



D A M S T R A

Manage Risk
Categories

Safety

[DISCLAIMER]

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Manage Risk Categories Introduction

When adding a hazard to the *Risk Assessment Register*, Users must initially select a category that the Hazard belongs to and, later in the process, a subcategory, if this has been enabled in Risk Management settings.

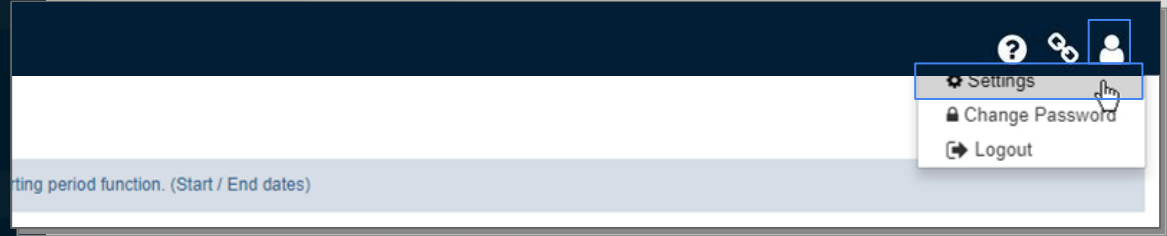
In this video, we'll show how to set the categories and subcategories that the User may select from.

RISK ASSESSMENT / Add New RISK

Risk Type	New Risk
Subject*	Excessive heat in plant room
Site*	ABC Group → ABC Industries Australia → South Australia → Adelaide → Plant → Adelaide Warehouse
Department	-- Please Select --
Description*	Machinery in plant room creating excessive heat
Reported By Type*	Worker
Reported By*	Michael Farley
Date Reported*	05/07/2018
Category*	Activity/Task Activity/Task Plant Site Substance Environmental Mechanical
Current Status *	
Date For Completion	

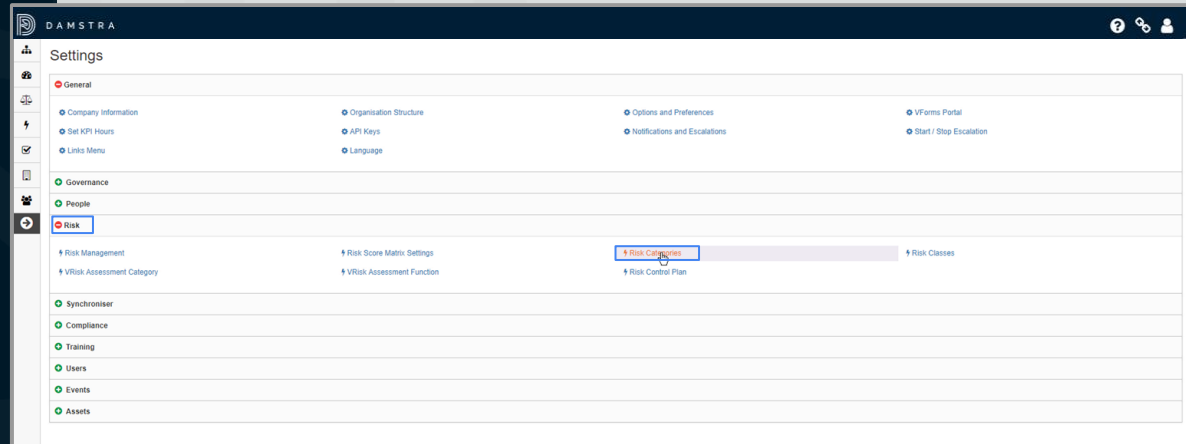
Save to Risk Assessment

Manage Risk Categories Settings



These options are available in Settings, which can be found under the 'Profile' icon at the top of the screen.

Click to expand the *Risk* section, then **click** 'Risk Categories'.



