



D A M S T R A

Remove a Worker

Safety



## [DISCLAIMER]

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# Remove a Worker

## Introduction

There are two ways to remove a Worker from the Worker Register:

**Archive Worker.** This removes the Worker from the Worker Register, but keeps a copy of their data should it be required in the future. This is the recommended method of removing a Worker.

**Delete the Worker.** This removes the Worker from the Worker Register and deletes all data relating to the Worker.

**Note:** Your organisation may have disabled this feature

In this guide we will focus on the recommended **Archive** method.

Archive

Delete



# Remove a Worker Worker Register

**Archiving** a Worker is done via the *Worker Register*. This is found under *People* in the menu bar.

The *Worker Register* shows all current Workers within the organisation, along with key information about each individual Worker.

The screenshot displays the DAMSTRA Worker Register interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main content area is titled "My Dashboard" and features a date range of 01/01/1970 - 31/12/2037. A sidebar menu on the left lists various categories: People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Incentive Schemes, Volunteer Register, and Student Register. The "Workers" category is selected, showing a bar chart with three bars: "Completed" (orange), "Not Started" (red), and "Over due > 30 Days" (blue). The main area contains several charts: "All Corrective Actions" (a large green bar chart), "Hazard Corrective Actions" (a smaller green bar chart), "Formal Invest. Corrective Actions" (a green bar chart), and "Observations Corrective Actions" (a green bar chart). A "Worker Register" table is overlaid on the right, listing workers with columns for Employee No., Name, Site, Department, Position, and Supervisor. The table includes a search bar and a "Filter By Site" dropdown. A "Help" button is visible in the bottom right corner.

Employee No.	Name	Site	Department	Position	Supervisor
011	Lenny Boudens	West Point	Finance	Maintenance Supervisor	Walter Deuren
012	Michael Farley	Sanity Accounting	Account Executive	Accountant	Walter Deuren
013	Wim Hager	Sanity Measurement	Engineering	Maintenance Supervisor	Walter Deuren
014	Wim Van	Sanity Measurement	Account Executive	Maintenance Supervisor	Frank Meerts
015	Lenny Boudens	Sanity Accounting	Account Executive	Accountant	Walter Deuren
016	Walter Deuren	Sanity Accounting	Finance	Sanity Manager	Walter Deuren
017	Robert Pijper	Sanity	Logistics	Sanity Site Manager	Walter Deuren
018	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
019	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
020	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
021	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
022	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
023	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
024	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
025	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
026	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
027	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
028	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
029	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren
030	Walter Deuren	Sanity	Sanity	Sanity Site Manager	Walter Deuren

# Remove a Worker Prerequisites

Prior to following this procedure, ensure you have deallocated any PPE that may have been assigned to the Worker, and if a Final Medical examination has been carried out, **update** this in the *Medical* tab.

Help with these procedures is available in the Support Portal.

**Worker**

My Filters  
No filter saved.

Filters  
 Show Archived People

Search

Show 15 entries

Apply Clear

Save this filter

Filter Name

Save

Employee No.	Name	Site	Department	Position	Supervisor	Actions
817	Lenny Summers	New Forest	Finance	Maintenance Supervisor	Martin Daniels	Actions
908	Michael Farley	Sydney Accounting	Account Executives	Accountant	Martin Daniels	Actions
424	Kiri Hodge	Sydney Warehouse	Engineering	Maintenance Supervisor	William Tell	Actions
421	William Tell	Sydney Warehouse	Account Executives	Maintenance Supervisor	Fred Martin	Actions
853	Laurie Stevens			Accountant	Josh Vergeer	Actions
234	Martin Daniels			Area Manager	James Morpher	Actions
647	Robert Baggs			General All Rounder	Alan Humphries	Actions
121	Stuart Ruthers			Sales Representative	Robyn O'Grady	Actions
555	John Reitze			P.M. Picker / Packer	Fred Martin	Actions
164	James Morpher			Area Manager	Robbie Duggan	Actions
160	Fred Martin	Melbourne	Logistics	Warehouse Manager	Greg Smith	Actions
304	Lucy MacIntosh	Geelong	Warehousing	Loader	Joshua Blake	Actions
305	William Laidway	Geelong	Warehousing	Loader	Joshua Blake	Actions
206	Tom Kennedy	Melbourne	Logistics	Load Compiler	Harvey Highet	Actions
286	Bob Jones	Geelong	Dispatch	Dispatch Scheduler	Harvey Highet	Actions

