



D A M S T R A

Manage Inductions

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.

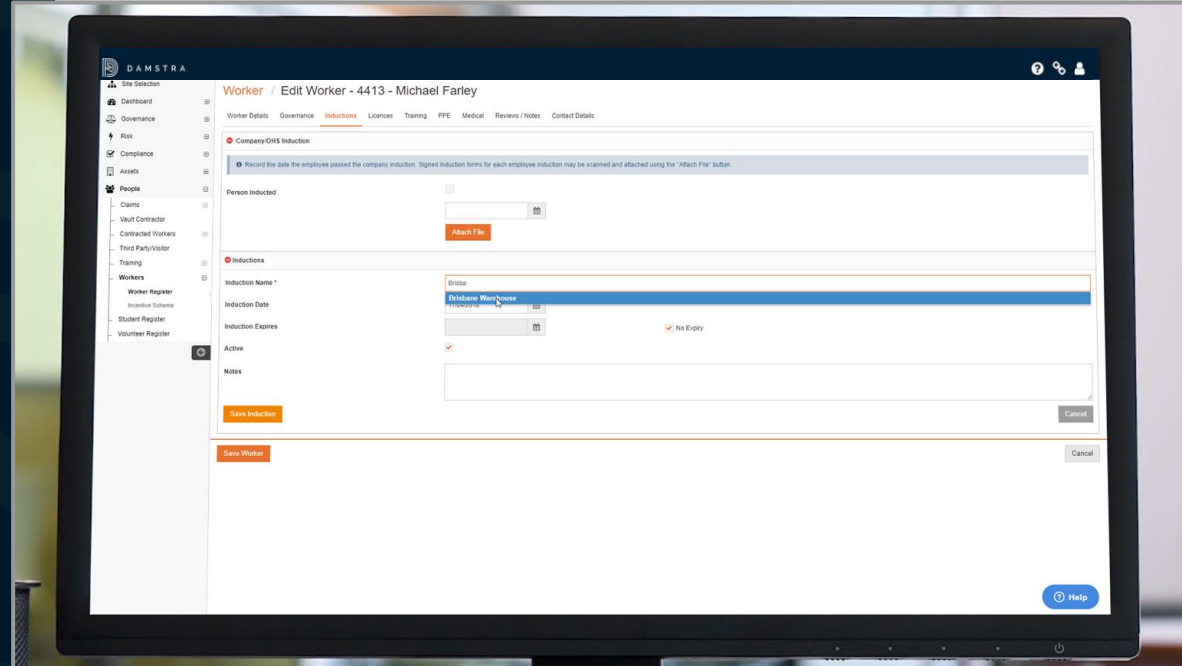
This includes any copies of this presentation taken and modified outside of the Damstra domain.

# Manage Inductions

## Introduction

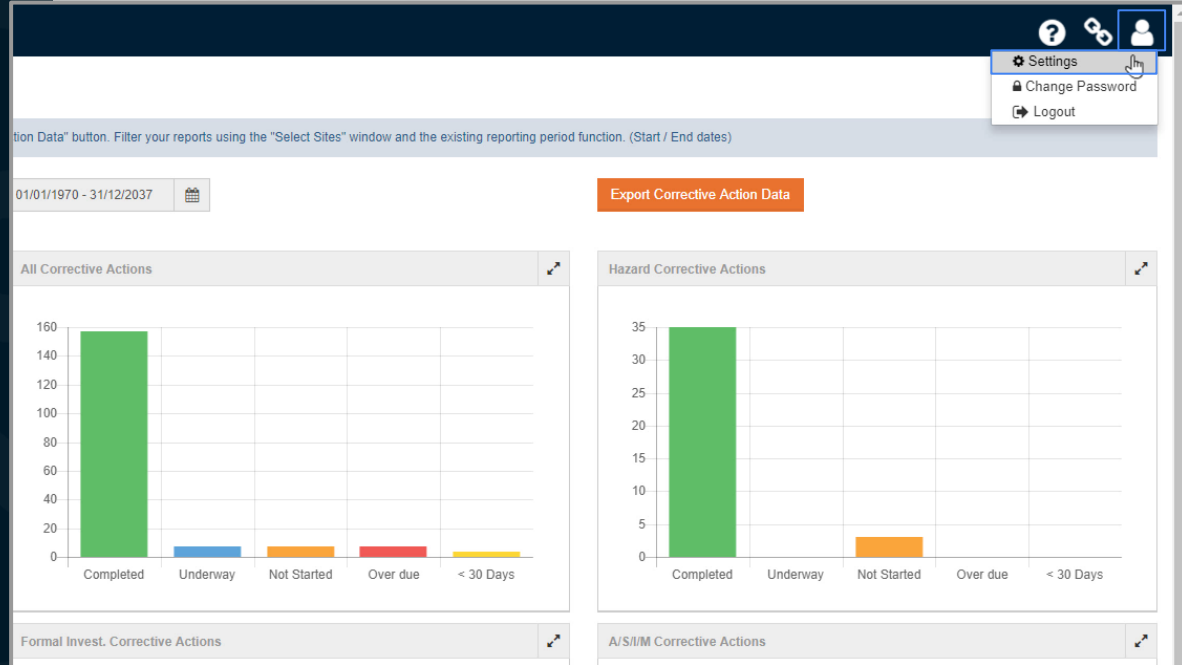
Damstra Safety makes it easy to keep track of the various inductions that People across your Organisation, as well as Contracted Workers, may be required to complete.

