



D A M S T R A

Manage Worker
Review Types

Safety

[DISCLAIMER]

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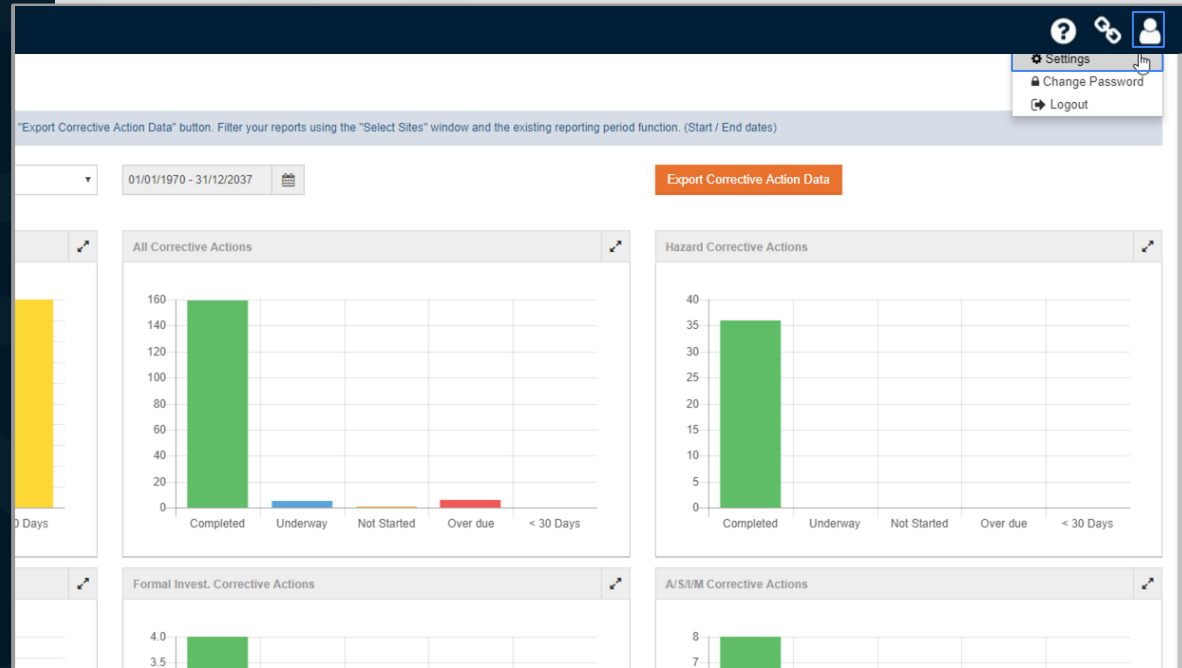
Manage Review Types

Introduction

Damstra Safety provides the ability to record reviews for individual Workers, help with which can be found in the Support Portal.

However, before a review can be added, Worker Review Types must be added to Settings.

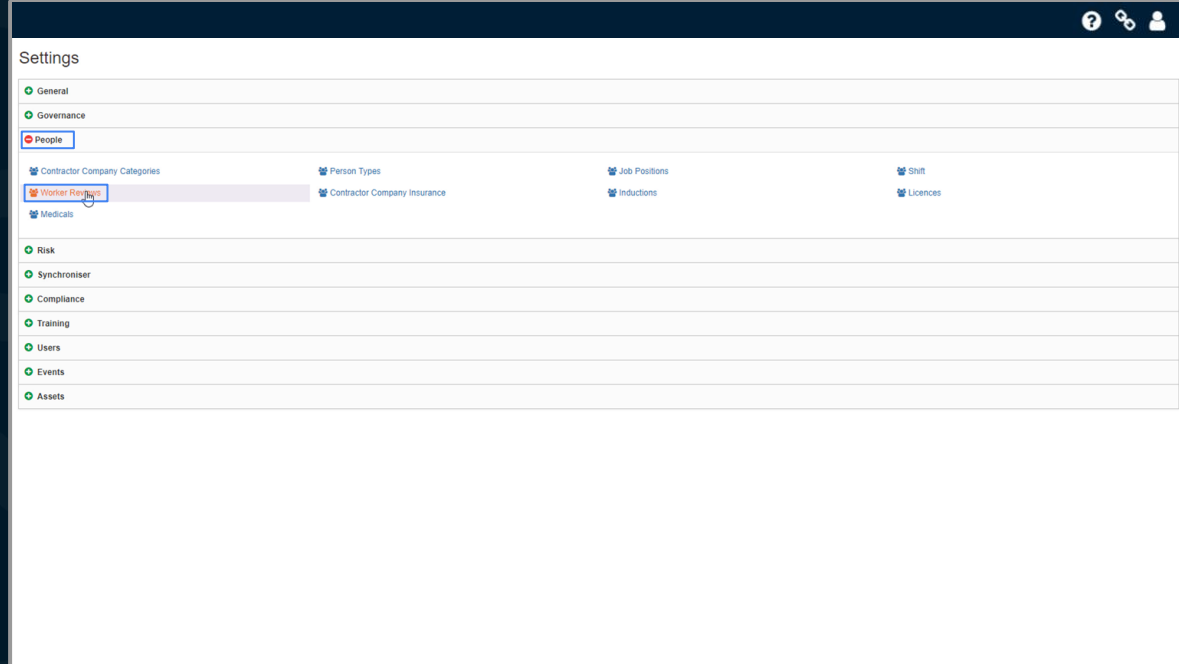
This can be found under the 'Profile' icon at the top of the screen.