Showing 1 to 15 of 74 entries

1 2 3 4 5

Help

# Remove a Worker

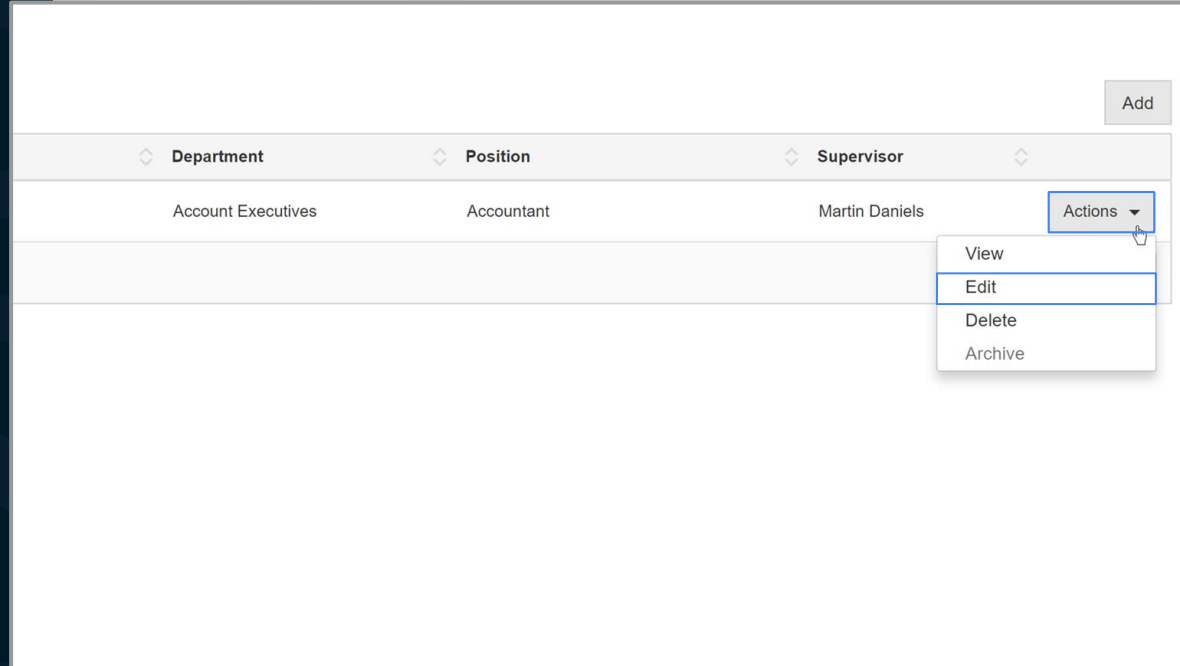
## Edit Worker

**Locate** the Worker in the register and **click 'Actions'**.

**Note** that an *'Archive'* option appears, but is initially greyed-out.

The *employment ceased-date* must be recorded before this option is available.

To record this, **select 'Edit'**.



The screenshot shows a table with columns for Department, Position, and Supervisor. An 'Add' button is in the top right. An 'Actions' dropdown menu is open over the first row, with 'Edit' selected. The 'Archive' option is present but greyed out.

Department	Position	Supervisor	Actions
Account Executives	Accountant	Martin Daniels	<ul style="list-style-type: none"><li>View</li><li><b>Edit</b></li><li>Delete</li><li>Archive</li></ul>

# Remove a Worker Record Cease Date

In the *Employee Information* section of the *Worker Details* tab, **tick** the *Employment Ceased* check-box, and **enter** the date that the employment was ceased either by typing it directly into the field, or by selecting it from the calendar.

Once entered, **click** 'Save Worker'.

The screenshot displays a web form for 'Worker Details'. At the top, the 'Employment Ceased' checkbox is checked, and the date '07/03/2019' is entered in the adjacent field. Below this, there are sections for 'Key Appointment' and 'Photograph'. The 'Key Appointment' section includes roles like Manager, Supervisor, Designated Investigator, Superintendent, Emergency/Fire Warden, Safety Committee, First Aid Attendant, Health and Safety Reps, and Emergency Response Team, each with a checkbox and a date field. The 'Photograph' section shows a photo of a man in a blue shirt and tie, with a 'Passport' button to its right. At the bottom of the form, there is a 'Save Worker' button and a 'Help' button.

