



**D A M S T R A**

Manage Event  
Report Types

Safety



## [DISCLAIMER]

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# Manage Event Report Types

## Introduction

Damstra Safety provides the ability to store copies of and details about reports that your Organisation may be required to compile in relation to recorded Events such as Injuries or Illnesses.

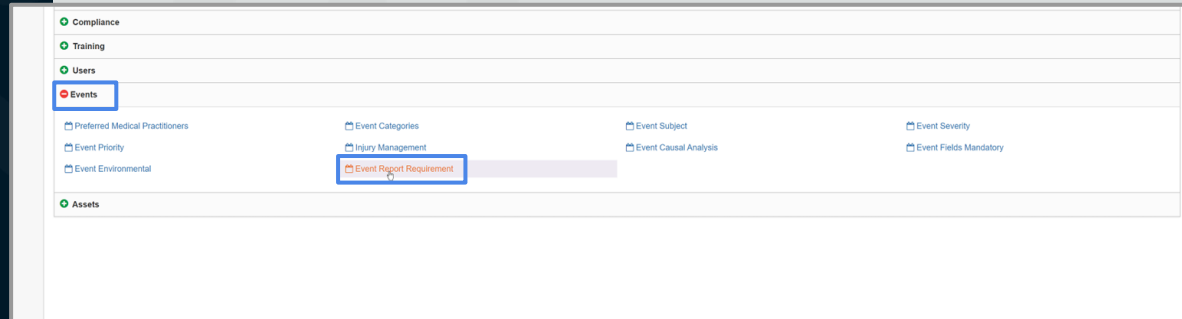
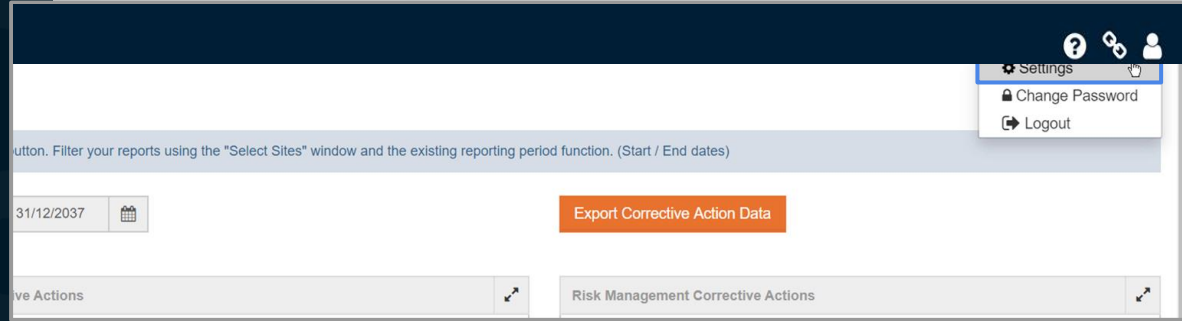
To support this, your system also allows you to specify which report types should be available for selection when recording such a report.

The screenshot displays the 'Edit Event - 10805' interface in the Damstra Safety system. The top navigation bar includes the Damstra logo and the text 'DAMSTRA'. Below this, a breadcrumb trail shows 'Events / Edit Event - 10805'. A secondary navigation menu contains tabs for 'Events Details', 'Injury Details', 'Injury Management', 'Return to Work', 'Cost', 'Standard Investigation', 'Report Requirement' (which is the active tab), 'Related', 'Reviews', 'Files', and 'Audit Log'. The main form area is divided into sections: 'Type \*' with a dropdown menu showing options like 'Reportable' (highlighted) and 'Significant Hazard'; 'Date Notified \*'; 'Comment'; and 'Attach File' with a 'Select file' input. At the bottom of the form, there are buttons for 'Save Report', 'Update Pending Event', and 'Save to Events'.

# Manage Event Report Types Settings

This is managed via Settings, which can be found under the profile icon toward the top of the screen.

**Click** to expand 'Events', then **click** 'Event Report Requirement'.



# Manage Event Report Types

## Add Report Type

The table displays any existing report types already entered into your Vault system.

