



D A M S T R A

Setup Access to
Safety Apps

Vault



[DISCLAIMER]

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Setup Access to Safety Apps

Introduction

There are two ways to provide your People with access to Safety apps such as Check, Notify and Audit:

- People with login access to your Damstra Safety system may use their existing username and password to sign-in to these apps.
- People who do not have login access to your system may sign-in with a single-use token.



Check



Notify



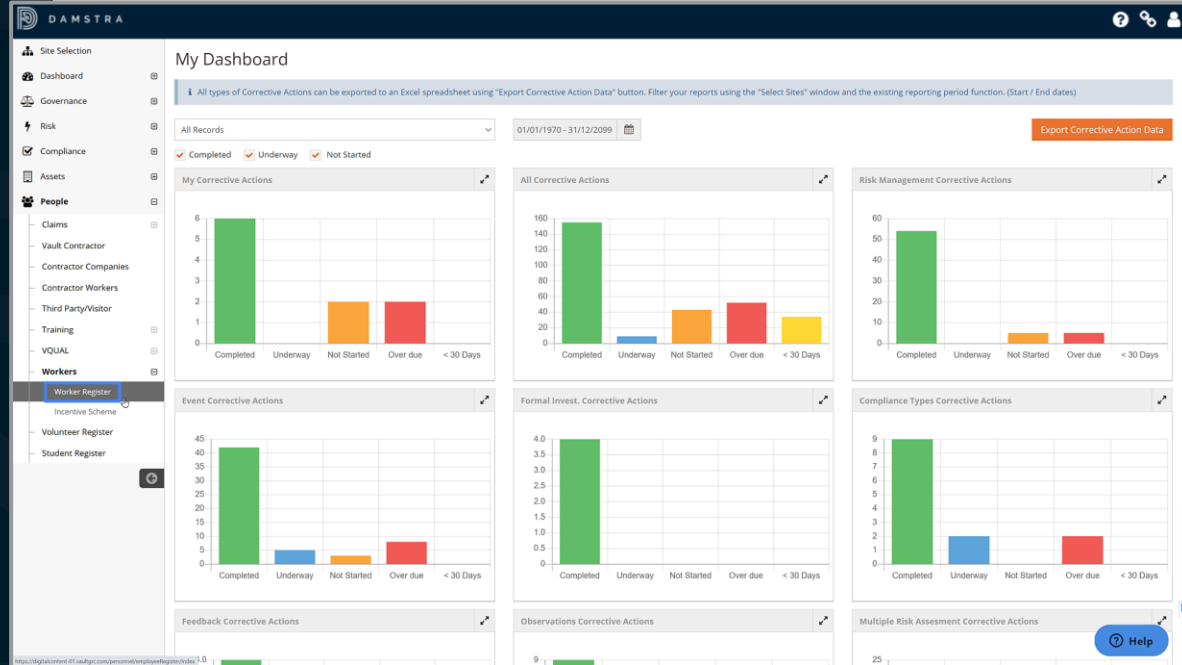
Audit

Setup Access to Safety Apps

Generating a Single Use Token

To generate a single-use token, first **find** the Person you wish to arrange access for within the right Register.

In this example, we're going to give access to a Worker, so we'll go the *Worker Register*.



Setup Access to Safety Apps

Generating a Single Use Token Cont.

Once the person in question is found, **click** the 'Actions' button, then **click** 'Create Token'.

In the pop-up, **select** the apps you wish to provide this Person with access to by ticking the relevant checkboxes.

The functionality that the worker will see in their apps is governed by the *Apps Portal* you select for them, so **select** the Portal you'd like them to use, then **click** 'Create Token'.