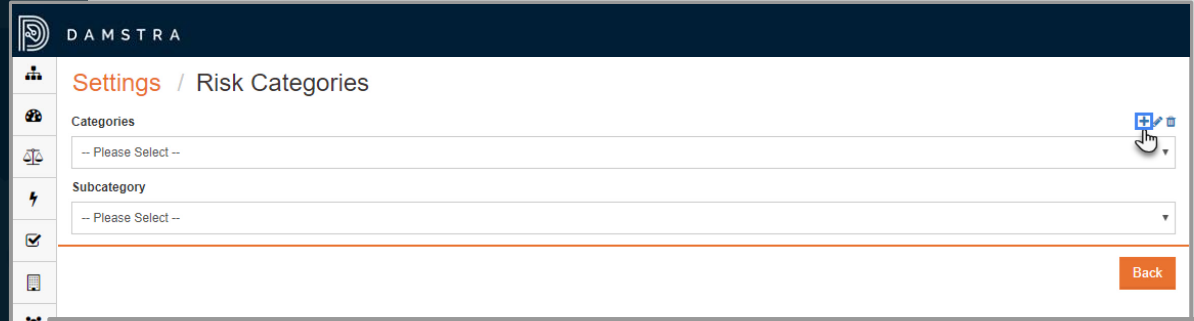
Manage Risk Categories

Add Category / Subcategory

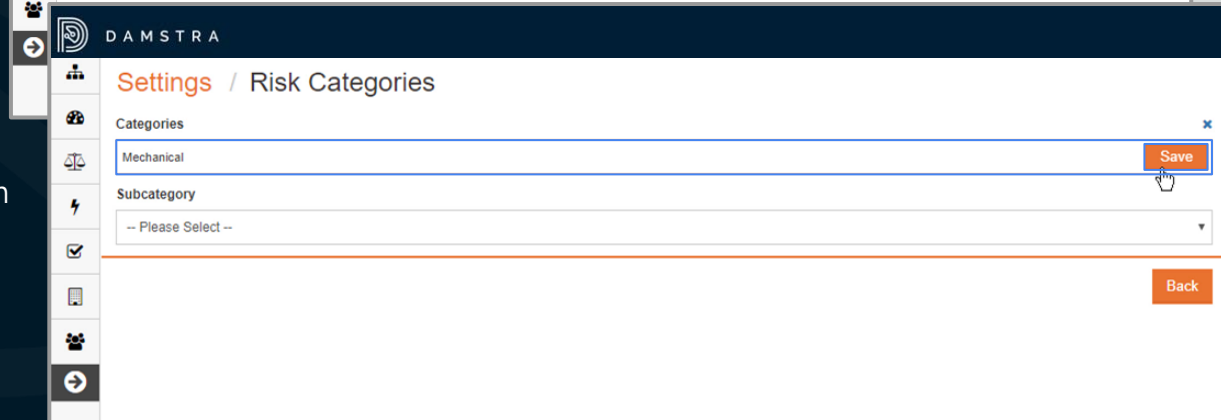
Categories and subcategories are displayed as drop-down boxes, with the available options for each contained within.

To add a new category, **click** the '+' icon and **type** the name of the new category, then **click** 'Save'.

To add a new subcategory, first **select** the parent category, then **click** the '+' icon to enter the *subcategory* name.



The screenshot shows the DAMSTRA interface for managing risk categories. The breadcrumb trail is 'Settings / Risk Categories'. There are two dropdown menus: 'Categories' and 'Subcategory', both currently displaying '-- Please Select --'. A '+' icon is visible on the right side of the 'Categories' dropdown. A 'Back' button is located at the bottom right of the form area.



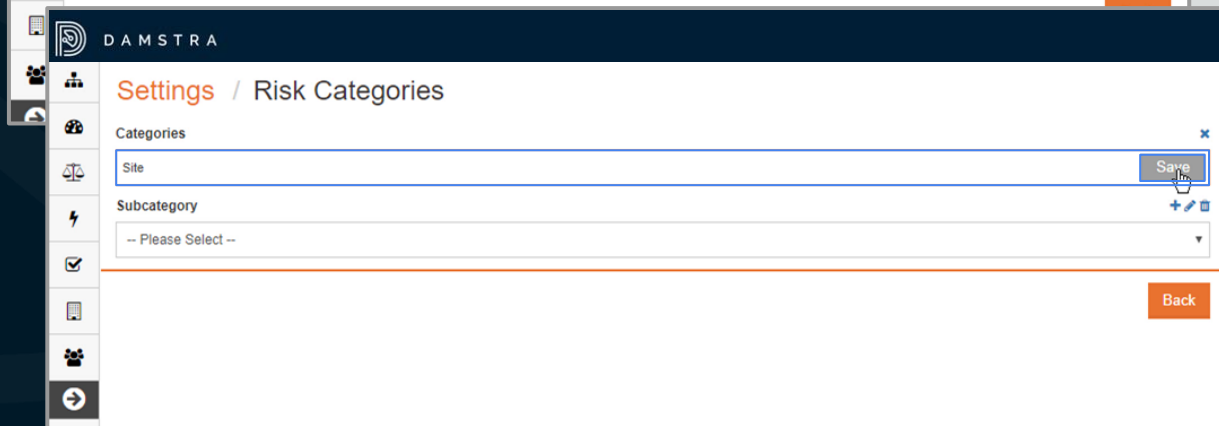
This screenshot shows the same interface as the previous one, but with the 'Categories' dropdown menu open. The word 'Mechanical' is entered in the dropdown list. A blue border highlights the dropdown menu area. The 'Save' button, located to the right of the dropdown, is highlighted with a mouse cursor. The 'Subcategory' dropdown remains at '-- Please Select --'. The 'Back' button is still visible at the bottom right.

Manage Risk Categories

Edit Category / Subcategory

To edit an existing category or subcategory, **select** the item from the drop-down, then **click** the 'Edit' (Pencil) icon.

Edit the name, then **click** 'Save'.



Manage Risk Categories

Delete Category / Subcategory

To delete a category or subcategory, **select** the item and **click** the 'Delete' (Trashcan) icon.

Deleting a category will delete any child subcategories below it.

Note that this action is permanent and cannot be undone.

Note that changes are committed as soon as they are entered - there is no need to click a Save button and therefore changes cannot be cancelled once made.

The image displays two screenshots of the DAMSTRA web application interface, specifically the 'Settings / Risk Categories' page. The top screenshot shows the 'Categories' section with 'Sight' selected, and a trash icon (Delete) is highlighted with a mouse cursor. The 'Subcategory' dropdown is set to '-- Please Select --'. The bottom screenshot shows the 'Categories' section with 'Site' selected, and a 'Save' button is highlighted with a mouse cursor. The 'Subcategory' dropdown is also set to '-- Please Select --'. A 'Back' button is visible in the bottom right corner of the second screenshot.

