



**D A M S T R A**

Manage Plant  
Categories

Safety



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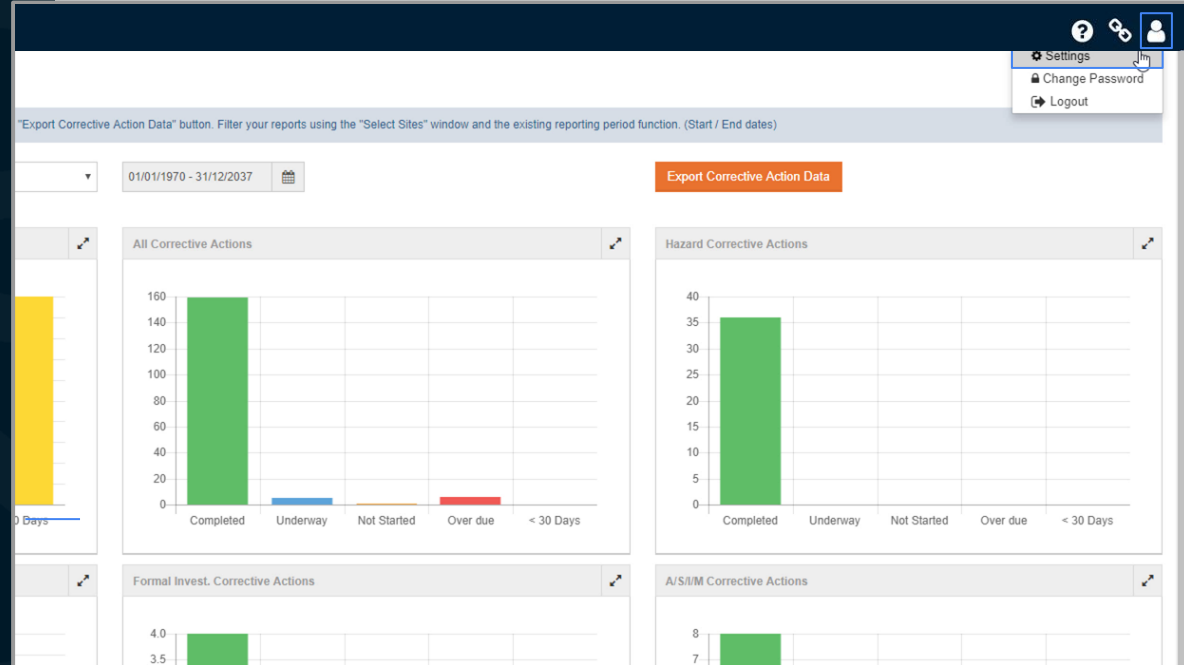
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# Manage Plant Categories Introduction

When Items are added to the *Plant / Equipment Register* in Damstra Safety, it is mandatory to select the *Category* that the item belongs to.

This guide shows how to manage the available options in Settings.

This is found under the 'profile' icon toward the top of the screen.



# Manage Plant Categories Settings

Click to expand the 'Assets' section, then click 'Transport Categories'.

The screenshot displays the DAMSTRA Settings interface. The left sidebar contains a navigation menu with icons for Home, Settings, Assets, People, Risk, Synchroniser, Compliance, Training, Users, and Events. The main content area is titled 'Settings' and is divided into several sections: 'General' (with sub-items like Company Information, Organisation Structure, Options and Preferences, VForms Portal, Set KPI Hours, API Keys, Notifications and Escalations, Start / Stop Escalation, Links Menu, and Language), 'Governance', 'People', 'Risk', 'Synchroniser', 'Compliance', 'Training', 'Users', and 'Events'. The 'Assets' section is expanded, showing sub-items: 'Substances Categories', 'VForm Substance Actions', 'Plant Categories', and 'Transport Categories'. A mouse cursor is hovering over the 'Plant Categories' link. At the bottom right, there is a 'Help' button. The URL at the bottom of the browser window is <https://digitalcontent-01.vaultgr.com/eds/index/index#plant-categories>.