To add a new report type, **click** 'Add', **type** the name, and **click** 'Save'.

The report type is now available for selection when adding a new report to an Event record.

The screenshot shows the DAMSTRA interface for managing event report requirements. The main page is titled 'Settings / Event Report Requirement' and features a table of existing report types. A modal window titled 'Add Event Report Requirement' is open, showing a 'Category' input field with the text 'Notifiable Incident' and 'Save' and 'Cancel' buttons.

Type	Actions
Hazard / Near Miss	Actions
Non Serious Harm	Actions
Reportable	Actions
Significant Hazard	Actions

Modal: Add Event Report Requirement

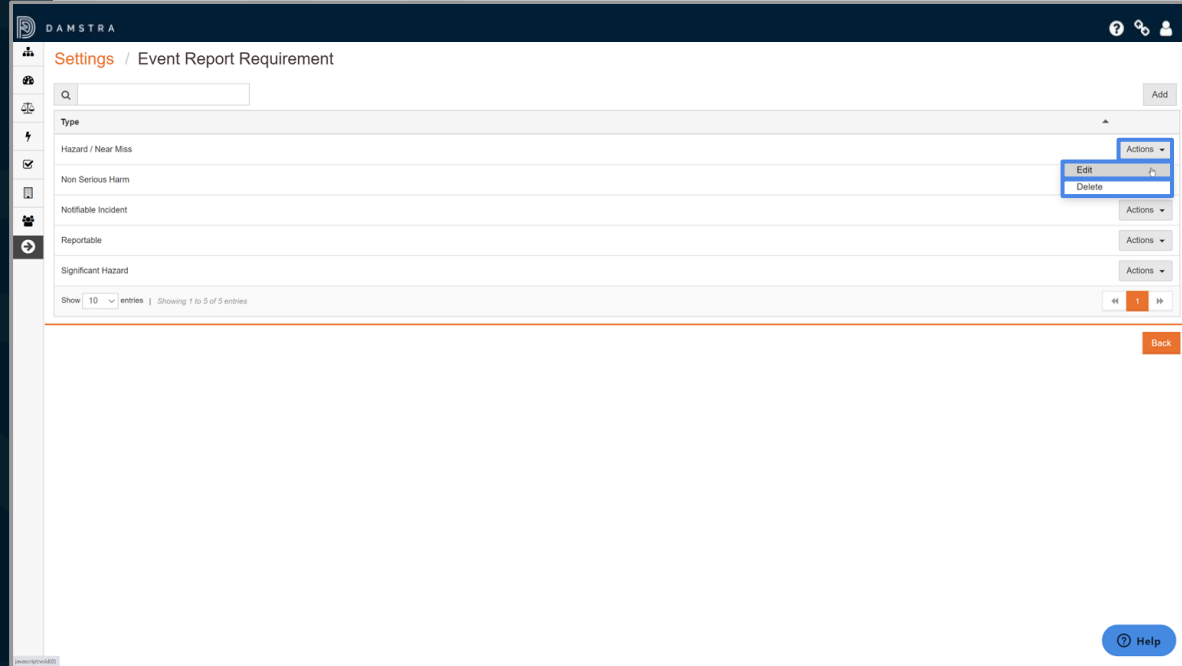
Category: Notifiable Incident

Buttons: Save, Cancel

# Manage Event Report Types

## Edit / Delete Report Type

To edit or delete an existing report type, **click** 'Actions', followed by the appropriate option.



The screenshot displays the DAMSTRA interface for managing event report requirements. The page title is "Settings / Event Report Requirement". A search bar is located at the top left. The main content area is a table with the following entries:

Type	Actions
Hazard / Near Miss	Actions
Non Serious Harm	Edit Delete
Notifiable Incident	Actions
Reportable	Actions
Significant Hazard	Actions

At the bottom of the table, there is a pagination control showing "Show 10 entries" and "Showing 1 to 5 of 5 entries". A "Back" button is located at the bottom right of the table area. A "Help" button is located at the bottom right of the page.