But before we can track who has completed which inductions, the 'Inductions' themselves must be **added** to 'Settings'.



# Manage Inductions Settings

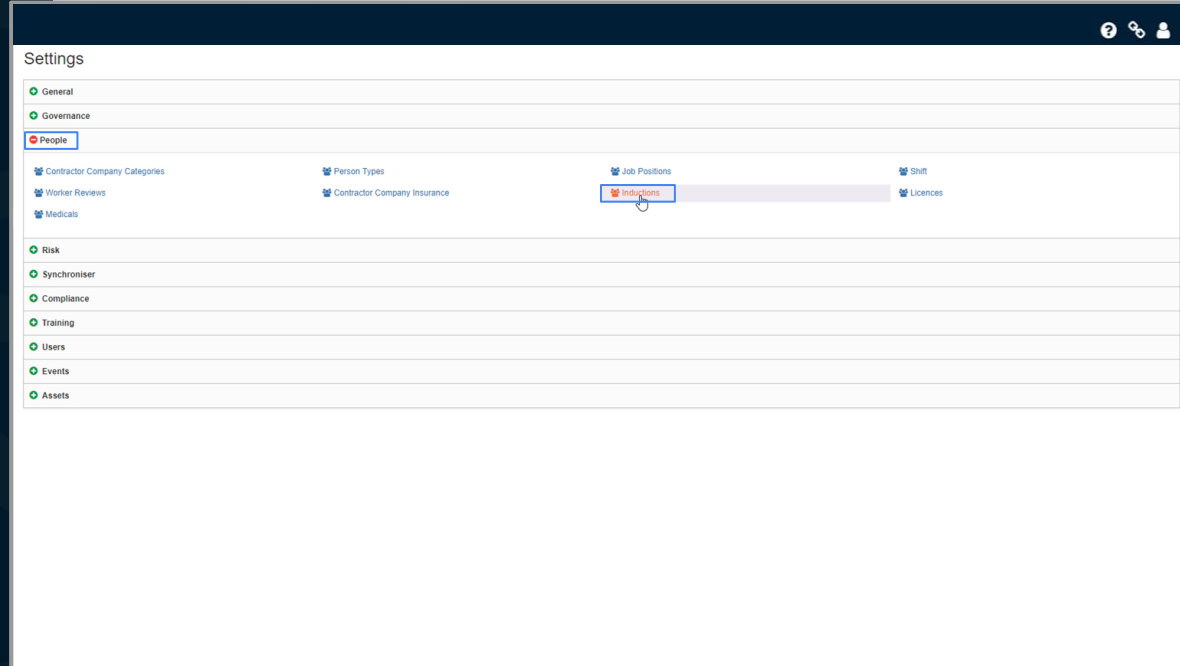
Access to 'Settings' is found under the 'Profile' icon at the top of the screen.



