



**D A M S T R A**

Update Vehicle  
Certification

Safety

## [DISCLAIMER]

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# Vehicle Certification Transport Register

Updating the certification record for a Transport Item is managed via the Vehicle's record in the 'Transport Register'.

This is found under 'Assets' in the 'Menu bar'.

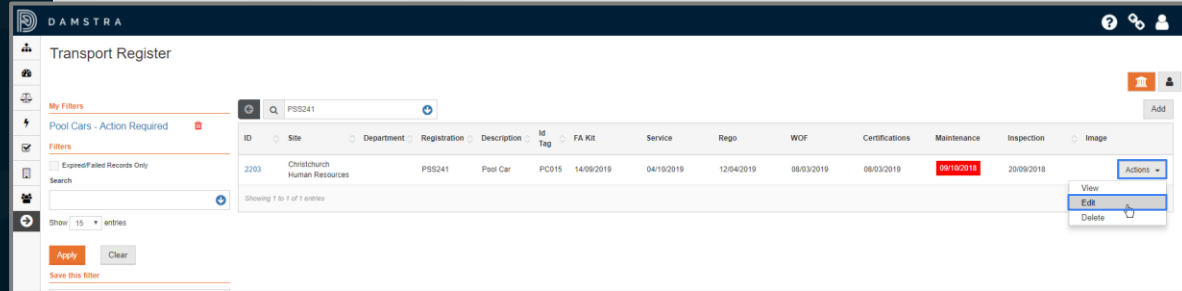
The screenshot displays the DAMSTRA software interface. The top navigation bar includes the DAMSTRA logo, a search icon, and a user profile icon. The main content area is titled 'My Dashboard' and features a filter for 'All Records' with status options: 'Completed', 'Underway', and 'Not Started'. A date range of '09/01/1970 - 31/12/2037' is set, and an 'Export Corrective Action Data' button is visible. The dashboard contains several bar charts: 'All Corrective Actions', 'Hazard Corrective Actions', 'Incident Corrective Actions', and 'Formal Inquest, Corrective Actions'. A 'Menu bar' on the left lists various assets, with 'Transport' highlighted. An inset window titled 'Transport Register' shows a detailed table of transport records with columns for ID, Description, Location, Status, and Date. The text 'Transport Register' is overlaid on the bottom right of this inset window.

