



D A M S T R A

Allocate Plant or
PPE to Vehicle

Safety

[DISCLAIMER]

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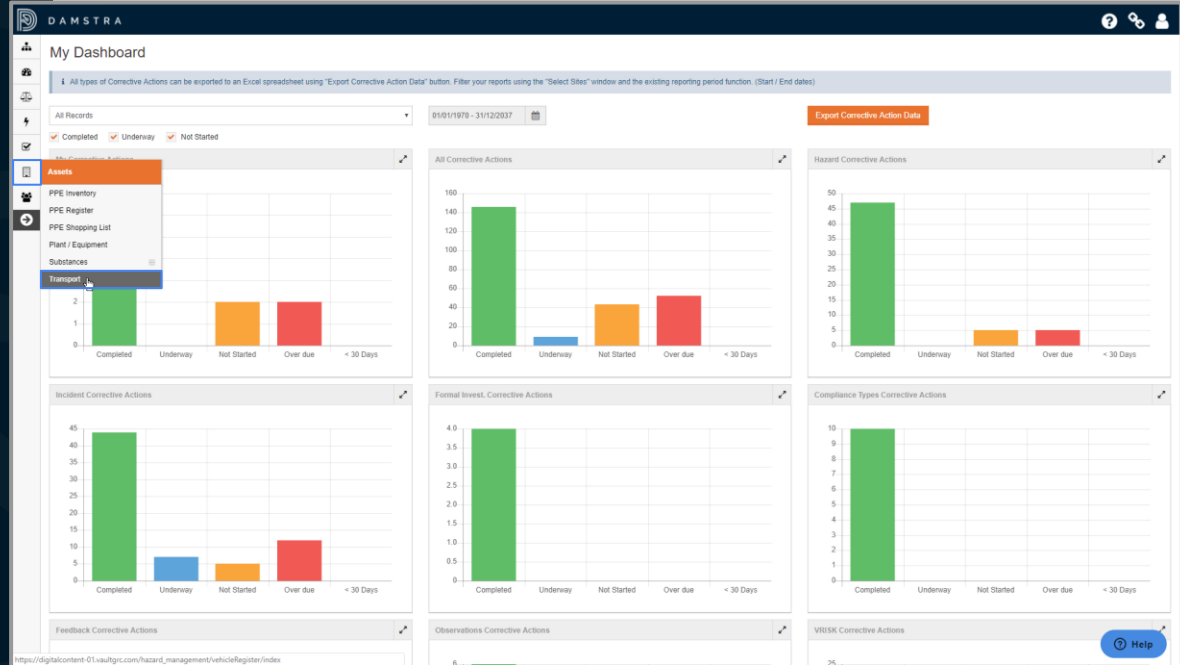
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Allocate Plant / PPE Introduction

Damstra Safety supports the ability to record the allocation of PPE or Plant to Vehicles or other Transport Items where this occurs within your business

To record or update an allocation, begin in the *Transport Register*

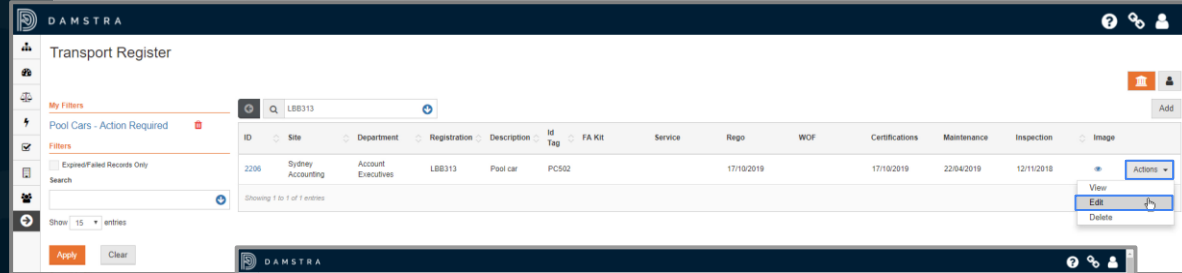
This is found under *Assets* in the *Menu Bar*



