



D A M S T R A



## [DISCLAIMER]

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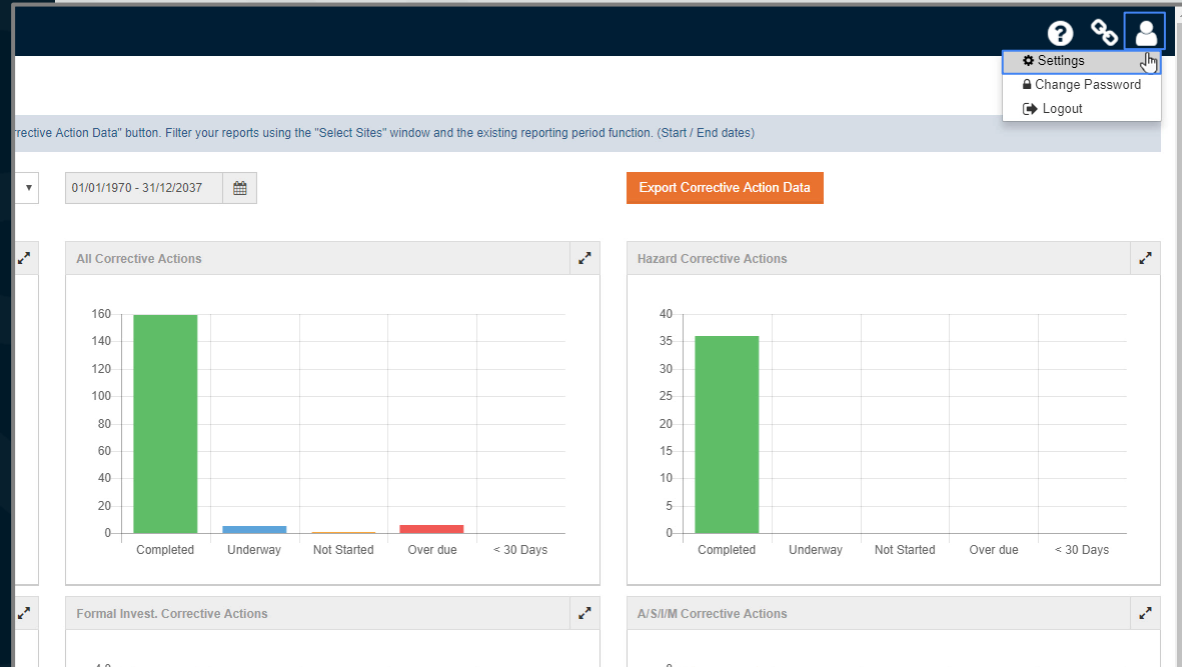
# Manage Licence Types

## Introduction

Damstra Safety provides the ability to record the details of licences that People across your Organisation may hold within their Worker record.

The Types of licence that can be recorded must first be added to settings.

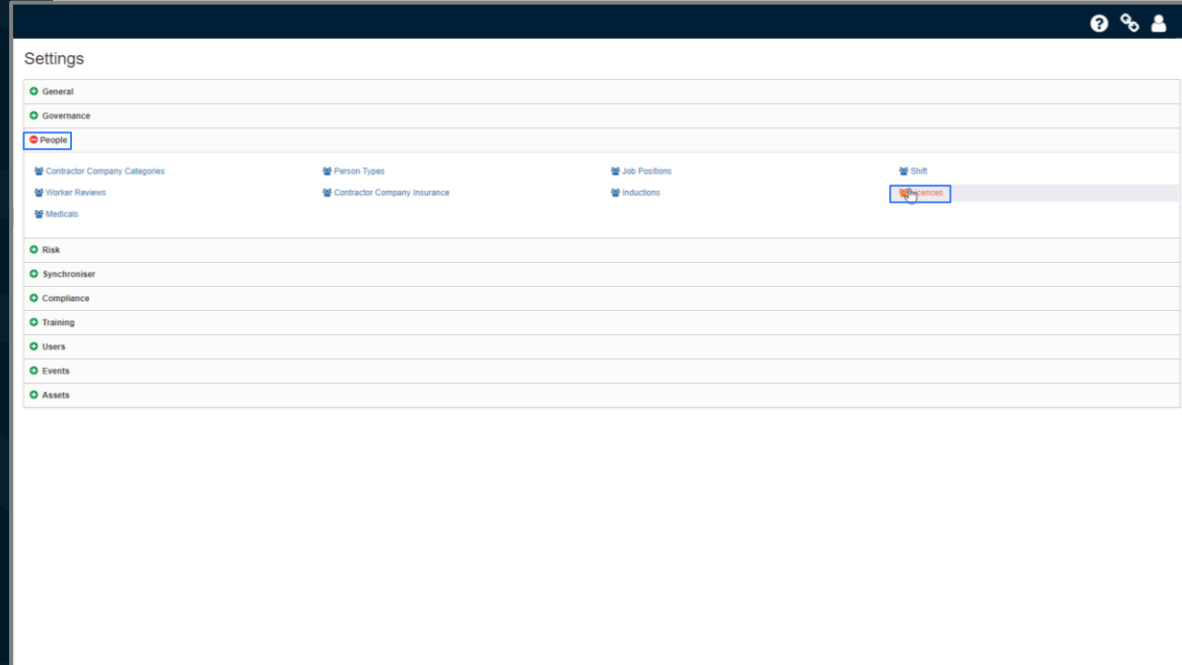
This can be found under the 'Profile' icon at the top of the screen.



