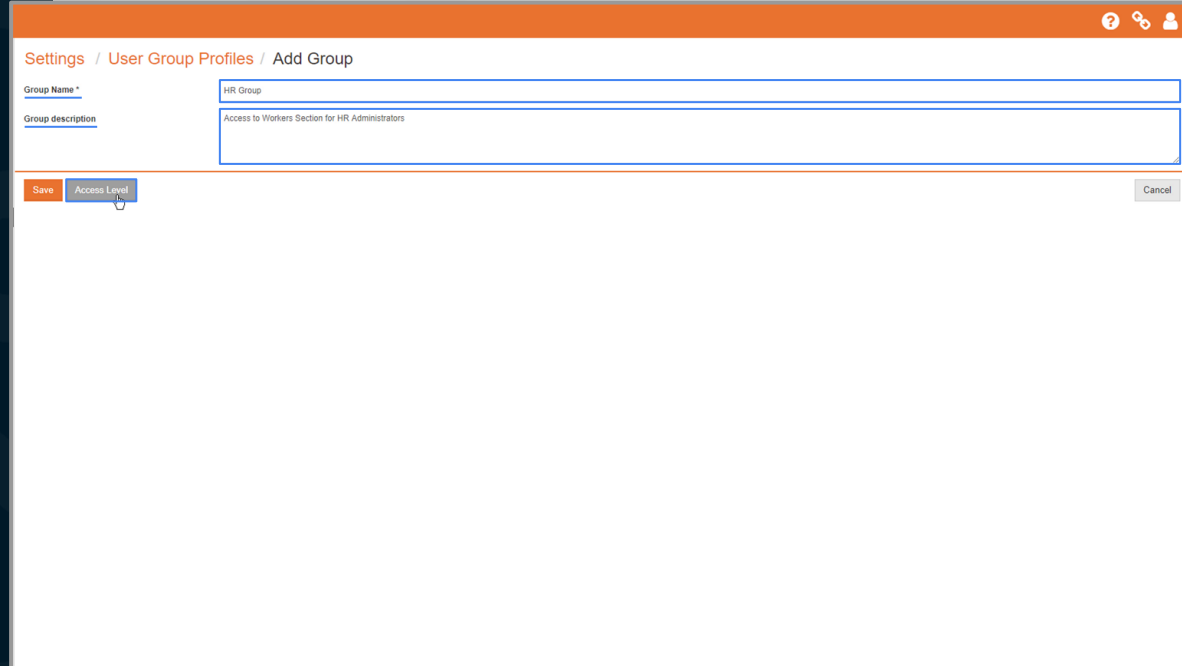
Back

# User Group Profiles

## Add Group Form

**Enter** a *Group Name*, and provide a meaningful *Group Description*.

**Click** '*Access Level*' to set the permissions.



The screenshot shows a web application interface for adding a new user group. The breadcrumb navigation at the top reads "Settings / User Group Profiles / Add Group". The form contains two input fields: "Group Name \*" with the value "HR Group" and "Group description" with the value "Access to Workers Section for HR Administrators". Below the form are three buttons: "Save" (orange), "Access Level" (blue, with a mouse cursor over it), and "Cancel" (grey). The top right corner of the application window features icons for help, refresh, and user profile.