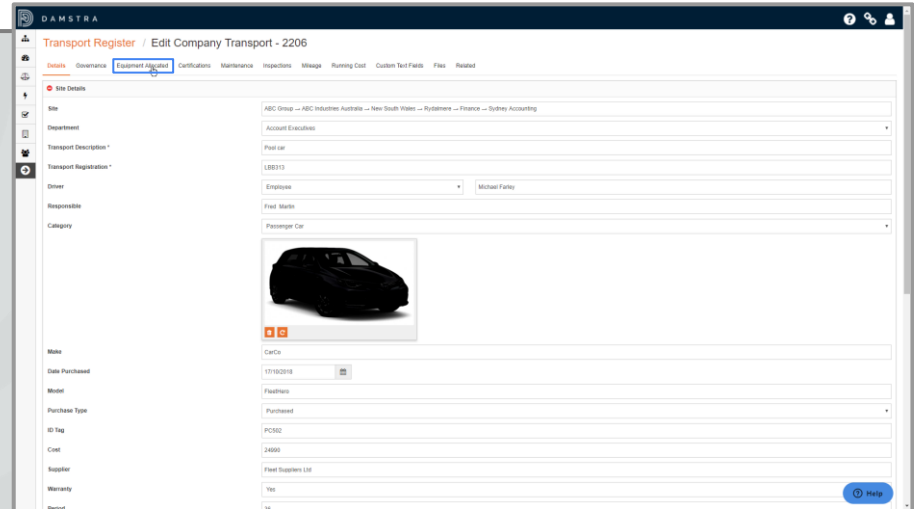
Allocate Plant / PPE Transport Register

Locate the vehicle in question, and
click *Actions*, then *Edit*

Click on the *Equipment Allocated* tab



The screenshot shows the DAMSTRA Transport Register interface. On the left, there are navigation icons and filter options like 'Pool Cars - Action Required' and 'Expired/Failed Records Only'. A search bar is present. The main area displays a table with columns: ID, Site, Department, Registration, Description, IS Tag, FA Kit, Service, Rego, WOF, Certifications, Maintenance, Inspection, and Image. A single entry is visible with ID 2206, Site Sydney, Department Accounting, Registration LBB313, Description Pool car, and IS Tag PC502. An 'Actions' dropdown menu is open for this entry, showing 'View', 'Edit', and 'Delete' options. The 'Edit' option is highlighted with a mouse cursor.



The screenshot shows the 'Edit Company Transport' form in the DAMSTRA system. The 'Equipment Allocated' tab is selected. The form fields are as follows:

- Site: ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Finance -> Sydney Accounting
- Department: Account Executives
- Transport Description: Pool car
- Transport Registration: LBB313
- Driver: Employee (Michael Fenty)
- Responsible: Fleet Mgrs
- Category: Passenger Car
- Image: A black car is shown in a gallery view.
- Make: CarCo
- Date Purchased: 17/10/2019
- Model: Passmore
- Purchase Type: Purchase
- ID Tag: PC502
- Cost: 24890
- Supplier: Fleet Suppliers Ltd
- Warranty: Yes
- Point: 10

A 'Help' button is located in the bottom right corner of the form.