Manage Review Types

Setting, People Section

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



The screenshot displays the 'Settings' page of a software application. The page is organized into sections: General, Governance, People, Risk, Synchroniser, Compliance, Training, Users, Events, and Assets. The 'People' section is expanded, showing a grid of sub-sections: Contractor Company Categories, Person Types, Job Positions, Shift, Medicals, Contractor Company Insurance, Inductions, and Licences. The 'Worker Reviews' sub-section is highlighted with a red box and a mouse cursor, indicating it is the target of the instruction.

Manage Review Types

Add Category

A 'register' is shown, which displays all existing categories already added.

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

Type the new 'Review Type' name, then **click** 'Save'.

The screenshot displays the 'Settings / Worker Reviews' interface. At the top, there is a search bar and an 'Add' button. Below this is a table with the following entries:

Type	Actions
Worker Notes	Actions
H&S Review	Actions
Annual Review	Actions

At the bottom of the table, it says 'Show 10 entries | Showing 1 to 3 of 3 entries'. A 'Back' button is located in the top right corner of the main content area.

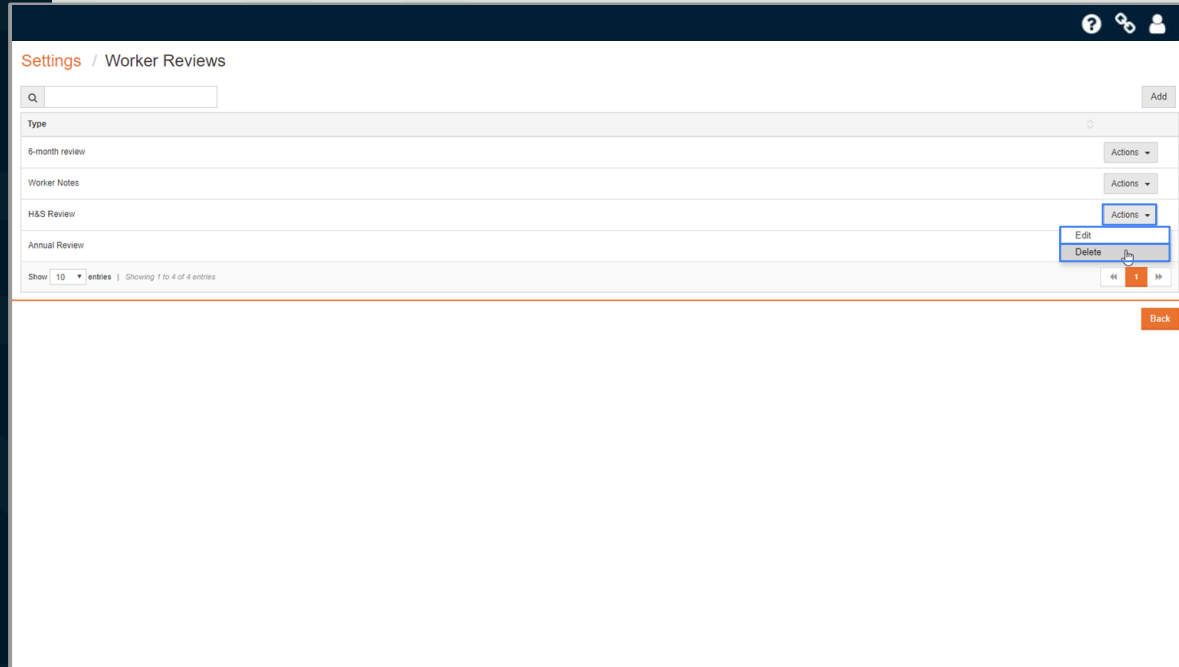
A modal form titled 'Worker Reviews' is open, showing a 'Type' field with the text '6-month review' entered. At the bottom of the modal, there are 'Save' and 'Cancel' buttons.

Manage Review Types

Edit, Delete

The new Review Type is added to the Register and is now available when adding a new Review item to a Worker record.

To **edit** or **delete** an existing Review Type, **click** 'Actions', then select the appropriate option.



The screenshot displays the 'Settings / Worker Reviews' page. At the top, there is a search bar and an 'Add' button. Below this is a table with the following rows:

Type	Actions
6-month review	Actions
Worker Notes	Actions
H&S Review	Actions
Annual Review	Edit Delete

At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 1 to 4 of 4 entries'. A 'Back' button is located in the bottom right corner of the interface.

