



D A M S T R A

Edit Contractor
Company Insurance
Types

Safety



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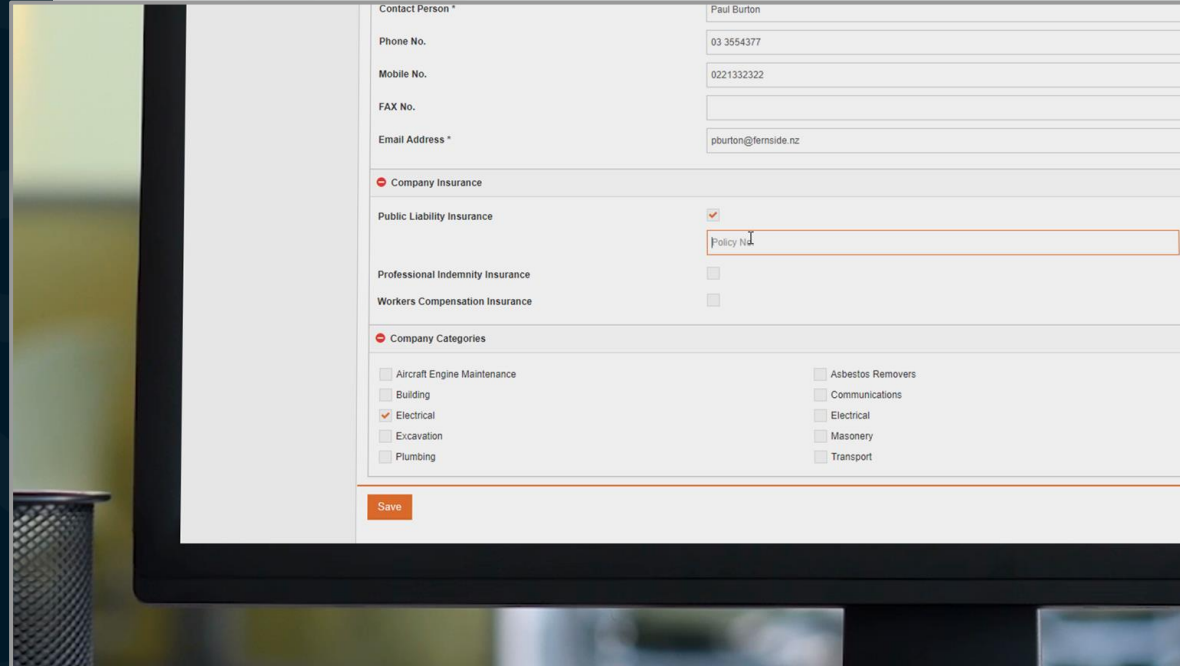
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Edit Insurance Types

Introduction

An important part of adding a new Contractor Company to Damstra Safety is recording whether the Company has completed your Organisation's induction program, and noting the details of any Insurance Policies the Company holds.

And because your Organisation may call these by different names, Damstra Safety supports the ability to edit these fields in Settings.



