



D A M S T R A

Update Worker PPE

Safety



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# Update Worker PPE

## Introduction

The procedure for adding or removing PPE for an existing Worker is common to all Worker Types in Damstra Safety, namely:

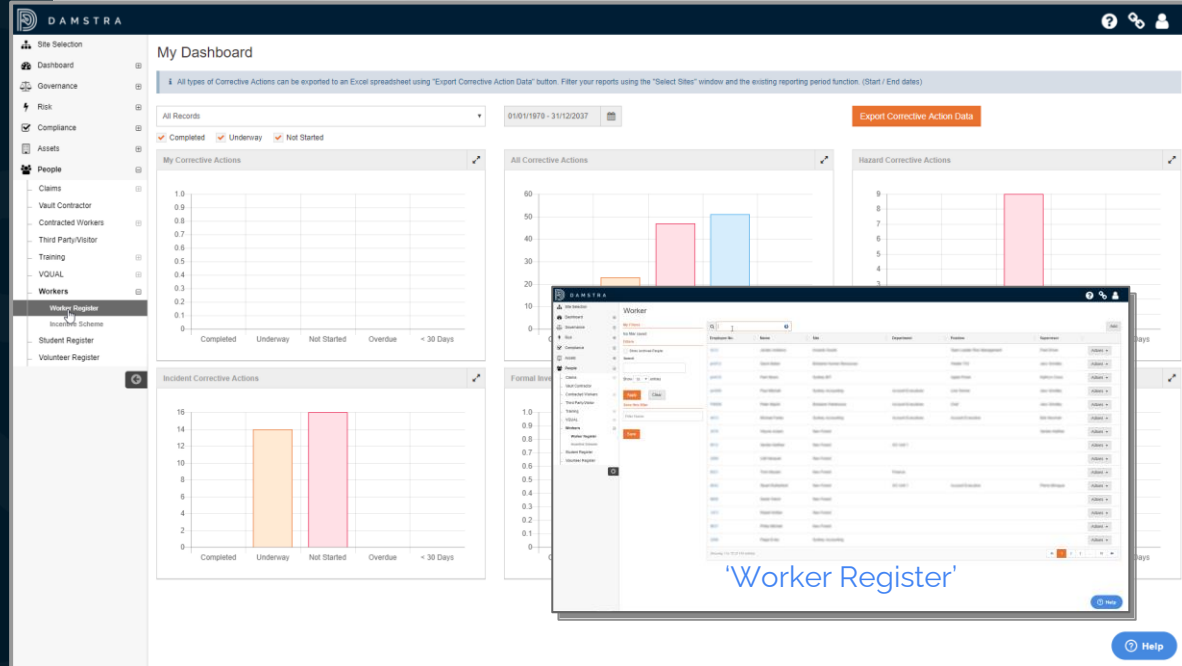
- \* Workers
- \* Contracted Workers
- \* Other Person Types that your Organisation may have enabled via Settings.

This guide explains the procedure using a Worker in the Worker Register.



# Update Worker PPE Worker Register

**Adding** or **removing** PPE for an existing Worker is carried out via the Workers record in the *Worker Register*. This is found under *People* in the Menu bar.



# Update Worker PPE

## Edit Worker

**Locate** the Worker for whom you wish to update the PPE by searching the Worker Register.

**Click** 'Actions', then 'Edit'.

The screenshot displays the DAMSTRA Worker Register interface. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main content area is titled 'Worker' and features a search bar with 'Farley' entered. Below the search bar, there are sections for 'My Filters', 'No filter saved', and 'Filters'. A table lists worker records with columns for Employee No., Name, Site, Department, Position, and Supervisor. The first record is Michael Farley, Employee No. 4413, at Sydney Accounting, Account Executives, Account Executive, supervised by Bob Neuman. An 'Actions' dropdown menu is open over the first record, showing options: View, Edit, Delete, and Archive. The 'Edit' option is highlighted. At the bottom of the page, there is a URL: https://demo-00.vaultgpc.com/personnel/employeeRegister/index?ids=3127 and a 'Help' button.

# Update Worker PPE

## Existing PPE Allocation

Click the *PPE* Tab.

The *PPE Table* is shown. If the Worker already has existing PPE allocated, its details will be shown here.

To **add** new PPE to this Worker, **click** 'Add'.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main content area is titled 'Worker / Edit Worker - 3127 - Michael Farley'. A sidebar on the left contains a navigation menu with options like 'Dashboard', 'Governance', 'Risk', 'Compliance', 'Assets', 'People', 'Claims', 'Visit Contractor', 'Contracted Workers', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Worker Register', 'Incentive Scheme', 'Student Register', and 'Volunteer Register'. The 'PPE' tab is highlighted in the top navigation bar. Below the tabs, there is a search bar and a table with columns for 'ID', 'Item', 'Issue Date', 'Expiry Date', and 'Date Returned'. A single row of data is visible: ID 2623, Item Vest Hi Viz, Issue Date 30/9/2018, and Expiry Date 30/9/2020. An 'Add' button is located to the right of the search bar, and an 'Issue Form' button is to the right of the table. A 'Save' button is positioned below the table. The bottom right corner features a 'Help' button. The URL at the bottom of the browser window is 'https://demo-00.usa1gic.com/personnel/employeeRegister/index#1115'.

# Update Worker PPE

## Add PPE

In this screen, **select** the PPE item you would like to allocate to this Worker. By default, the option *Show only Positional PPE* is enabled. This restricts the selectable PPE items to only those that your organisation associates with the Worker's Position.

