



D A M S T R A

Manage Training  
Courses For Positions

Safety

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# Manage Training Courses for Positions

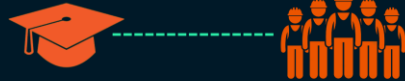
## Linking Training Courses with Positions

Damstra Safety provides the ability to define 'Training Courses' that are required for particular 'Positions'.

There are two ways to establish an association between 'Training Course' and 'Position':

From the 'Position' record in 'Settings'.  
**or**  
From the 'Training Course' record.

In this guide, we'll go through how to build the link from the 'Training Course' record.



Via Position Record

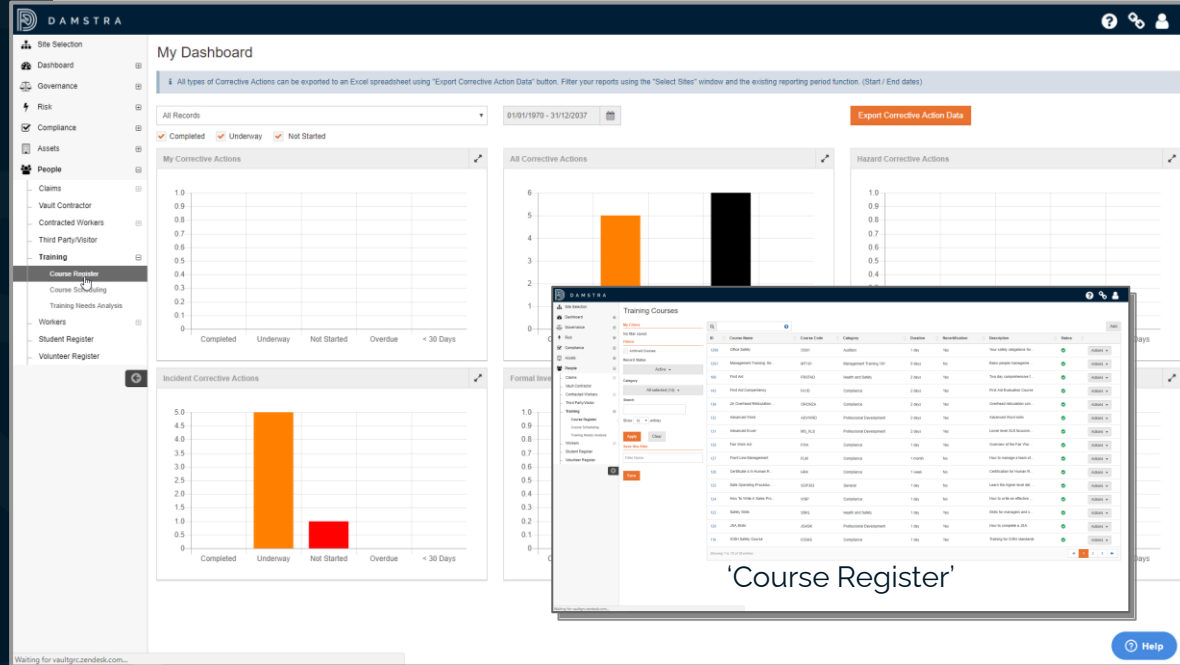
Via Training Course Record

# Manage Training Courses for Positions

## Course Register

'Training Courses' are **managed** via the 'Course Register'.

This can be found under 'People' in the 'Menu bar'.



