



D A M S T R A

Manage PPE Inventory

Safety



[DISCLAIMER]

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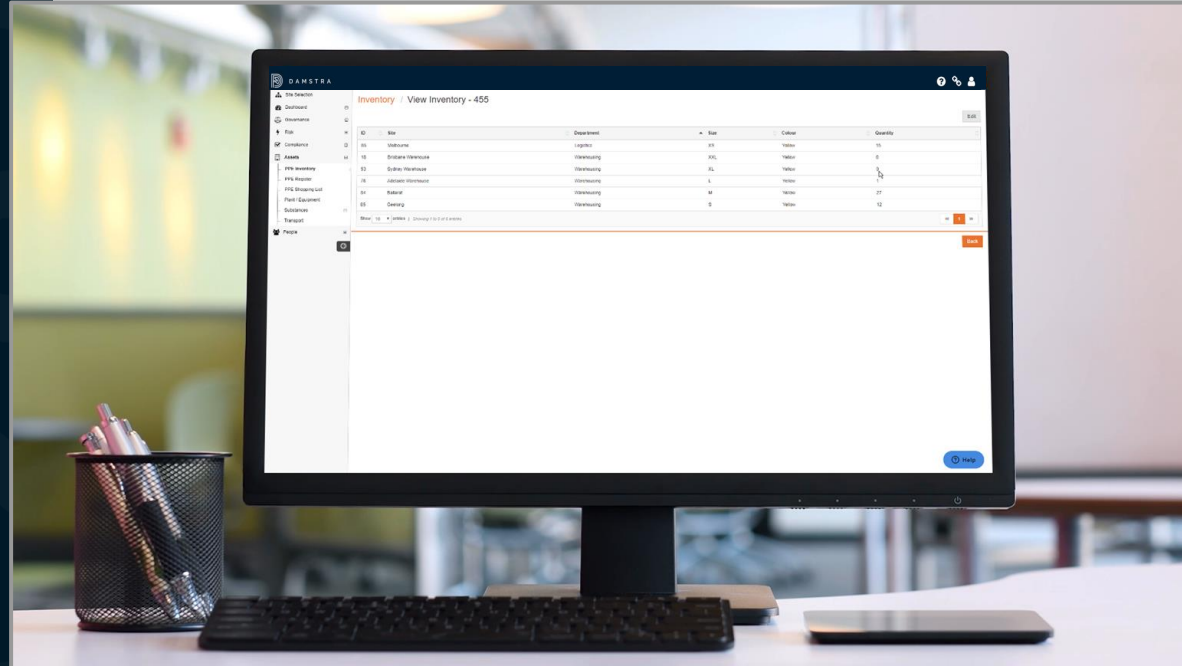
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Manage PPE Inventory Introduction

If your Organisation has enabled the PPE Inventory module, it's very important to keep the available stock of PPE items up-to-date so that available items can be allocated to People or Vehicles, but unavailable ones cannot.

This guide explains how to view, edit and delete stock levels for existing items in the PPE Inventory.



Manage PPE Inventory

PPE Inventory

To view available stock levels of a particular PPE item, begin at the PPE Inventory.

This can be found under *Assets* in the Menu Bar.

My Dashboard

All Types of Corrective Actions can be exported to an Excel spreadsheet using 'Export Corrective Action Data' button. Filter your reports using the 'Select Sites' window and the existing reporting period function. (Start / End dates)