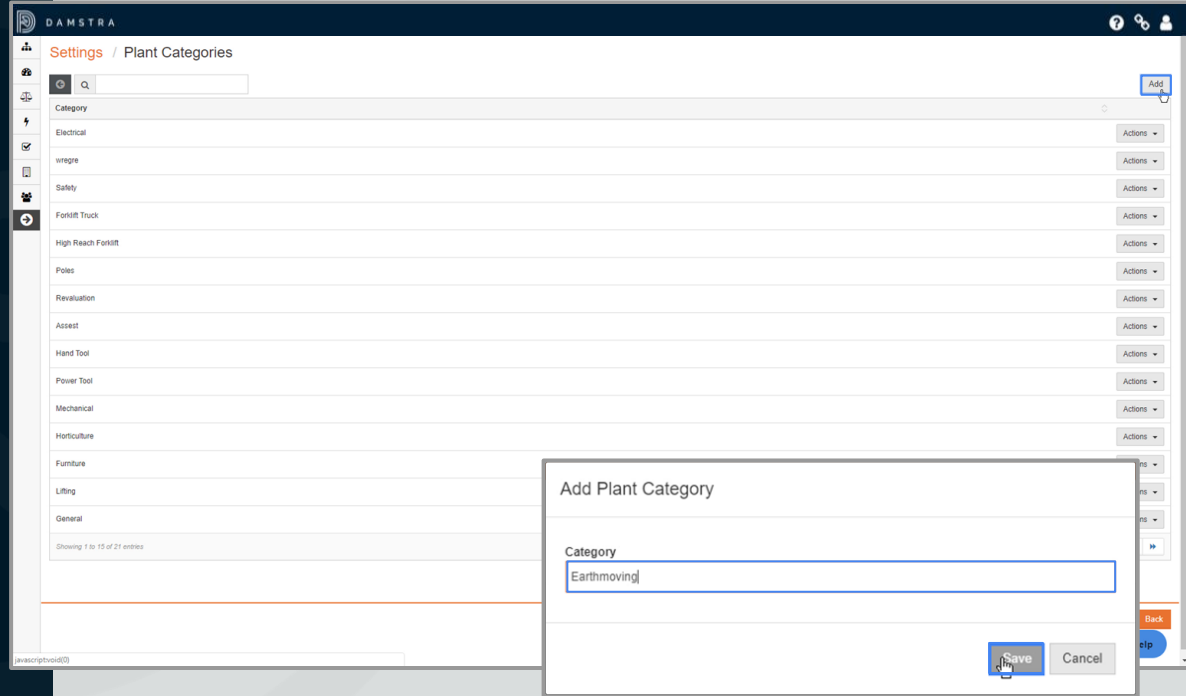
# Manage Plant Categories

## Add Category

All existing Plant Categories are shown.

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

**Enter** the Category Name and **click** 'Save'.



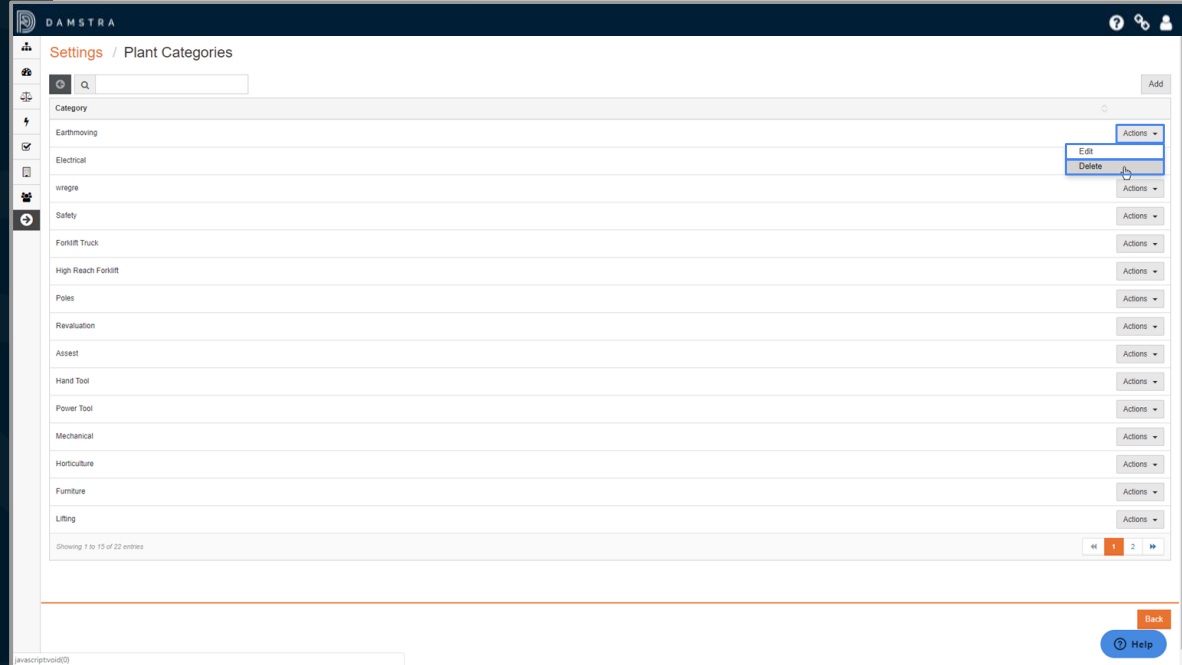
The screenshot displays the DAMSTRA web application interface. The main page is titled 'Settings / Plant Categories' and features a search bar and a list of existing plant categories. The categories listed include Electrical, wrege, Safety, Forklift Truck, High Reach Forklift, Poles, Reevaluation, Assest, Hand Tool, Power Tool, Mechanical, Horticulture, Furniture, Lifting, and General. Each category has an 'Actions' dropdown menu. A blue 'Add' button is visible in the top right corner of the list. A modal dialog titled 'Add Plant Category' is open in the foreground, containing a text input field with the text 'Earthmoving' and two buttons: 'Save' and 'Cancel'.

# Manage Plant Categories

## Edit, Delete

The Category appears in the register and can now be selected when adding a Plant / Equipment item.

To edit or delete an existing Category, **click 'Actions'**, then **select** the appropriate option.



The screenshot displays the DAMSTRA web interface for managing plant categories. The page title is "Settings / Plant Categories". A search bar is located at the top left. The main content area is a table listing various categories, each with an "Actions" dropdown menu. The "Electrical" category is selected, and its "Actions" menu is open, showing "Edit" and "Delete" options. Other categories listed include Earthmoving, wregre, Safety, Forklift Truck, High Reach Forklift, Poles, Reevaluation, Assesst, Hand Tool, Power Tool, Mechanical, Horticulture, Furniture, and Lifting. The page indicates "Showing 1 to 15 of 22 entries". A "Back" button is visible in the bottom right corner, and a "Help" button is in the bottom right corner of the page.

Category	Actions
Earthmoving	Actions
Electrical	Edit Delete
wregre	Actions
Safety	Actions
Forklift Truck	Actions
High Reach Forklift	Actions
Poles	Actions
Reevaluation	Actions
Assesst	Actions
Hand Tool	Actions
Power Tool	Actions
Mechanical	Actions
Horticulture	Actions
Furniture	Actions
Lifting	Actions