# Manage Inductions

## Settings, People Section

**Click** to expand the 'People' section, then **click** 'Inductions'.

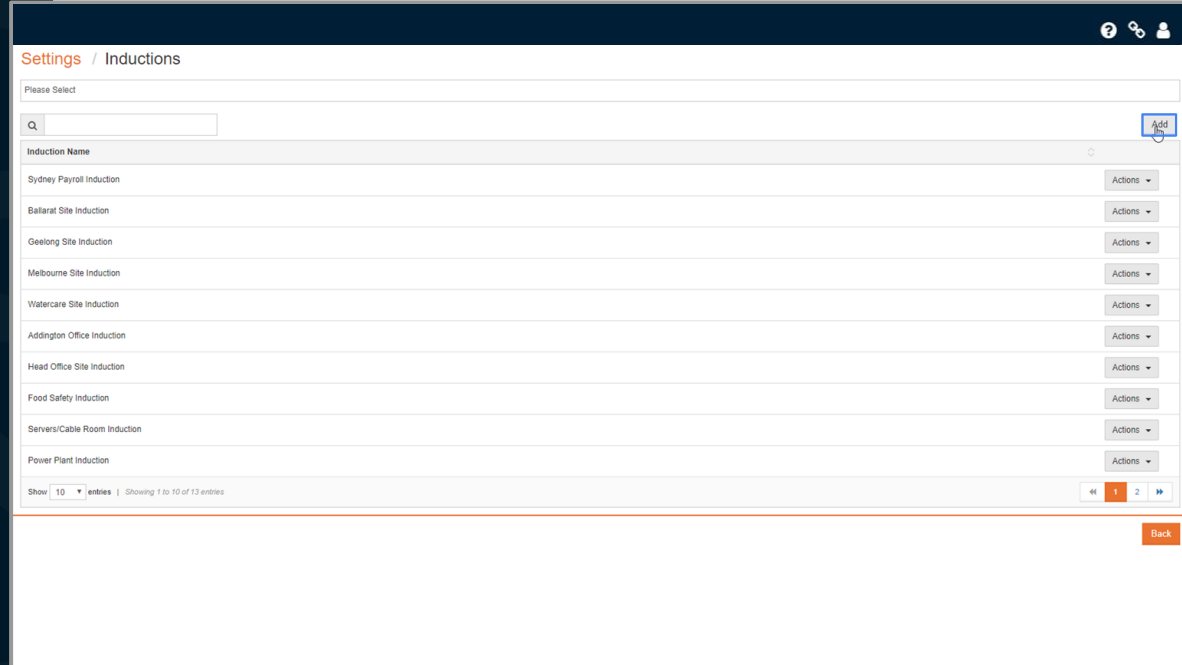


# Manage Inductions

## Add Inductions

Any existing additional 'Inductions' will now be shown.

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



The screenshot displays a web application interface for managing inductions. At the top, there is a dark blue header with a question mark icon, a refresh icon, and a user profile icon. Below the header, the breadcrumb navigation shows 'Settings / Inductions'. A search bar with the placeholder text 'Please Select' and a search icon is present. A table lists various induction types, each with an 'Actions' dropdown menu. A blue box highlights the 'Add' button in the top right corner of the table area. At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 1 to 10 of 13 entries' and a 'Back' button.

Induction Name	Actions
Sydney Payroll Induction	Actions
Ballarat Site Induction	Actions
Geelong Site Induction	Actions
Melbourne Site Induction	Actions
Watercare Site Induction	Actions
Addington Office Induction	Actions
Head Office Site Induction	Actions
Food Safety Induction	Actions
Servers/Cable Room Induction	Actions
Power Plant Induction	Actions

# Manage Inductions

## Add Induction Form

**Select** the 'Site' or 'Sites' that the Induction should be visible to by scrolling or searching the 'Organisation Structure'.

**Type** a 'Name' for the 'Induction'.

Settings / Inductions / Add Induction

Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Induction Name\*: New Forest Site Induction

Online LMS: No Provider

Code\*:

Expires In: Never

Save Cancel

# Manage Inductions

## Add Induction Form cont.

If the Induction is delivered via an online LMS, **select** the 'LMS Provider' from the drop-down list.

**Enter** a 'code' for the Induction. If the Induction is an online LMS, this should match the LMS Provider's code for the course. If the Induction is not an online course, this field may be used however you require.

If the Induction needs to be repeated, **select** the 'expiry' period from the 'Expires In' drop-down list.

Once all fields have been completed, **click** 'Save' to return to the 'Inductions Register'.

Settings / Inductions / Add Induction

Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Induction Name\*: New Forest Site Induction

Online LMS: No Provider

Code\*: NFORSI

Expires In: 6 Months

Save Cancel



# Manage Inductions

## Add Person Types

The 'Induction' has been added to the 'Inductions Register' and can now be added to 'Worker' records. Help with this is available in the Support Portal.

To **edit** or **delete** an existing 'Induction', **click** 'Actions', followed by the appropriate selection.

The screenshot displays the 'Settings / Inductions' page. At the top, there is a breadcrumb 'Settings / Inductions' and a search bar with the text 'Please Select'. Below the search bar is a table of induction types. The table has columns for 'Induction Name' and 'Actions'. The 'Induction Name' column lists various site and office inductions. The 'Actions' column contains a dropdown menu for each row. In the 'Actions' dropdown for the 'Watercare Site Induction' row, the 'Edit' and 'Delete' options are highlighted with a blue box. At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 7 to 10 of 14 entries' and a 'Back' button.

Induction Name	Actions
New Forest Site Induction	Actions
Sydney Payroll Induction	Actions
Ballarat Site Induction	Actions
Geelong Site Induction	Actions
Melbourne Site Induction	Actions
Watercare Site Induction	Actions
Addington Office Induction	Actions
Head Office Site Induction	Actions
Food Safety Induction	Actions
Servers/Cable Room Induction	Actions