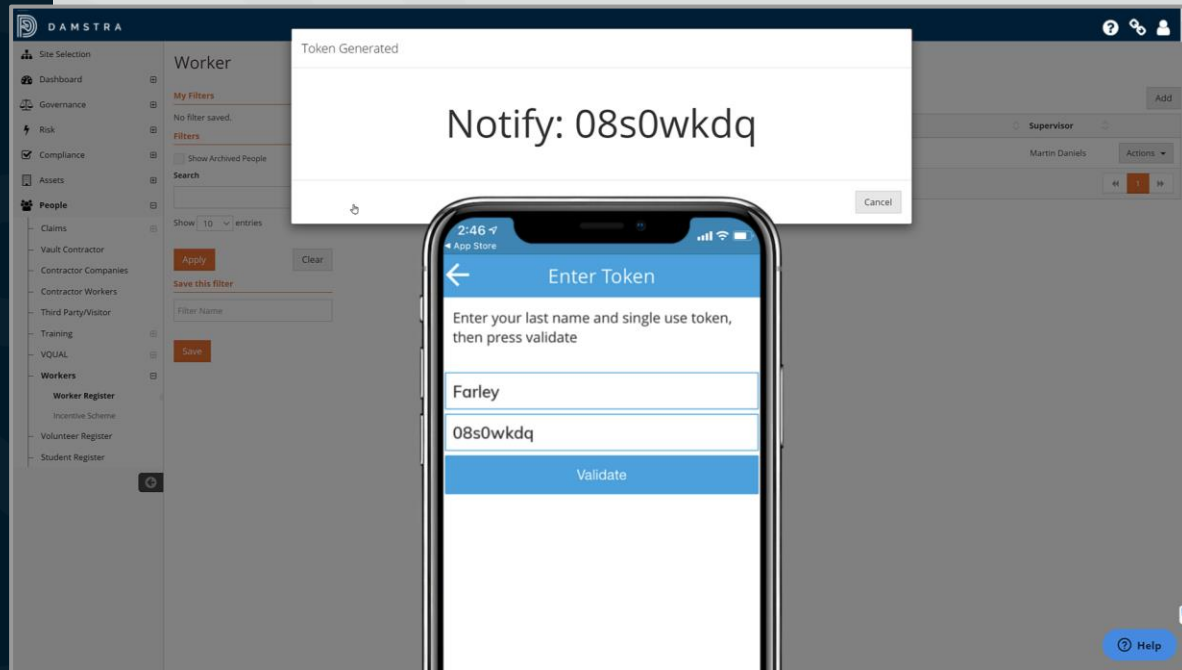
This will create tokens for the selected apps which will be valid for one month.

The screenshot displays a user management interface. At the top right is an 'Add' button. Below it is a table with columns: Site, Department, Position, Supervisor, and Actions. The first row contains: New Forest, GO Unit 1, Accountant, Martin Daniels. The 'Actions' column for this row has a dropdown menu open, showing options: View, Edit, Create App Token (highlighted), and Delete. Below the table, a 'Create token' dialog box is open. It has a title 'Create token' and a section 'Select the App/s you would like to create a token for:' with three checkboxes: 'Vault Notify' (checked), 'Vault Audit', and 'Vault Check'. Below this is a 'Vault Apps Portal' dropdown menu currently showing 'Workers Web Portal'. At the bottom of the dialog are two buttons: 'Create token' (highlighted) and 'Cancel'.

Setup Access to Safety Apps

Logging-in with Token

The Person seeking access will need to **install** the relevant App via the *Google Play* or *Apple App Store*, **select** 'Login with Token' and follow the prompts.



Setup Access to Safety Apps App Portal for Users with Login

People signing-in with a Safety username and password will access whichever portal is set for them in *User Authorisation*, help with which is available separately in the Support Portal.

The screenshot displays the DAMSTRA user management interface. On the left, the 'Settings / User Authorisation' page shows a list of users: Brian Daley, Scott Foster, Darcy Howard, Lenny Summers, Laurie Davison, and Martin Daniels. The 'Edit User - 5642' dialog is open, showing the following configuration:

- Date Format: dd/mm/yyyy
- Timezone: (UTC+13:00) Pacific/Auckland
- Business Intelligence: Vault BI Admin
- VAudit User: No
- Vault Audit: Admin Access
- Vault Check: Admin Access
- Vault App Portal: Vault Event Portal
- Select User Group Profile: Vault Event Portal
- Company Structure: Contractors/Tenants, Workers Web Portal, Health and Safety Reporting Portal

The 'Vault App Portal' dropdown is currently set to 'Vault Event Portal'. Below the dialog, a tree view of the company structure is visible, showing the 'ABC Group' and its various departments and plants. A 'Save User' button is located at the bottom left of the dialog, and a 'Cancel' button is at the bottom right.