# Vehicle Certification

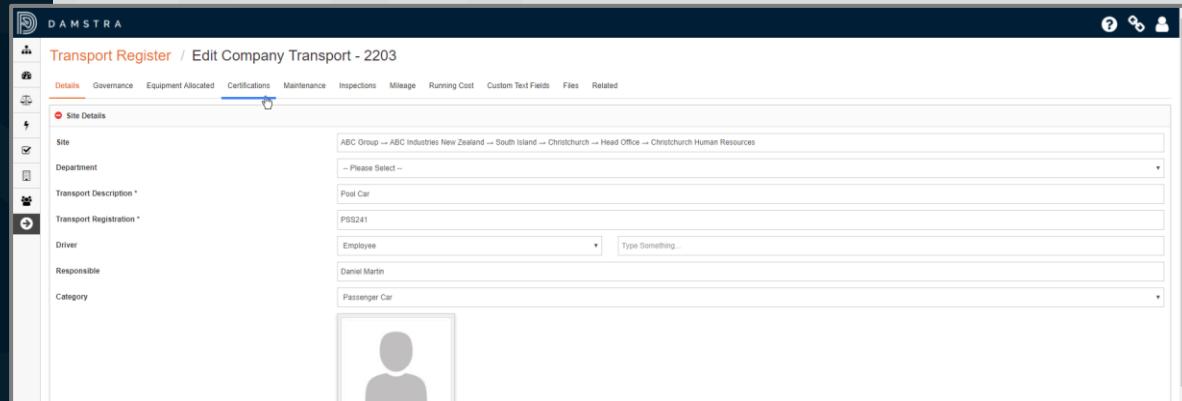
## Edit Record

**Locate** the item in the Register, then **click** 'Actions', then 'Edit'.

**Click** on the 'Certifications' tab.



The screenshot shows the DAMSTRA Transport Register interface. A search bar at the top right contains the text 'PSS241'. Below the search bar is a table with the following columns: ID, Site, Department, Registration, Description, Id Tag, FA Kit, Service, Rego, WOF, Certifications, Maintenance, Inspection, and Image. The table contains one row with the following data: ID: 2203, Site: Christchurch Human Resources, Department: Human Resources, Registration: PSS241, Description: Pool Car, Id Tag: PC015, FA Kit: 14/09/2019, Service: 04/10/2019, Rego: 12/04/2019, WOF: 08/03/2019, Certifications: 08/03/2019, Maintenance: 06/10/2018, Inspection: 20/09/2018. An 'Actions' menu is open over the first row, showing options for 'View', 'Edit', and 'Delete'. The 'Edit' option is highlighted with a mouse cursor. On the left side, there are filters for 'My Filters', 'Pool Cars - Action Required', and 'Expired/Failed Records Only'. At the bottom left, there are 'Apply' and 'Clear' buttons, and a 'Save this filter' link.



The screenshot shows the DAMSTRA Transport Register 'Edit Company Transport - 2203' form. The form is divided into several sections: 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections', 'Mileage', 'Running Cost', 'Custom Text Fields', 'Files', and 'Related'. The 'Certifications' tab is selected. The 'Site Details' section contains the following fields: Site (ABC Group → ABC Industries New Zealand → South Island → Christchurch → Head Office → Christchurch Human Resources), Department (Please Select), Transport Description (Pool Car), Transport Registration (PSS241), Driver (Employee dropdown menu), Responsible (Daniel Martin), and Category (Passenger Car). A placeholder image for a driver's profile picture is shown at the bottom.

# Vehicle Certification

## Certifications Tab

The register displays all currently-recorded certifications, together with the currency status for each one.

**Locate** the certification being updated, and **click** 'Actions', then 'Edit'.

The screenshot shows the DAMSTRA Transport Register interface. The breadcrumb trail is "Transport Register / Edit Company Transport - 2203". The "Certifications" tab is active. A table displays the following data:

ID	Certification	Valid Until	Actions
3299	Registration	20/10/2018   No Distance   No Hours	Actions - Edit Delete
3207	First Aid Kit	25/10/20... Distance... Hours	Delete
3277	Service	04/10/2019   No Distance   No Hours	Actions -

At the bottom of the table, it says "Show 10 entries | Showing 1 to 3 of 3 entries". Below the table are "Save" and "Cancel" buttons. A "Help" button is located in the bottom right corner.

# Vehicle Certification Add Instance

All instances of the selected Certification are now displayed in a register.

To add a new instance of the selected certification type, **click** 'Add'.

The screenshot shows the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main header reads 'Transport Register / Edit Company Transport - 2203'. Below this is a breadcrumb trail: 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections', 'Mileage', 'Running Cost', 'Custom Text Fields', 'Files', and 'Related'. The 'Certifications' tab is active, showing a search bar and a table of certification instances. The table has columns for 'Date', 'Valid Until', 'Passed', 'Expiry Distance', 'Expiry Hours', and 'Cost'. Two instances are listed: one from 20/10/2017 to 20/10/2018, and another from 25/10/2016 to 25/10/2017, both with a 'Pass' status. An 'Add' button is visible in the top right corner of the table area. Below the table, there are 'Save Certification' and 'Save' buttons, and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the interface.

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	Actions
20/10/2017	20/10/2018	Pass				Actions
25/10/2016	25/10/2017	Pass				Actions

# Vehicle Certification

## Add Instance cont.

**Enter** the certification date.

Vault will calculate and display the expiry date in the field below.

**Select** whether the Vehicle passed or failed the certification.

If the certification expires after a particular mileage or running time, **enter** this in the corresponding fields.

If either limit is reached before the expiry date, Damstra Safety will consider the certification expired.

The screenshot shows the DAMSTRA web application interface for editing a company transport record (ID: 2203). The 'Certifications' tab is active, displaying the following fields:

- Certification Date:** A date picker set to 23/10/2018.
- Certification Expiry:** A date picker set to 23/10/2019.
- Passed:** A dropdown menu currently set to 'Yes'.
- Expiry Distance:** An empty text input field.
- Expiry Hours:** An empty text input field.

Below these fields is a 'Cost' section with an 'Attach File' button. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A 'Help' button is located in the bottom right corner of the application window.

# Vehicle Certification

## Add Instance cont.

Optionally, **enter** any cost associated with the certification.

To attach a copy of any related files such as a copy of the certificate, **click** 'Attach File' and locate the file on your computer.