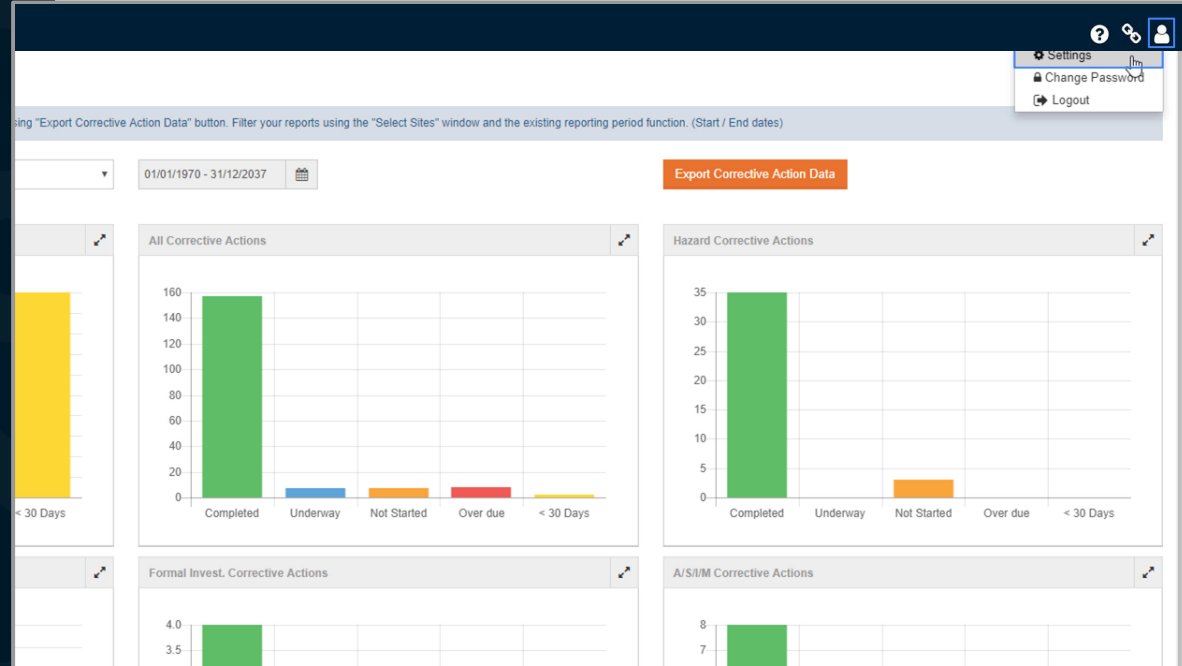
The screenshot shows a web form for editing contractor information. The form is divided into several sections:

- Contact Person *:** Paul Burton
- Phone No.:** 03 3554377
- Mobile No.:** 0221332322
- FAX No.:**
- Email Address *:** pburton@femside.nz
- Company Insurance:**
 - Public Liability Insurance:** Policy No. [text input field]
 - Professional Indemnity Insurance:**
 - Workers Compensation Insurance:**
- Company Categories:**
 - Aircraft Engine Maintenance
 - Building
 - Electrical
 - Excavation
 - Plumbing
 - Asbestos Removers
 - Communications
 - Electrical
 - Masonry
 - Transport

A "Save" button is located at the bottom of the form.