# Manage Licence Types

## Settings, People Section

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



# Manage Licence Types

## Add Licence Type

The 'Licences Register' is displayed, which shows all existing licence types already added.

To add a new Licence Type, **click** 'Add'.

**Select** the site or sites that the new Licence Type should be visible to by **scrolling** or **searching** the 'Organisation Structure'.

Then, **add** a name for the new Licence Type and **click** Save to return to the 'Licences Register'.

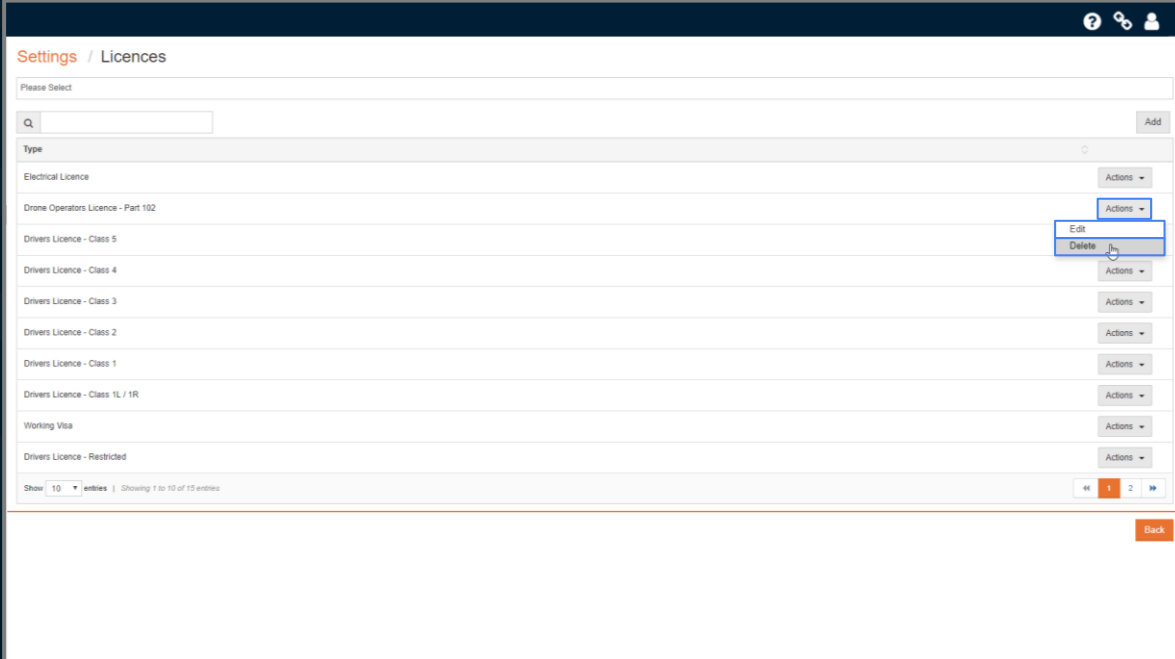
The image shows two overlapping screenshots of a web application interface. The top screenshot displays the 'Licences Register' page, which lists various licence types such as 'Drone Operators Licence - Part 102', 'Drivers Licence - Class 5', and 'Working Visa'. An 'Add' button is highlighted in the top right corner. The bottom screenshot shows the 'Add Licence Type' form, which includes a 'Site' dropdown menu with 'ABC Group' selected, a 'Type' text input field containing 'Electrical Licence', and 'Save' and 'Cancel' buttons at the bottom.

# Manage Licence Types

## Edit, Delete

The new Licence Type is now saved to the Register, and can be selected when adding the details of a new Licence to a Worker record.

To **edit** or **delete** an existing Licence Type, **click** 'Actions', then **click** the appropriate button.



The screenshot displays the 'Settings / Licences' page. At the top, there is a search bar with the placeholder 'Please Select' and an 'Add' button. Below this is a search input field with a magnifying glass icon and an 'Add' button. The main content is a table with the following rows:

Type	Actions
Electrical Licence	Actions
Drone Operators Licence - Part 102	Actions
Drivers Licence - Class 5	Actions
Drivers Licence - Class 4	Actions
Drivers Licence - Class 3	Actions
Drivers Licence - Class 2	Actions
Drivers Licence - Class 1	Actions
Drivers Licence - Class 1L / 1R	Actions
Working Visa	Actions
Drivers Licence - Restricted	Actions

At the bottom of the table, there is a pagination control showing 'Show 10 entries' and 'Showing 1 to 10 of 15 entries'. A 'Back' button is located in the bottom right corner of the page.