Damstra Safety will store a copy.

**Click** 'Save'.

The screenshot shows the DAMSTRA web application interface for editing a company transport record. The main heading is 'Transport Register / Edit Company Transport - 2203'. The 'Certifications' tab is selected, showing a form with the following fields: 'Certification Date' (23/10/2018), 'Certification Expiry' (23/10/2019), 'Passed' (Yes), 'Expiry Distance', 'Expiry Hours', and 'Cost' (52.11). An 'Attach File' button is present, and a file named 'Rego 2018.pdf' is shown as attached. A 'Save' button is located at the bottom left, and a 'Cancel' button is at the bottom right. A green success message 'Success: File attached successfully !!' is displayed in the top right corner. The DAMSTRA logo is visible in the top left corner of the application window.



# Vehicle Certification

## Add Instance cont.

The added instance has now been recorded and is visible in the register for this particular certification type.

**Click** 'Save Certification' to return to the Certifications register.

The screenshot shows the DAMSTRA Transport Register interface for 'Edit Company Transport - 2203'. The 'Certifications' tab is selected, displaying a table of certification records. The table has columns for Date, Valid Until, Passed, Expiry Distance, Expiry Hours, and Cost. Three records are visible, all with a 'Passed' status. A 'Save Certification' button is highlighted in orange at the bottom of the table. A green success message 'Success Record saved successfully!' is displayed in the top right corner. The interface also includes a navigation menu at the top and a 'Help' button at the bottom right.

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	Actions
23/10/2018	23/10/2019	Pass			52.11	Actions
20/10/2017	20/10/2018	Pass				Actions
25/10/2016	25/10/2017	Pass				Actions

# Vehicle Certification

## Add New Type

The overall Certifications Register now reflects the added instance and displays update validity details.

If the certification type being added is not currently displayed in the Register, **click** 'Add'.

The screenshot shows the DAMSTRA Transport Register interface for 'Edit Company Transport - 2203'. A green success message at the top right states 'Success Record saved successfully!'. The main content is a table with columns for ID, Certification, and Valid Until. The table contains three entries: 3299 Registration, 3207 First Aid Kit, and 3277 Service. Each entry has an 'Actions' dropdown menu. Below the table, there is a 'Show 10 entries | Showing 1 to 3 of 3 entries' indicator and a 'Save' button. A 'Help' button is located in the bottom right corner.

ID	Certification	Valid Until
3299	Registration	23/10/2019   No Distance   No Hours
3207	First Aid Kit	25/10/2019   No Distance   No Hours
3277	Service	04/10/2019   No Distance   No Hours

# Vehicle Certification

## Add New Type cont.

**Select** the certification type from the list. The options shown here will depend on settings chosen by your Organisation in Settings.

Then **click** 'Add' and supply the details for the first instance as before.

Once all details have been added, **click** 'Save Certification'.

The screenshot shows the DAMSTRA Transport Register interface. The page title is "Transport Register / Edit Company Transport - 2203". The "Certifications" tab is selected, showing a table with one entry for "Warrant of Fitness". The table has columns for Date, Valid Until, Passed, Expiry Distance, Expiry Hours, and Cost. The entry shows a date of 24/10/2018, valid until 24/10/2019, passed status, and a cost of 43.00. Below the table are buttons for "Save Certification" and "Add".

Date	Valid Until	Passed	Expiry Distance	Expiry Hours	Cost	Actions
24/10/2018	24/10/2019	Pass			43.00	Actions

# Vehicle Certification Certification Saved

The Maintenance details are now saved.

Those responsible for certification currency will receive an escalation from Vault when the expiry nears, provided this has been enabled in Settings. Help with this is available in the Support Portal.

The screenshot displays the DAMSTRA Transport Register interface. A green success message at the top right states "Success Record saved successfully!". The main content area shows a table with the following data:

ID	Site	Department	Registration	Description	Id Tag	FA KIT	Service	Rego	WOF	Certifications	Maintenance	Inspection	Image
2203	Christchurch	Human Resources	PSS241	Pool Car	PC015	25/10/2019	04/10/2019	23/10/2019	24/10/2019	04/10/2019	30/10/2018	20/09/2018	Actions

Below the table, there are controls for "Apply", "Clear", "Save this filter", and "Filter Name". A "Save" button is also visible. The interface includes a sidebar with navigation icons and a "Help" button in the bottom right corner.