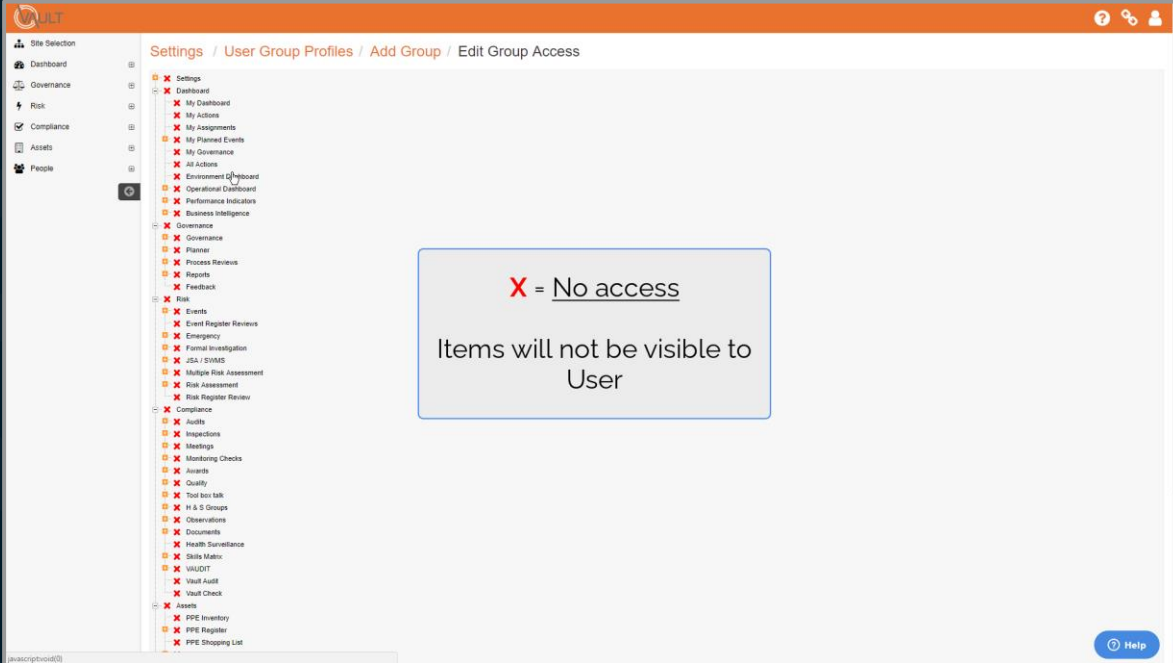
# User Group Profiles

## Permissions: No Access

Each section of your system, along with the modules within, are now displayed in a hierarchy view.

**Note** that User Group Profiles do not determine which sites can be accessed. This is determined for each individual when creating User access.

By default, for a new User Group, all items are initially set to 'No Access', which means they will be not visible to a User. This permission level is designated by a red cross.



The screenshot displays the ULT system interface. The breadcrumb navigation at the top reads: Settings / User Group Profiles / Add Group / Edit Group Access. The left sidebar shows a hierarchy of modules: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area shows a detailed list of modules, each with a red cross icon indicating 'No Access'. A callout box on the right states: X = No access. Items will not be visible to User. A Help button is visible in the bottom right corner.

X = No access

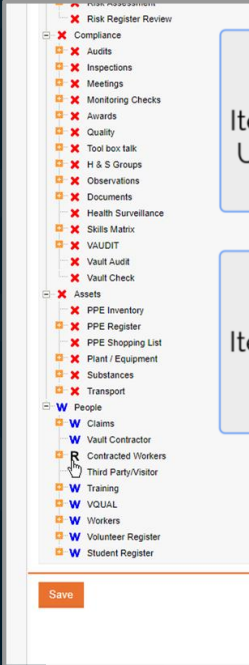
Items will not be visible to User

# User Group Profiles

## Permissions: Read / Write

For any item where access is required, **click** the red cross to toggle between *Write Access*, meaning a User will be able to see and make changes to data, symbolised by a 'W', or *Read-only Access*, meaning a User will be able to see the information but not change it, symbolised by a 'R'.

Some items are either available or not, with no differentiation between Read or Write Access. These items will toggle between *No Access* (symbolised by a red cross) and *Access* (symbolised by a green tick).



Risk Register Review

Compliance

- Audits
- Inspections
- Meetings
- Monitoring Checks
- Awards
- Quality
- Tool box talk
- H & S Groups
- Observations
- Documents
- Health Surveillance
- Skills Matrix
- VAUDIT
- Vault Audit
- Vault Check

Assets

- PPE Inventory
- PPE Register
- PPE Shopping List
- Plant / Equipment
- Substances
- Transport

People

- W Claims
- W Vault Contractor
- R Contracted Workers
- Third Party/Visitor
- W Training
- W VQIAL
- W Workers
- W Volunteer Register
- W Student Register

Save

**W** = Write access

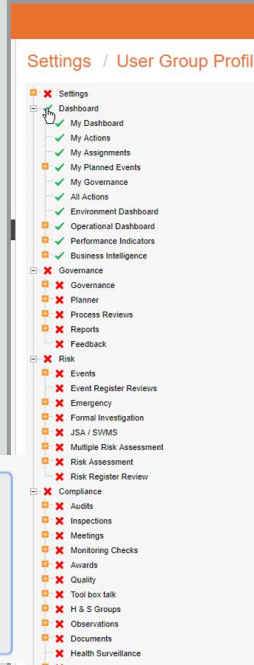
Items will be visible to User,  
User can make changes to  
data

**R** = Read-only access

Items will be visible to User,  
but User cannot make  
changes to data

**✓** = Access

Item will be accessible to  
User



Settings / User Group Profile

- Settings
- Dashboard
- My Dashboard
- My Actions
- My Assignments
- My Planned Events
- My Governance
- All Actions
- Environment Dashboard
- Operational Dashboard
- Performance Indicators
- Business Intelligence
- Governance
- Planner
- Process Reviews
- Reports
- Feedback
- Risk
- Events
- Event Register Reviews
- Emergency
- Formal Investigation
- JSA / SWMS
- Multiple Risk Assessment
- Risk Assessment
- Risk Register Review
- Compliance
- Audits
- Inspections
- Meetings
- Monitoring Checks
- Awards
- Quality
- Tool box talk
- H & S Groups
- Observations
- Documents
- Health Surveillance