# Remove a Worker

## Archive Worker

You're now returned to the Worker Register.

To complete the procedure, **click 'Actions'**, then **'Archive'** and confirm that you're sure to commit the action.

The Worker record is now archived, meaning the Worker has been removed from the Worker Register, but data has been saved should it need to be restored.

The screenshot displays the DAMSTRA Worker Register interface. The main table shows one worker record:

Employee No.	Name	Site	Department	Position	Supervisor	Actions
908	Michael Farley	Sydney Accounting	Account Executives	Accountant	Martin Daniels	<ul style="list-style-type: none"><li>View</li><li>Edit</li><li>Delete</li><li>Archive</li></ul>

The 'Archive' option is highlighted in the 'Actions' dropdown menu. Below the table, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. A 'Confirm' dialog box is overlaid at the bottom right, asking: 'Are you sure you want to archive this record?' with 'Yes' and 'No' buttons.



# Remove a Worker

## Unarchive Worker

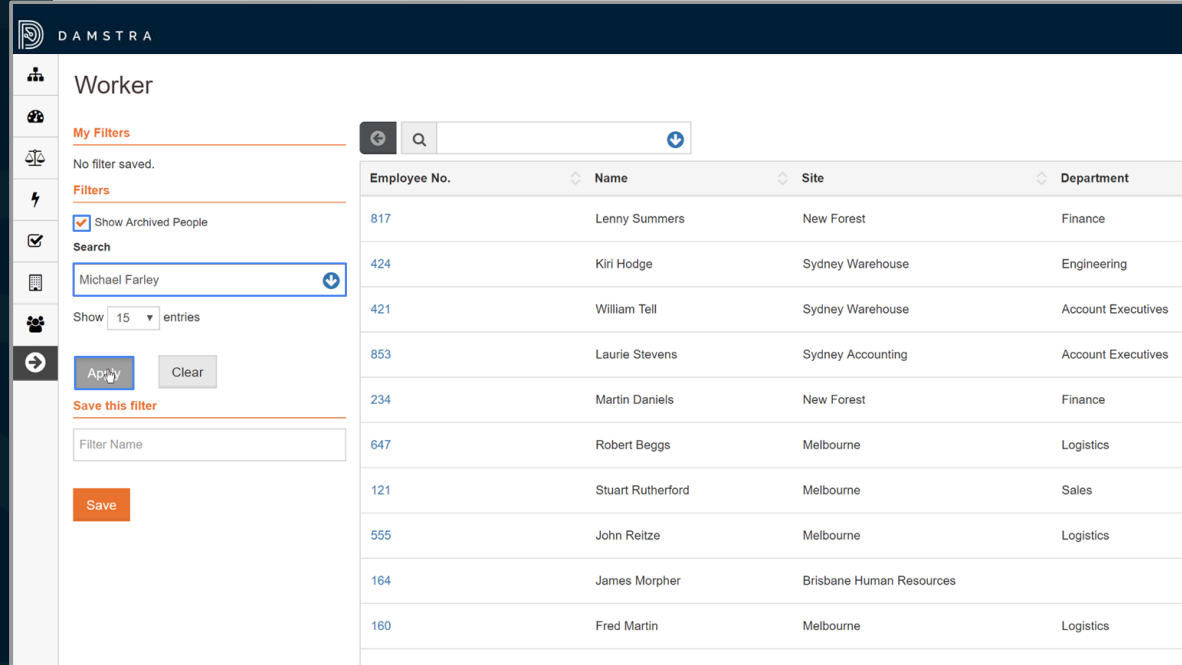
If you've made a mistake or you need to restore a Worker for any reason, it's easy to unarchive a Worker.

To locate an archived Worker:

**Click** *'Show Archived People'* in the *Filters* sidebar.

**Supply** some of the Worker's detail as a search term (e.g. Name, Employee No.).

Then, **click** *'Apply'*.



The screenshot displays the DAMSTRA Worker management interface. The sidebar on the left contains a 'Worker' section with a 'My Filters' area. Under 'My Filters', there is a 'Filters' section with a checkbox for 'Show Archived People' which is checked. Below this is a search box containing 'Michael Farley' and a dropdown menu set to 'Show 15 entries'. There are 'Apply' and 'Clear' buttons, and a 'Save this filter' option with a 'Filter Name' input field and a 'Save' button.