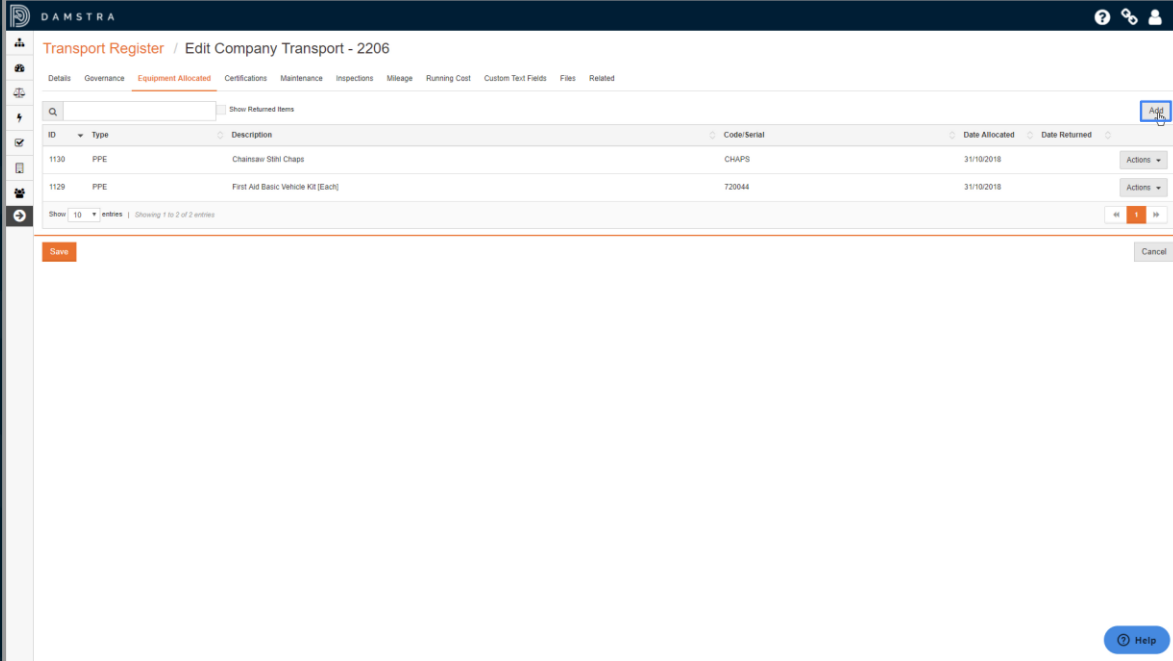
Allocate Plant / PPE

Add Allocation

The register shows all current allocations, together with the the name of the item and the date allocated.

To view historical allocations, **click** the *Show Returned Items* checkbox

To allocate a new item, **click** *Add*



The screenshot displays the DAMSTRA Transport Register interface for 'Edit Company Transport - 2206'. The interface includes a navigation menu with tabs for Details, Governance, Equipment Allocated (active), Certifications, Maintenance, Inspections, Mileage, Running Cost, Custom Text Fields, Files, and Related. A search bar and a 'Show Returned Items' checkbox are located at the top of the table area. The table lists two items:

ID	Type	Description	Code/Serial	Date Allocated	Date Returned	Actions
1130	PPE	Chainsaw Sthl Chaps	CHAPS	31/10/2018		Actions
1129	PPE	First Aid Basic Vehicle Kit (Each)	72044	31/10/2018		Actions

At the bottom of the table, there is a 'Show 10' dropdown, a 'refresh' button, and a 'Showing 1 to 2 of 2 entries' indicator. Below the table, there are 'Save' and 'Cancel' buttons. A 'Help' button is located in the bottom right corner of the interface.

Allocate Plant / PPE

Select Item

Select the *Type* of equipment to be allocated from the dropdown, then begin **typing** the Name of the item

Smart Search will locate the item as you begin to type

Where PPE is being allocated and your Organisation has the PPE Inventory module enabled, **select** which *Site* the PPE is being allocated from, and the combination of size and colour