**Untick** this check-box if you'd like to select from all PPE types added to your system.

Begin **typing** the name of the PPE item. Smart Search functionality will help you find what you're looking for as you type. **Click** an item to select it.

The screenshot shows the 'Edit Worker - 3127 - Michael Farley' interface. The 'PPE' tab is active, and the 'Show Only Positional PPE' checkbox is checked. The 'PPE Item' field has a search box with the text 'Hard Hat' and a dropdown menu showing search results for 'Hard Hat' and 'Hard Hat (Bank)'. A 'Save' button is visible at the bottom left of the form. An inset window shows a magnified view of the search results.

# Update Worker PPE

## Add PPE cont.

With the PPE selected, the stock inventory available for that item will now be displayed if your Organisation has this option enabled.

If stock is available, **click 'Save'** to allocate that item to the Worker.

The screenshot displays the DAMSTRA system interface for editing worker PPE. The main page is titled "Worker / Edit Worker - 3127 - Michael Farley" and has several tabs: Worker Details, Governance, Inductions, Licences, Training, PPE, Medical, Reviews / Notes, and Contact Details. The "PPE" tab is active, showing a search for "Hard Hat [Each](433)". Below the search, there is a table with columns for Site, Department, Size, Colour, and Quantity. The table contains two rows of data:

Site	Department	Size	Colour	Quantity
Sydney		L	Yellow	13
Sydney		XL	Yellow	11

Each row has a "Save" button next to it. A "Showing 1 to 2 of 2 entries" message is at the bottom of the table. A "Save" button is also visible at the bottom left of the main form area. In the foreground, a modal window titled "Michael Farley" shows a success message: "Success! PPE saved successfully!". The modal also contains a table with columns for Name, Issue Date, Expiry Date, and Date Returned:

Name	Issue Date	Expiry Date	Date Returned
36912016		36912020	
36912016		No Expiry	



# Update Worker PPE Issue Form

Files relating to the allocation of the PPE (for example, a scanned copy of a form) can be stored in your system.

**Click** the *'Issue form'* button, then **Drag and Drop** the file, or **click** to locate it on your computer. A copy will be added to the record.

The screenshot shows a web interface for managing PPE. At the top, there are tabs for 'Issues / Notes' and 'Contact Details'. Below the tabs is a table with the following columns: 'Issue Date', 'Expiry Date', and 'Date Returned'. The table contains two rows of data. The first row has '30/01/2018' for Issue Date and '30/01/2020' for Expiry Date. The second row has '30/01/2018' for Issue Date and 'No Expiry' for Expiry Date. To the right of the table is an 'Add Issue Form' button, which is highlighted with a blue box and a mouse cursor. Below the table is an 'Actions' dropdown menu.

Issue Date	Expiry Date	Date Returned
30/01/2018	30/01/2020	
30/01/2018	No Expiry	

The screenshot shows the 'Edit Worker - 3127 - Michael Farley' page. At the top, there are tabs for 'Worker Details', 'Governance', 'Inductions', 'Licences', 'Training', 'PPE', 'Medical', 'Reviews / Notes', and 'Contact Details'. The 'PPE' tab is selected. Below the tabs is a large area with a diagonal hatched pattern and the text 'Drop files to upload (or click)'. Below this area is a 'Date' field with a 'View' button. At the bottom, there is a message 'Showing 0 to 0 of 0 entries'.

# Update Worker PPE

## Return PPE

If a Worker returns a PPE item, this can be reflected in the Worker record.

**Click 'Actions', then 'Return Selected Item'.** **State** the Site and Department where the PPE item has been returned. This will update the stock inventory for that item, if the Stock Inventory feature is enabled.

**Note:** If the returned PPE needs to be removed from stock inventory (e.g. the item is damaged), this can be managed via the *PPE Register > Inventory Tab*.

The screenshot displays the DAMSTRA system interface for editing a worker's PPE record. The page title is "Worker / Edit Worker - 3127 - Michael Farley". The left sidebar contains navigation options such as Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main content area shows the "PPE" tab selected, displaying a table with the following data:

ID	Item	Issue Date	Expiry Date	Date Returned	Actions
2623	Vest H Viz	30/01/2018	30/01/2020		Edit, Delete, Return Selected Item
2624	Hard Hat (Each)	30/01/2018	No Expiry		Edit, Delete, Return Selected Item

Below the table, there is a "Save" button and a "Cancel" button. The "Return Selected Item" button is highlighted in the Actions menu for each row. The interface also includes a search bar, a "Help" button, and a "Showing 1 to 2 of 2 entries" indicator.

# Update Worker PPE

## Save PPE update

Once we've finished updating PPE for this Worker, we can **click** 'Save' to return to the Worker Register.

The screenshot shows the 'Edit Worker' interface for Michael Farley (ID 3127). The 'PPE' tab is selected, displaying a table with the following data:

ID	Item	Issue Date	Expiry Date
2626	Hard Hat (Black)	30/01/2018	No Expiry

Below the table, there is a 'Save' button.

The screenshot shows the 'Worker Register' interface. A green success message at the top right reads: 'SUCCESS Record saved successfully!'. The main area displays a table of workers with the following columns: Employee No., Name, Site, Department, Position, and Supervisor. The table contains 14 rows of data, including Michael Farley (Employee No. 4413).

Employee No.	Name	Site	Department	Position	Supervisor
4413	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4414	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4415	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4416	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4417	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4418	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4419	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4420	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4421	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4422	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4423	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4424	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman
4425	Michael Farley	Sydney Accounting	Account Executives	Account Executive	Bob Newman

At the bottom right, there is a 'Help' button.