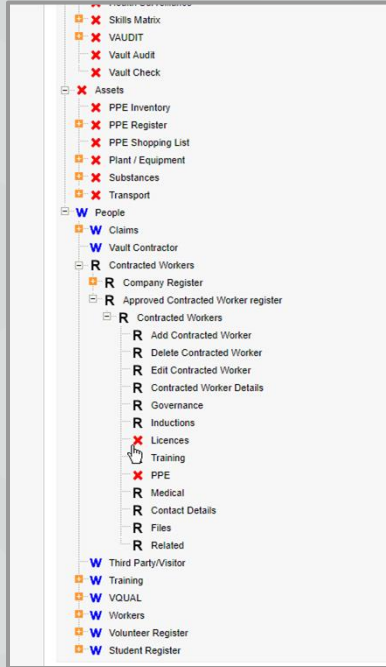


# User Group Profiles

## Parent and Child Items

Note that changing the status of a 'parent' item will alter the status of the 'child' items below it. For detailed control over each module, expand each 'parent' item.

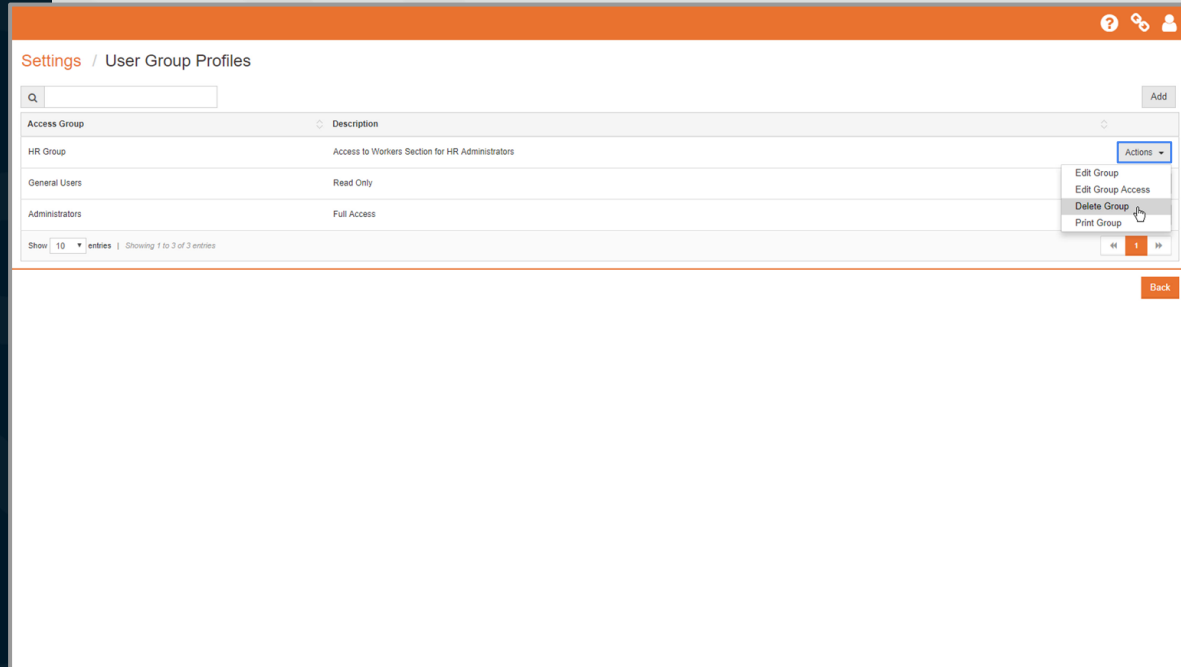
Once all selections have been made, **click 'Save'**. The User Group Profile is now saved and is available for selection when adding Users to Damstra Safety.



# Manage User Groups

## Edit, Delete, Print

To edit, delete or print an existing User Group Profile, **click** 'Actions', then select the appropriate option.



The screenshot displays the 'Settings / User Group Profiles' page. At the top, there is a search bar and an 'Add' button. Below this is a table with columns for 'Access Group' and 'Description'. The table contains three entries: 'HR Group' (Access to Workers Section for HR Administrators), 'General Users' (Read Only), and 'Administrators' (Full Access). An 'Actions' dropdown menu is open over the 'HR Group' row, showing options: 'Edit Group', 'Edit Group Access', 'Delete Group', and 'Print Group'. A mouse cursor is pointing at the 'Delete Group' option. At the bottom of the table, there is a 'Show 10 entries | Showing 1 to 3 of 3 entries' indicator. A 'Back' button is located in the bottom right corner of the interface.

Access Group	Description	Actions
HR Group	Access to Workers Section for HR Administrators	Edit Group Edit Group Access Delete Group Print Group
General Users	Read Only	
Administrators	Full Access	

