



D A M S T R A

Manage Event
Severity Levels

Safety



[DISCLAIMER]

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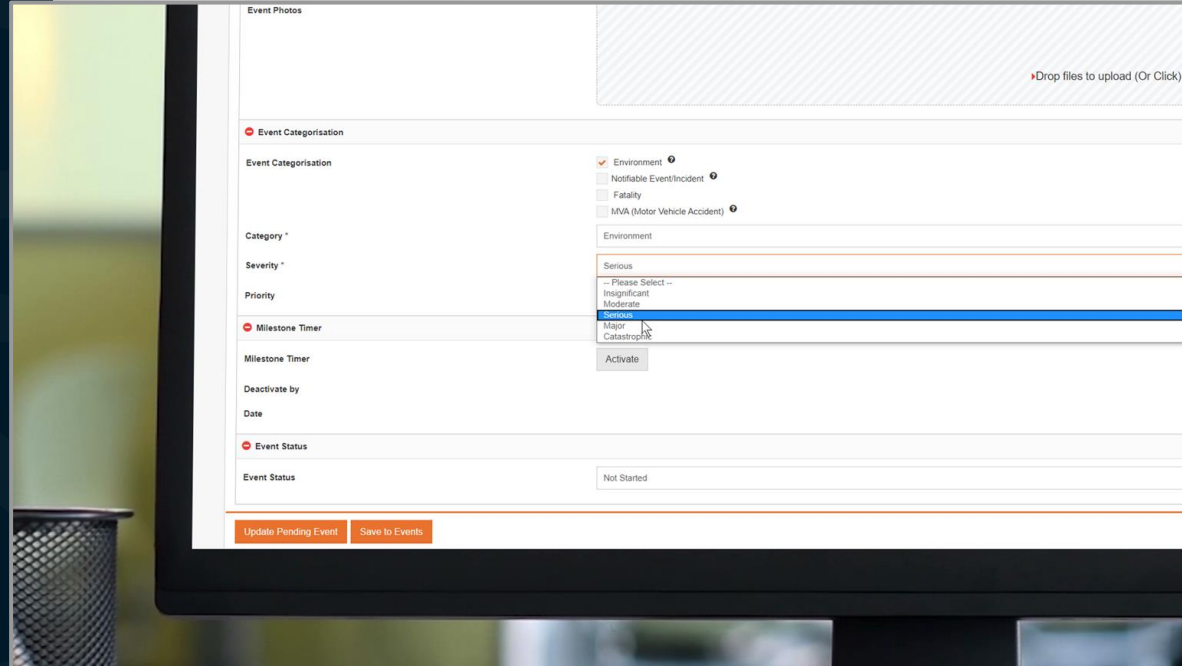
Manage Event Severity Levels

Introduction

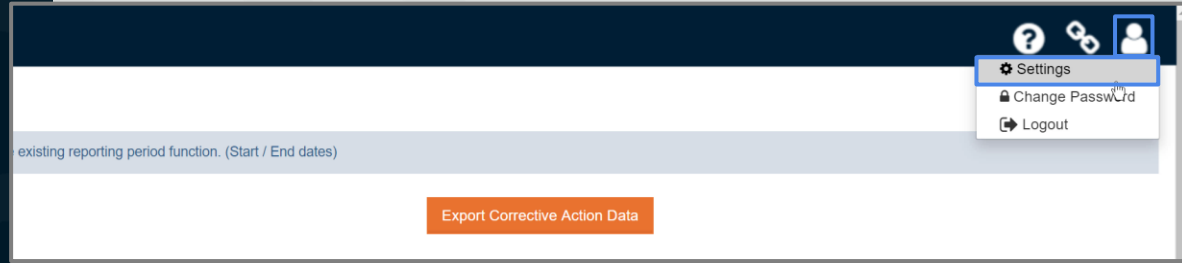
Event Severity is used to assign a level of importance to each recorded Event in your System.


By default, your system is supplied with three severity levels with the names Level 1, Level 2 and Level 3.

However, the number of severity levels and their names can be changed to suit the needs of your Organisation.

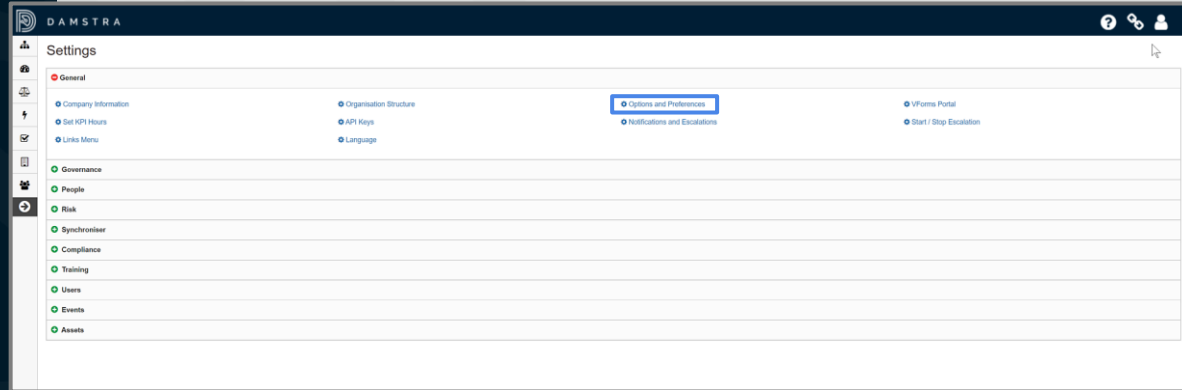


Manage Event Severity Levels Settings



To alter the number of levels, begin in 'Settings' which can be found under  toward the top of the screen.

In the 'General' section, **select** 'Options and Preferences'.



Manage Event Severity Levels

Select number of levels

The 'Incident Severity Levels' field is a drop-down where a choice of 3, 4 or 5 levels can be selected.

Make your selection and **click** 'Save'.

The screenshot shows the DAMSTRA Settings / Options and Preferences page. The 'Incident Severity Levels' field is highlighted with a blue border and shows '5 Severity' selected. The 'Save' button is visible at the bottom left.

Settings / Options and Preferences

When the user has more than sites visible then... Collapse the levels displayed to (0 = All levels)

support@inglgroup.com

1000000

Monday

July

Calendar Year

15.00 Target LTFR 20.00 Target AIFR 35.00 Target TRIFR 25.00 Target TIFR 75.00 Target IFR

Check to use stock control in the Inventory Tab

Show Dropdown List for Incident Subject

Incident Severity Levels 5 Severity

Show Hospitalisation in Incident Management Treatment Required

Show Incident outcome risk score boxes

Allow assignment of any designated investigators across all sites

9

Allow assignment of Corrective Actions / Controls across all Sites / Workers

Allow assignment of Corrective Actions / Controls via Web Form and My Actions

Allow Contractors to be assigned Controls/Corrective Actions

Send Supervisor email on webform submission

Show Existing Controls grid in Control Measures.

Show Event description in Event notification mail

Hide Department

Turn On

Transport - Certification / Maintenance Warning

30 Days 2000 Distance 100 Hours

Save Cancel

Help

Manage Event Severity Levels

Define level names and descriptions

To edit the names and descriptions for each level, **click** to expand the 'Events' section, then **click** 'Event Severity'.

Work your way through the form, entering the 'Name' and 'Description' for each level in the drop-down.

Once all changes are made, **click** 'Save'.

The severity levels are now defined and can be selected when working with new and existing records in your Events register.