All Records: 01/01/1970 - 31/12/2037

Export Corrective Action Data

Completed Undersway Not Started

Assets

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

All Corrective Actions

Hazard Corrective Actions

Incident Corrective Actions

Feedback Corrective Actions

Inventory

Code	Product Group	Item	Cost Price	In Stock	Workers	Expiry Date	Image
003	HAZT01	Haz Protection	147.00	51			
005	UNDE01	Haz Protection	100.00	10			
002	UNDE02	Haz Protection	179.00	1			
004	UNDE03	Haz Protection	9.99	283	1		
001	LAB_E001A	Haz Protection	220.00	7	3		
000	LAB_E1000D	Haz Protection	50.00	27	3		
016	LAB_C016L	Haz Protection	80.00	21	3		
018	LAB_C018L	Haz Protection	80.00	17	3		
405	101467	Industrial Apparel	13.39	19			
475	2001	Respiratory Protection	4.90	31			
475	100777	Respiratory Protection	25.75	25	2		
475	2009	Respiratory Protection	3.95	21	1		
475	100734	Respiratory Protection	30.29	3	1		
409	102714	Industrial Apparel	85.13	12			
409	1011	Industrial Apparel	79.16	14			

'PPE Inventory'

Manage PPE Inventory

View Inventory

The register shows key, summary information for all PPE items where stock levels have been recorded.

To determine availability of an item, locate the item by browsing or searching the register.

The register shows the total number of items in stock.

For more details, **click 'Actions'**, then **'View'**.

The screenshot displays the DAMSTRA PPE Inventory management interface. The main dashboard shows 'My Dashboard' with a navigation menu on the left containing 'Assets', 'PPE Inventory', 'PPE Register', 'PPE Shopping List', 'Plant / Equipment', 'Substances', and 'Transport'. The central area displays 'All Corrective Actions' and 'Hazard Corrective Actions' with bar charts. A table titled 'Inventory' is overlaid, showing columns for Code, Product Group, Item, Cost Price, In Stock, Workers, and Constraints. The table lists various PPE items like 'Hard Hat', 'Safety Vest', and 'Safety Glasses'.

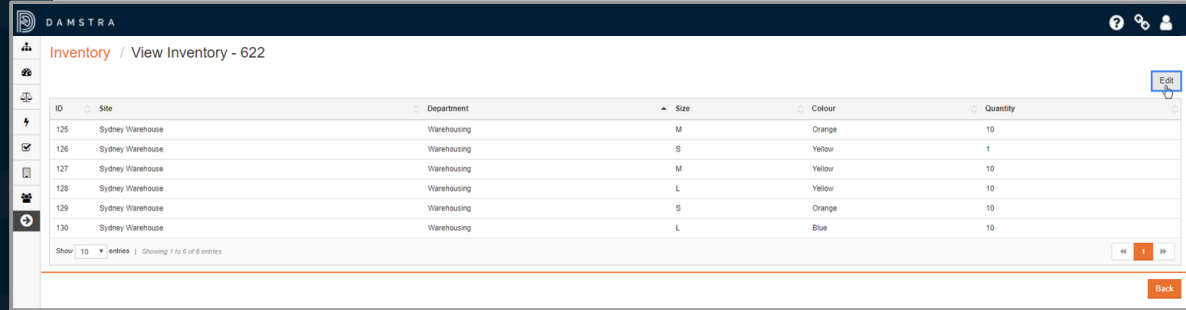
Code	Product Group	Item	Cost Price	In Stock	Workers	Constraints	Workers	Items
023	HAZT01	Hard Protection	147.00	51				
028	CHS000	Hard Protection	100.00	10				
032	CHS000	Hard Protection	179.00	1				
038	SHS000	Hard Protection	9.91	283	1			
037	LAB_E007A	Hard Protection	220.00	7	3			
039	LAB_E1000	Eye Protection	50.00	27	3			
018	LAB_O100	Hard Protection	80.00	21	3			
019	LAB_O100	Hard Protection	80.00	17	3			
005	101407	Industrial Apparel	10.00	10				
479	2001	Respiratory Protection	6.91	31				
478	100777	Respiratory Protection	25.75	25		2		
476	2009	Respiratory Protection	3.96	21				
475	100734	Respiratory Protection	30.20	3	1			
489	102714	Industrial Apparel	85.13	12				
488	1011	Industrial Apparel	79.10	14				