# Manage Training Courses for Positions

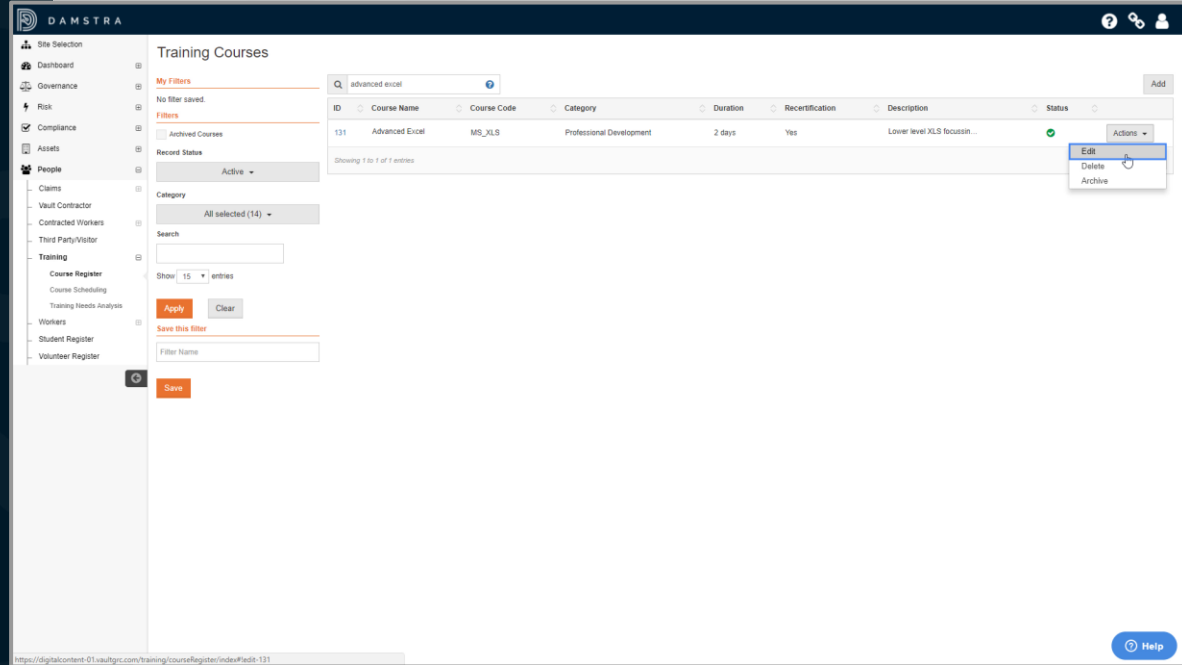
## Edit Training Course

Locate the 'Training Course' involved in the 'Course Register'.

Once found, there are two ways to initiate **editing** the 'Training Course' record.

Either: **Click** 'Actions', then 'Edit'.

Or: **Click** the 'Course ID' to view the record, then **click** 'Edit'.



The screenshot displays the DAMSTRA 'Training Courses' management interface. On the left is a navigation sidebar with categories like 'Site Selection', 'Dashboard', 'Governance', 'Risk', 'Compliance', 'Assets', 'People', 'Claims', 'Vault Contractor', 'Contracted Workers', 'Third Party/Visitor', 'Training', 'Course Register', 'Training Needs Analysis', 'Workers', 'Student Register', and 'Volunteer Register'. The main content area is titled 'Training Courses' and features a search bar with the text 'advanced excel'. Below the search bar is a table with columns: ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. A single record is visible with ID 131, Course Name 'Advanced Excel', Course Code 'MS\_XLS', Category 'Professional Development', Duration '2 days', Recertification 'Yes', and Description 'Lower level XLS focuss...'. An 'Actions' dropdown menu is open for this record, showing options for 'Edit', 'Delete', and 'Archive'. The 'Edit' option is highlighted. At the bottom of the interface, there is a 'Save' button and a 'Help' icon.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
131	Advanced Excel	MS_XLS	Professional Development	2 days	Yes	Lower level XLS focuss...	Active	<ul style="list-style-type: none"><li>Edit</li><li>Delete</li><li>Archive</li></ul>

# Manage Training Courses for Positions

## Add Position

Click the 'Positions' tab.

The 'Positions Register' shows the details of any 'Positions' already **linked** to the 'Training Course'.

To **add** a link to another 'Position', **click** 'Add'.

The screenshot shows the DAMSTRA web application interface for editing a training course. The breadcrumb is 'Training Courses / Edit Course - 131'. The 'Positions' tab is active, displaying a table of positions linked to the course. A blue callout box explains that the Positions tab allows defining which positions require the course, and that checkboxes on the left can be used to remove multiple positions at once. At the bottom of the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 9 of 9 entries' indicator. A red 'Add' button is visible at the bottom right of the table area, and a 'Cancel' button is at the bottom right of the page. A 'Help' button is located in the bottom right corner of the application.

<input type="checkbox"/>	Position Name	Position Code	Position description
<input type="checkbox"/>	Transport Scheduler	TS	
<input type="checkbox"/>	Trainee Manager	Manager in Training	
<input type="checkbox"/>	Lead Compiler	LC	
<input type="checkbox"/>	Labourer	W1	KEY RESPONSIBILITIES
<input type="checkbox"/>	Laboratory Manager	LBM	
<input type="checkbox"/>	IT		
<input type="checkbox"/>	GM - Logistics	GML	
<input type="checkbox"/>	GM - Finance	GMF	
<input type="checkbox"/>	Assistant Manager		