Note that stock must be available in order to allocate it to the vehicle

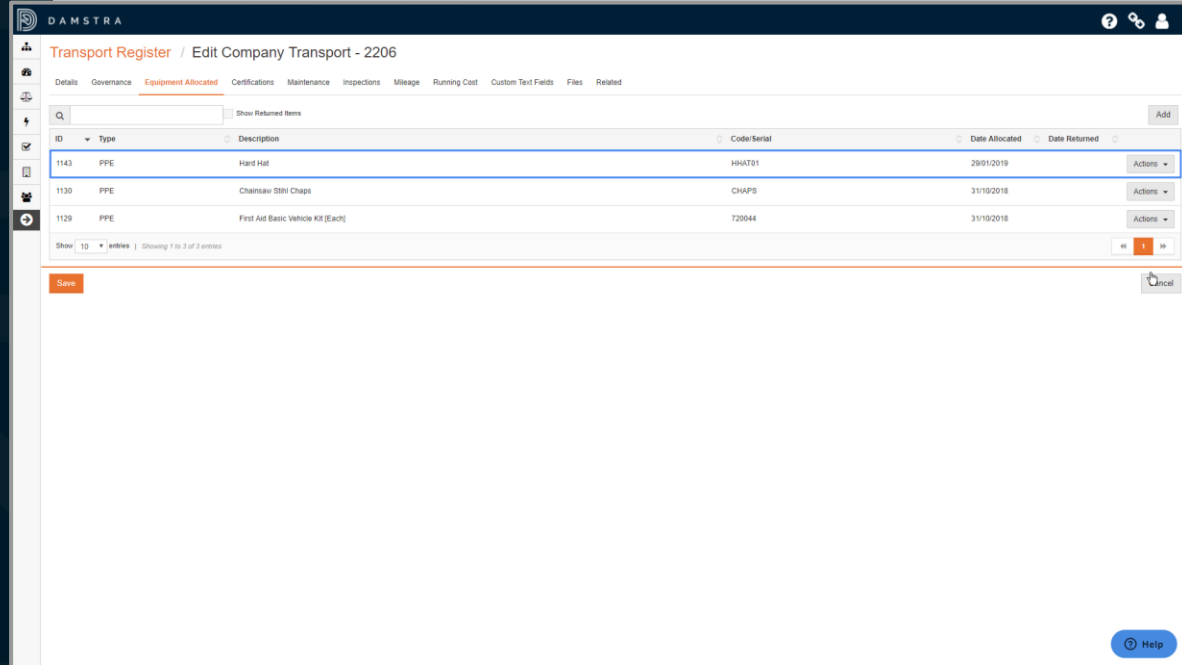
Click *Save* to return to the register

The screenshot displays the DAMSTRA software interface for editing a company transport record (ID 2206). The 'Equipment Allocated' tab is active, showing a dropdown menu for selecting the PPE type, currently set to 'Hard Hat(S22)'. Below this is a table of available PPE items with columns for Site, Department, Size, Colour, and Quantity. The table lists five items, all from 'Sydney Warehouse' in the 'Warehousing' department. The third item, a Medium (M) Yellow Hard Hat, is highlighted with a blue border and a 'Select' button. At the bottom of the interface, there are 'Save' and 'Cancel' buttons.

Site	Department	Size	Colour	Quantity	
Sydney Warehouse	Warehousing	M	Orange	10	Save
Sydney Warehouse	Warehousing	S	Yellow	10	Save
Sydney Warehouse	Warehousing	M	Yellow	10	Select
Sydney Warehouse	Warehousing	L	Yellow	10	Save
Sydney Warehouse	Warehousing	S	Orange	10	Save

Allocate Plant / PPE Item Allocated

The newly allocated item is now displayed within the register



The screenshot displays the DAMSTRA 'Transport Register' interface for 'Edit Company Transport - 2206'. The 'Equipment Allocated' tab is active, showing a table of allocated items. The table has columns for ID, Type, Description, Code/Serial, Date Allocated, and Date Returned. Three items are listed: a Hard Hat (ID 1143), Chainsaw SBl Chaps (ID 1130), and a First Aid Basic Vehicle Kit (ID 1129). Each row has an 'Actions' dropdown menu. A 'Save' button is visible at the bottom left of the table area, and a 'Help' button is at the bottom right.

ID	Type	Description	Code/Serial	Date Allocated	Date Returned	Actions
1143	PPE	Hard Hat	HHAT01	29/01/2019		Actions
1130	PPE	Chainsaw SBl Chaps	CHAPS	31/10/2018		Actions
1129	PPE	First Aid Basic Vehicle Kit [Each]	720044	31/10/2018		Actions

Allocate Plant / PPE

Deallocate Item

To deallocate an item, **click Actions**, then *Return*

The screenshot displays the DAMSTRA 'Transport Register' interface for 'Edit Company Transport - 2206'. The 'Equipment Allocated' tab is active, showing a table of items. The table has columns for ID, Type, Description, Code/Serial, Date Allocated, and Date Returned. Three items are listed: ID 1143 (PPE, Hard Hat), ID 1130 (PPE, Chainsaw SBl Chaps), and ID 1129 (PPE, First Aid Basic Vehicle Kit [Each]). The 'Actions' dropdown menu for item 1129 is open, showing 'Return' and 'Delete' options. A 'Save' button is visible at the bottom left, and a 'Help' button is at the bottom right.