Manage PPE Inventory

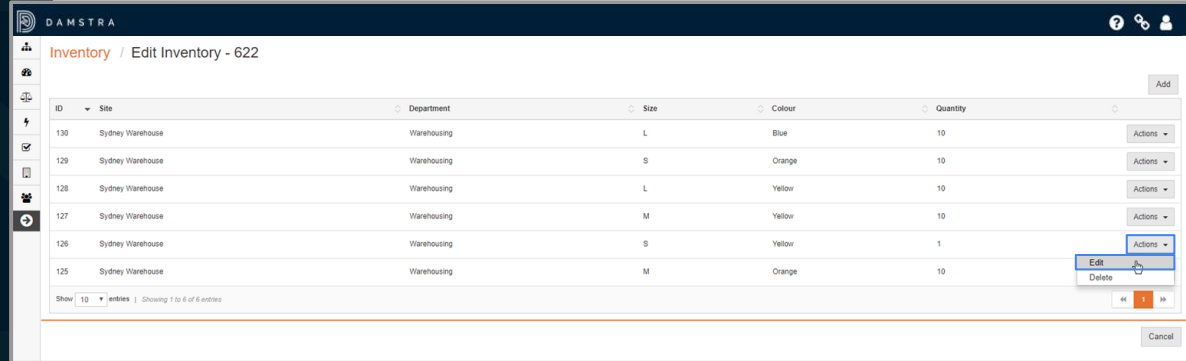
Edit Inventory

The register now shows a more comprehensive breakdown of which sites hold stock of the item and the quantity available in each combination of size and colour.

If the inventory data needs to be adjusted (for example a quantity is incorrect), **click 'Edit'** to enter Edit Mode, then simply **click 'Actions'**, then **'Edit'**.



ID	Site	Department	Size	Colour	Quantity
125	Sydney Warehouse	Warehousing	M	Orange	10
126	Sydney Warehouse	Warehousing	S	Yellow	1
127	Sydney Warehouse	Warehousing	M	Yellow	10
128	Sydney Warehouse	Warehousing	L	Yellow	10
129	Sydney Warehouse	Warehousing	S	Orange	10
130	Sydney Warehouse	Warehousing	L	Blue	10



ID	Site	Department	Size	Colour	Quantity	Actions
130	Sydney Warehouse	Warehousing	L	Blue	10	Actions ->
129	Sydney Warehouse	Warehousing	S	Orange	10	Actions ->
128	Sydney Warehouse	Warehousing	L	Yellow	10	Actions ->
127	Sydney Warehouse	Warehousing	M	Yellow	10	Actions ->
126	Sydney Warehouse	Warehousing	S	Yellow	1	Actions ->
125	Sydney Warehouse	Warehousing	M	Orange	10	Actions ->

Manage PPE Inventory

Edit Inventory cont.

Make the necessary adjustment and **click** 'Save Inventory'.

The screenshot shows the 'Edit Inventory' form in the DAMSTRA system. The form is titled 'Inventory / Edit Inventory - 622'. It features a left-hand navigation menu with icons for Site, Department, Size, Colour, and Quantity, along with a 'Save Inventory' button. The main form area contains the following fields:

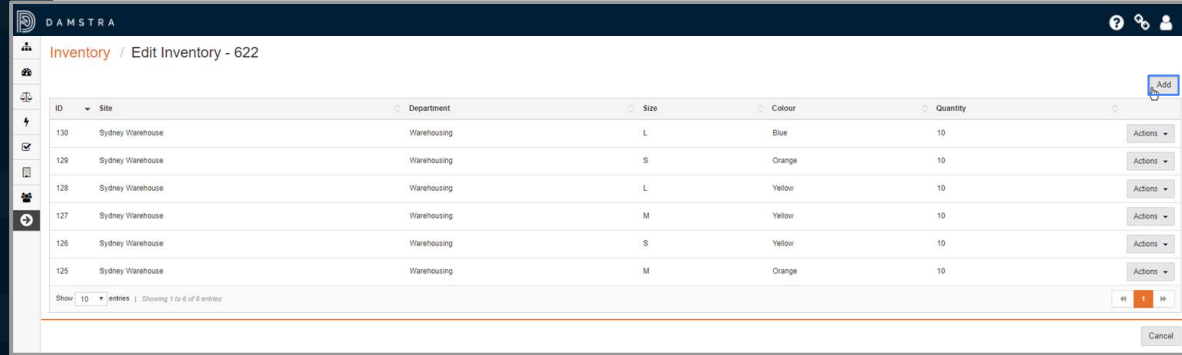
- Site:** ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
- Department:** Warehousing
- Size:** S
- Colour:** Yellow
- Quantity:** 10