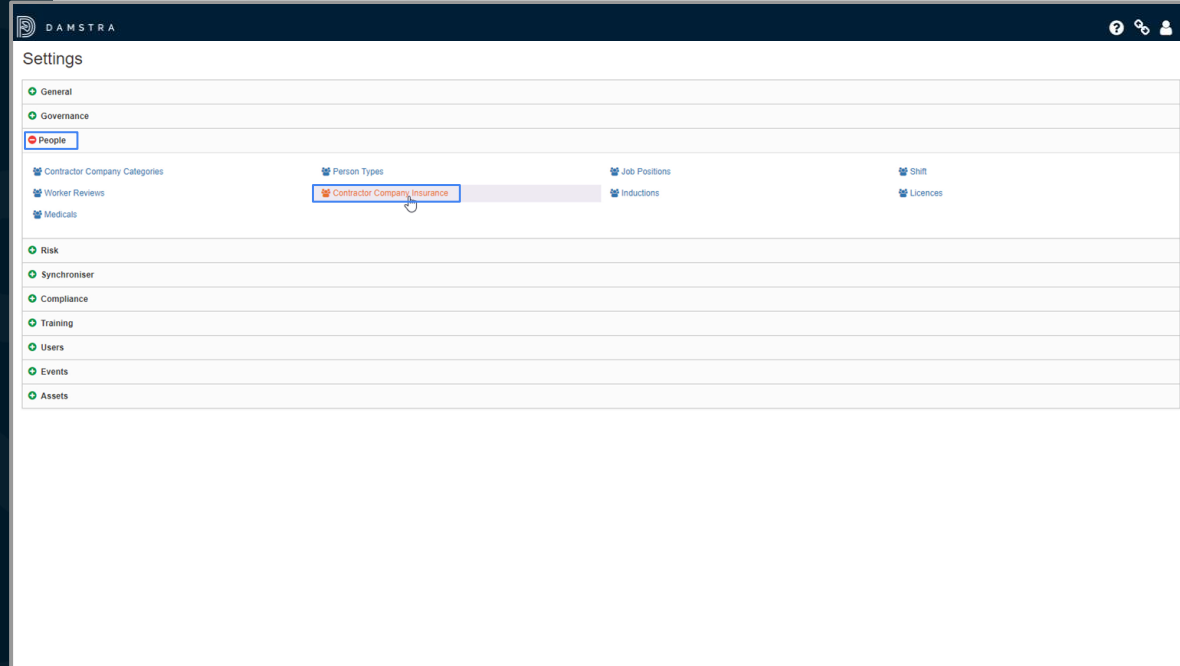
Edit Insurance Types Settings

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



Edit Insurance Types Settings, People Section

Click to expand the 'People' section,
then **click** 'Contractor Company
Insurance'.



Edit Insurance Types

Insurance Policy Types

The Register shows the labels for fields that appear when adding a new 'Contractor Company'.

The first entry in the register is labelled 'Company / OHS Induction' and this corresponds to the field you would **tick** to indicate that the Company has completed your Organisation's induction program.

The screenshot displays the DAMSTRA interface for editing Contractor Company Insurance. The main view shows a list of insurance types with an 'Edit' button for each. The first entry is 'Company / OHS Induction'. An inset image shows a close-up of the 'Company / OHS Induction' field in a form, with a red box highlighting a checkbox and a tooltip that reads: 'Click the checkbox to indicate that the contractor company has completed the induction of the Company. The...'

Edit Insurance Types

Insurance Policy types cont.

The next three entries are the fields you would find in the 'Company Insurance' section of the same form.

The screenshot displays the DAMSTRA web application interface. The main page is titled "Settings / Contractor Company Insurance". On the left, there is a navigation menu with options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area shows a list of insurance types under the heading "Contractor Company Insurance". The list includes:

- Company / OHS Induction (Edit)
- Professional Indemnity Insurance (Edit)
- Public Liability Insurance (Edit)
- Workers Compensation Insurance (Edit)

A blue box highlights the "Public Liability Insurance" entry. Below the list, there is a "Show 10 entries | Showing 1 to 4 of 4 entries" indicator. An inset image shows a "Contact Person" form with fields for Phone No., Mobile No., FAX No., and Email Address. Below this, there is a "Company Insurance" section with a "Public Liability Insurance" checkbox and a "Policy No." field. The "Company Categories" section includes checkboxes for various categories: Aircraft Engine Maintenance, Building, Electrical, Excavation, Plumbing, Asbestos Removers, Communications, Electrical, Masonry, and Transport. A "Save" button is visible at the bottom of the inset form.

Edit Insurance Types

Edit Name

To rename any of these fields, simply **click** 'Edit', **type** the new name, and **click** 'Save'.

The new names will now appear on the 'Add Contractor Company' form.

Note that the change will apply to both existing and new 'Contractor Companies' that you may add to Damstra Safety.

The screenshot displays the 'Settings / Contractor Company Insurance' page. At the top, there is a search bar and a list of insurance types with 'Edit' buttons. The 'Public Liability Insurance' row is highlighted, and its 'Edit' button is being clicked. Below the table, a modal form titled 'Contractor Company Insurance' is open, showing a 'Name' field with the text 'Civil Liability Insurance'. The 'Save' button is highlighted, indicating the user is about to confirm the change.

Contractor Company Insurance	
Company / OHS Induction	Edit
Professional Indemnity Insurance	Edit
Public Liability Insurance	Edit
Workers Compensation Insurance	Edit

Show 10 entries | Showing 1 to 4 of 4 entries

Back

Contractor Company Insurance

Name

Civil Liability Insurance

Save Cancel