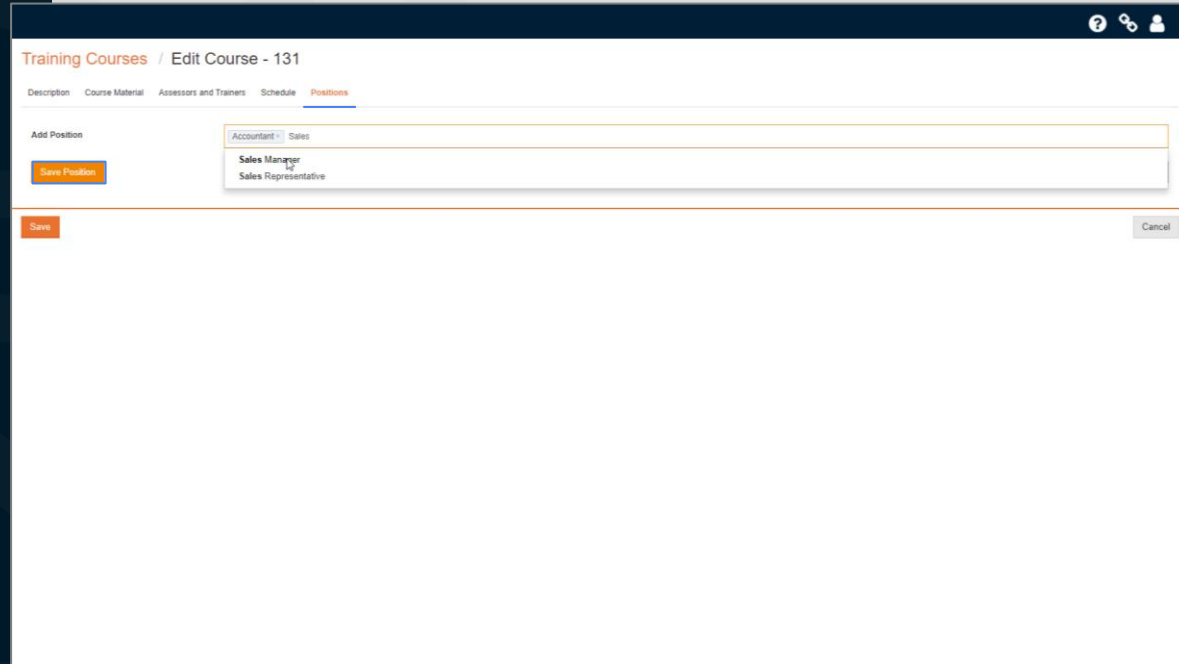
# Manage Training Courses for Positions

Add Position continued.

Begin **typing** the name of the 'Position' being added in the 'Add Position' field.

Smart Search will locate the 'Position' as you begin to type. Additional 'Positions' may be added in the same field.

Once all required 'Positions' have been selected, **click** 'Save Position'.



The screenshot shows a web application interface for editing a training course. The breadcrumb trail is 'Training Courses / Edit Course - 131'. The 'Positions' tab is active, with other tabs being 'Description', 'Course Material', 'Assessors and Trainers', and 'Schedule'. Below the tabs, there is an 'Add Position' section. A text input field contains the text 'Accountant - Sales'. A dropdown menu is open below the input field, showing three options: 'Sales Manager', 'Sales Representative', and 'Sales Representative'. An orange 'Save Position' button is located to the left of the dropdown. At the bottom of the form, there is a 'Save' button on the left and a 'Cancel' button on the right.

# Manage Training Courses for Positions

## Add Position continued.

The association between the 'Training Course' and 'Position' has now been established and all employees and contracted workers matching this 'Position' will be marked with the course as required in their 'Worker' record and in 'Training Needs Analysis'.

To **remove** an association to a 'Position', simply **tick** the check-box next to the 'Position' name and **click** 'Remove'.

Once all changes are made, **click** 'Save' to return to the 'Courses Register'.

The screenshot shows the DAMSTRA system interface for editing training course 131. The 'Positions' tab is active, displaying a table of positions associated with the course. The table has columns for 'Position Name', 'Position Code', and 'Position description'. A search bar is at the top of the table. A 'Remove' button is highlighted in the top right corner of the table area. The 'Save' button is at the bottom left, and a 'Cancel' button is at the bottom right. A 'Help' button is in the bottom right corner of the page.

<input type="checkbox"/>	Position Name	Position Code	Position description
<input type="checkbox"/>	Transport Scheduler	TS	
<input type="checkbox"/>	Trainee Manager		Manager in Training
<input type="checkbox"/>	Sales Manager	SM	
<input checked="" type="checkbox"/>	Lead Compiler	LC	
<input checked="" type="checkbox"/>	Labourer	W1	KEY RESPONSIBILITIES.
<input type="checkbox"/>	Laboratory Manager	LabM	
<input type="checkbox"/>	IT		
<input type="checkbox"/>	GM - Logistics	GML	
<input type="checkbox"/>	GM - Finance	GMP	
<input type="checkbox"/>	Assistant Manager		
<input type="checkbox"/>	Accountant	Acc	