There are 'Cancel' buttons at the bottom right of the form and a 'Help' button in the bottom right corner of the page.

Manage PPE Inventory

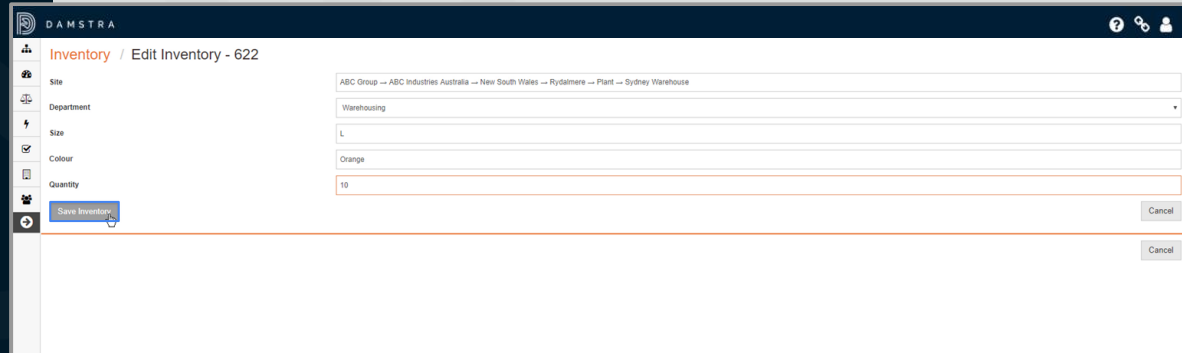
Add Inventory

To add stock level data for a combination of site, size or colour not currently in the inventory, **click 'Add'** and supply the details.



The screenshot shows the 'Inventory / Edit Inventory - 622' page in the DAMSTRA system. A table lists existing inventory items with columns for ID, Site, Department, Size, Colour, and Quantity. Each row has an 'Actions' dropdown menu. A blue 'Add' button is visible in the top right corner.

ID	Site	Department	Size	Colour	Quantity	Actions
130	Sydney Warehouse	Warehousing	L	Blue	10	Actions
129	Sydney Warehouse	Warehousing	S	Orange	10	Actions
128	Sydney Warehouse	Warehousing	L	Yellow	10	Actions
127	Sydney Warehouse	Warehousing	M	Yellow	10	Actions
126	Sydney Warehouse	Warehousing	S	Yellow	10	Actions
125	Sydney Warehouse	Warehousing	M	Orange	10	Actions



The screenshot shows the 'Add Inventory' form in the DAMSTRA system. The form fields are filled with the following values: Site (ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse), Department (Warehousing), Size (L), Colour (Orange), and Quantity (10). A blue 'Save Inventory' button is highlighted in the bottom left corner.

Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse

Department: Warehousing

Size: L

Colour: Orange

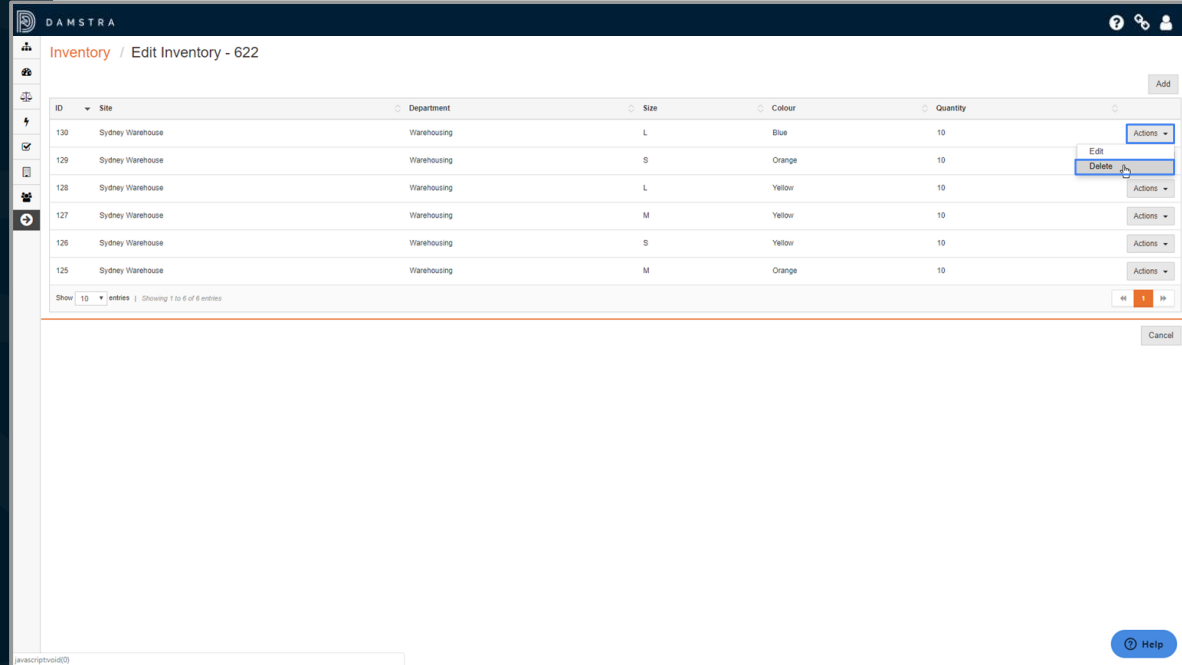
Quantity: 10

Manage PPE Inventory

Delete Inventory

If a mistake has been made and you wish to delete a particular entry altogether, **choose 'Actions', then 'Delete'**.

Note that available stock levels are automatically adjusted when PPE is allocated or returned.



The screenshot displays the DAMSTRA Inventory management interface. The page title is "Inventory / Edit Inventory - 622". A table lists six inventory items with columns for ID, Site, Department, Size, Colour, and Quantity. An "Actions" dropdown menu is open over the second row (ID 129), showing "Edit" and "Delete" options. The "Delete" option is highlighted with a mouse cursor. The table data is as follows:

ID	Site	Department	Size	Colour	Quantity	Actions
130	Sydney Warehouse	Warehousing	L	Blue	10	Actions
129	Sydney Warehouse	Warehousing	S	Orange	10	Edit Delete
128	Sydney Warehouse	Warehousing	L	Yellow	10	Actions
127	Sydney Warehouse	Warehousing	M	Yellow	10	Actions
126	Sydney Warehouse	Warehousing	S	Yellow	10	Actions
125	Sydney Warehouse	Warehousing	M	Orange	10	Actions

At the bottom of the table, there is a pagination control showing "Show 10 entries | Showing 1 to 6 of 6 entries". A "Cancel" button is located at the bottom right of the table area. A "Help" button is visible in the bottom right corner of the interface.

Manage PPE Inventory

Returning Inventory

When a Worker or Contracted Worker leaves your Organisation, it is important to 'return' any PPE via the *PPE Tab* before archiving their record, otherwise the item will not be reflected back into available stock.

Help with this is available in the Support Portal.