ID	Type	Description	Code/Serial	Date Allocated	Date Returned	Actions
1143	PPE	Hard Hat	HHAT01	29/01/2019		Actions
1130	PPE	Chainsaw SBl Chaps	CHAPS	31/10/2018		Actions
1129	PPE	First Aid Basic Vehicle Kit [Each]	720044	31/10/2018		Return Delete

Allocate Plant / PPE Deallocation Details

Select the *Date* that the item was returned, and the *Site* and *Department* that the returned item should be re-allocated to in PPE Inventory

If the item is being disposed-of, **click** the *Disposed* check-box. In this scenario, the item will not be reflected back into available stock levels

Click *Save* to complete the deallocation

The screenshot shows the DAMSTRA 'Transport Register / Edit Company Transport - 2206' interface. The 'Equipment Allocated' tab is active. The 'Date Returned' field is set to 29/01/2019. The 'Disposed' checkbox is checked. The 'Site' dropdown is set to 'ABC Group -> ABC Industries Australia -> Queensland -> Brisbane -> Dispatch -> Brisbane Warehouse'. The 'Department' dropdown is open, showing a list of departments including 'Please Select', 'Account Executives', 'Administration', 'Butchery', 'Dispatch', 'Engineering', 'Field Operations', 'Finance', 'Head Office', 'Health and Safety Office', 'Laboratory', 'Management HQ', 'Manufacturing', 'Process Shed', 'Quality Control', 'Reception', 'Sales', 'Storage', 'Workshop', and 'Workshop 12'. A 'Save' button is visible at the bottom left of the form area. A 'Help' button is located in the bottom right corner of the interface.

Allocate Plant / PPE

Delete Record

To delete a record of an item allocated in error, **click Actions**, then *Delete*

The screenshot displays the DAMSTRA 'Transport Register' interface for 'Edit Company Transport - 2206'. The 'Equipment Allocated' tab is active, showing a table of items. The table has columns for ID, Type, Description, Code/Serial, Date Allocated, and Date Returned. Two items are listed: ID 1143 (PPE, Hard Hat, HHAT01, 29/01/2019) and ID 1129 (PPE, First Aid Basic Vehicle Kit [Each], 72044, 31/10/2018). An 'Actions' dropdown menu is open for the second item, with 'Delete' highlighted. A 'Cancel' dialog box is visible at the bottom left of the table area. The interface includes a search bar, a 'Show Returned Items' checkbox, and a 'Show' dropdown set to 10 items per page. A 'Help' button is located in the bottom right corner.

ID	Type	Description	Code/Serial	Date Allocated	Date Returned	Actions
1143	PPE	Hard Hat	HHAT01	29/01/2019		Actions
1129	PPE	First Aid Basic Vehicle Kit [Each]	72044	31/10/2018		Actions

Allocate Plant / PPE

Return to Transport Register

Once all allocation activities are complete, **click Save** to return to the *Transport Register*

The screenshot displays the DAMSTRA web application interface for editing company transport. The main heading is "Transport Register / Edit Company Transport - 2206". Below this, there are several tabs: "Details", "Governance", "Equipment Allocated" (which is currently selected), "Certifications", "Maintenance", "Inspections", "Mileage", "Running Cost", "Custom Text Fields", "Files", and "Related".

A search bar is present with the text "Show Returned Items" and an "Add" button. Below the search bar is a table with the following columns: "ID", "Type", "Description", "Code/Serial", "Date Allocated", and "Date Returned". The table contains one entry:

ID	Type	Description	Code/Serial	Date Allocated	Date Returned
1143	PPE	Hard Hat	HHAT01	29/01/2019	

Below the table, there is a "Show" dropdown set to "10" and the text "Showing 1 of 1 entries". At the bottom left of the interface, a "Save" button is highlighted with a mouse cursor. At the bottom right, there is a "Cancel" button and a "Help" button.