The main area shows a table of workers with the following columns: Employee No., Name, Site, and Department.

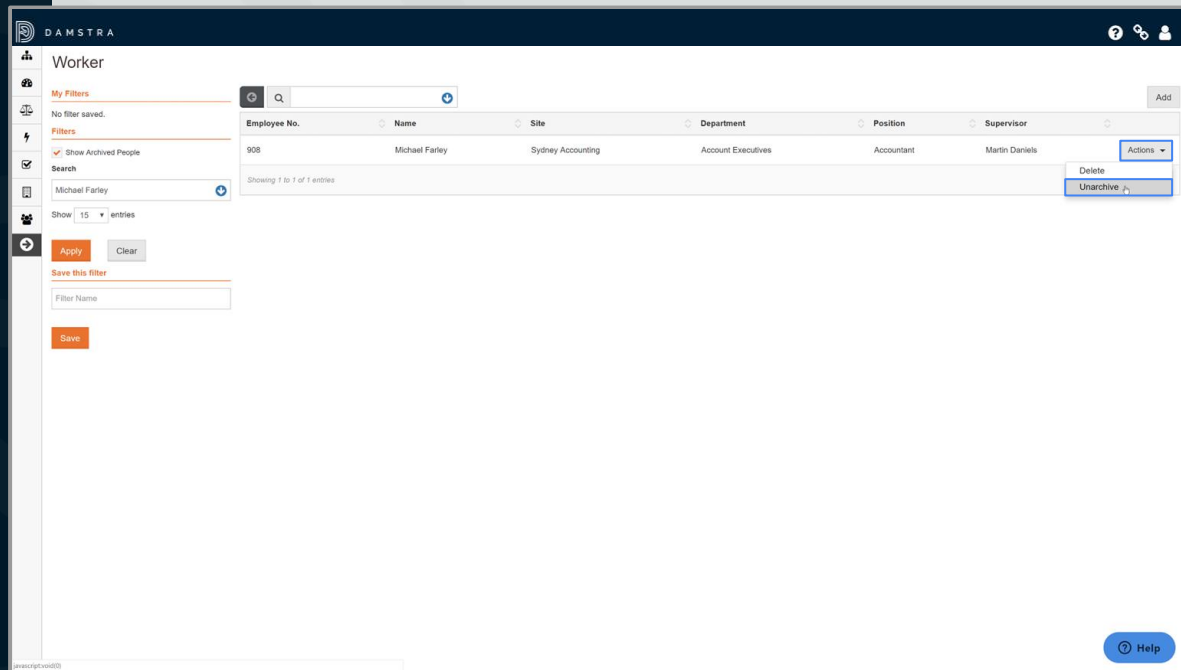
Employee No.	Name	Site	Department
817	Lenny Summers	New Forest	Finance
424	Kiri Hodge	Sydney Warehouse	Engineering
421	William Tell	Sydney Warehouse	Account Executives
853	Laurie Stevens	Sydney Accounting	Account Executives
234	Martin Daniels	New Forest	Finance
647	Robert Beggs	Melbourne	Logistics
121	Stuart Rutherford	Melbourne	Sales
555	John Reitze	Melbourne	Logistics
164	James Morpher	Brisbane Human Resources	
160	Fred Martin	Melbourne	Logistics

# Remove a Worker

## Unarchive Worker cont.

With the Archived Worker now located, **click 'Actions'**, then **'Unarchive'**.

The Worker record is now restored to the Worker Register.



The screenshot displays the DAMSTRA Worker Register interface. On the left, a sidebar contains navigation icons and a 'Filters' section with a search bar and a 'Show Archived People' checkbox. The main area shows a table with columns for Employee No., Name, Site, Department, Position, and Supervisor. A single record for Michael Farley is visible. An 'Actions' dropdown menu is open over the record, showing 'Delete' and 'Unarchive' options. Below the table, there are 'Apply' and 'Clear' buttons, a 'Save this filter' section with a 'Filler Name' input field, and a 'Save' button. A 'Help' button is located in the bottom right corner.

Employee No.	Name	Site	Department	Position	Supervisor	Actions
908	Michael Farley	Sydney Accounting	Account Executives	Accountant	Martin Daniels	<a href="#">Delete</a> <a href="#">Unarchive</a>

