



D A M S T R A

Manage Training
Course Categories

Safety



[DISCLAIMER]

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Manage Course Categories

Introduction

Damstra Safety provides an easy and effective way of managing the many Training Courses that your Organisation may add to the Course Register, by sorting them into *Categories*.

In this video, we'll show how to create, edit and delete these categories in Settings.

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



Category A

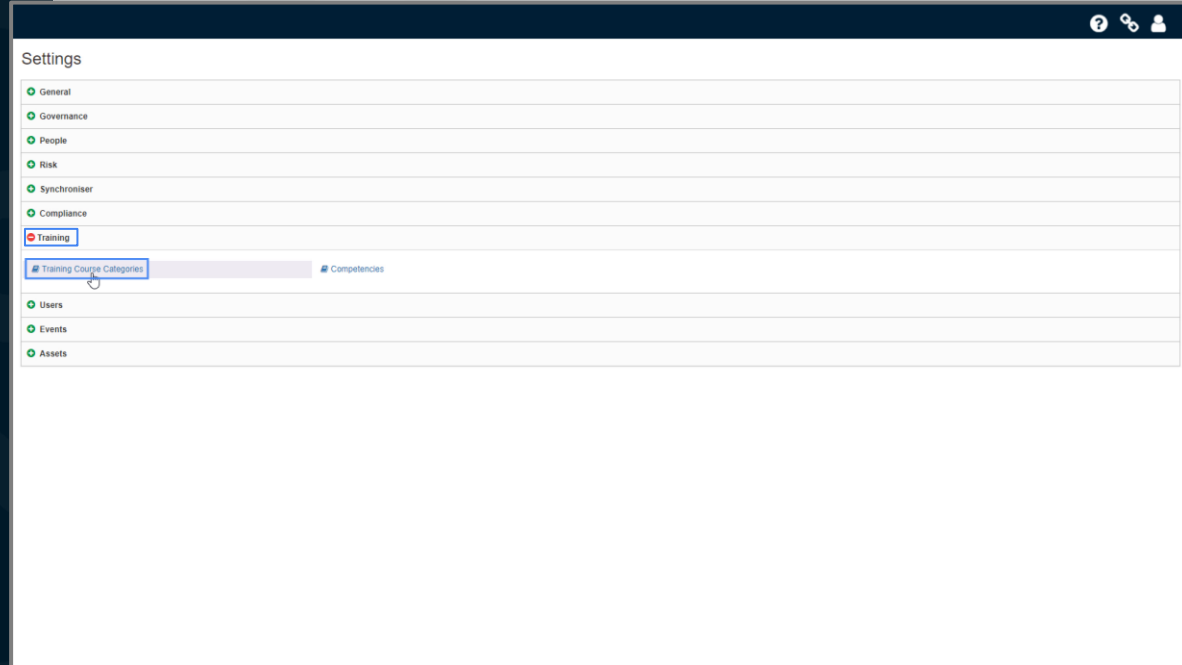
Category B

Category C



Manage Course Categories Settings, Training Section

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



The screenshot shows a web interface with a dark blue header containing a help icon, a refresh icon, and a user profile icon. Below the header is a 'Settings' section with a list of categories, each preceded by a green circle icon:

- General
- Governance
- People
- Risk
- Synchroniser
- Compliance
- Training
- Users
- Events
- Assets

The 'Training' category is highlighted with a red border and a red circle icon. Below it, two sub-sections are visible: 'Training Course Categories' (highlighted with a blue border and a blue circle icon) and 'Competencies' (highlighted with a blue border and a blue circle icon). A mouse cursor is pointing at the 'Training Course Categories' link.

Manage Course Categories

Training Categories

The Training Course Categories Register is now displayed, which shows all categories already added to Vault

To add a new category, **click** 'Add'.

Add a name for the category and **click** 'Save'.

The screenshot displays the 'Settings / Training Course Categories' page. At the top, there is a search bar and an 'Add' button. Below is a table listing existing categories with 'Actions' menus for each. A modal form titled 'Add Training Course Category' is open, featuring a text input field containing 'Electrical Safety' and 'Save' and 'Cancel' buttons.

Category	Actions
Management Training 101	Actions
Operations	Actions
NZQA	Actions
Toolbox Talks	Actions
Auditors	Actions
Licensing	Actions
Inductions	Actions
Unit Standards	Actions
Compliance	Actions
Health and Safety	Actions

Category:

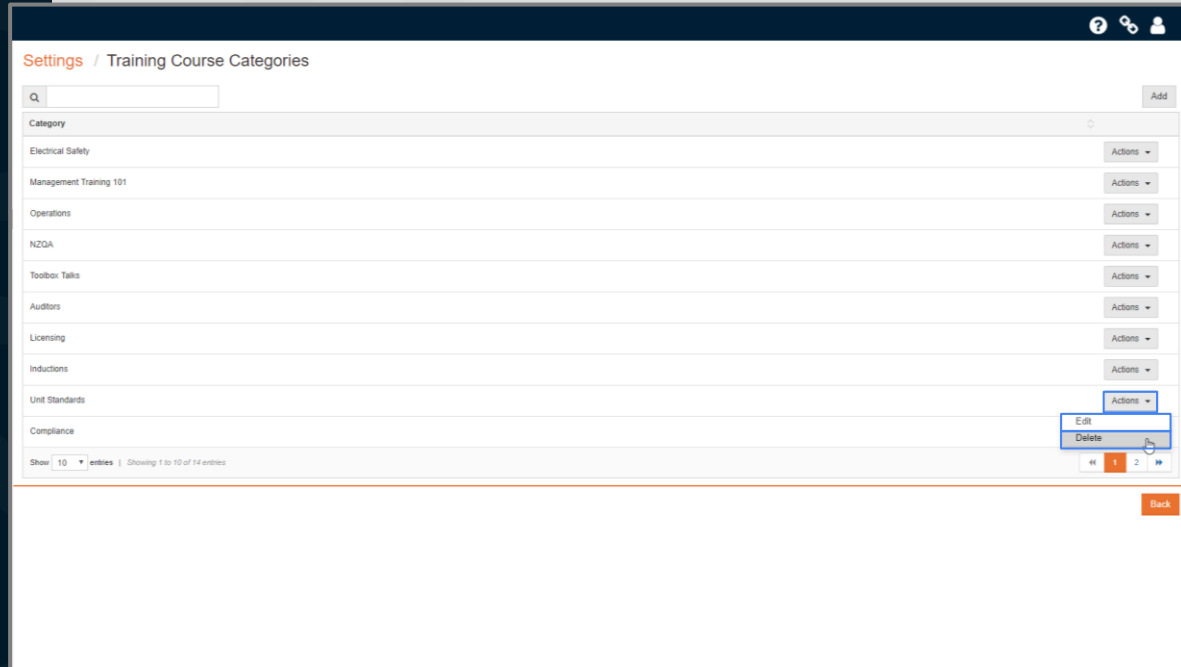
Save Cancel

Manage Course Categories

Edit, Delete

The category now appears in the Training Course Category Register and is available for selection inside a Course record.

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



The screenshot displays the 'Settings / Training Course Categories' page. At the top, there is a search bar with a magnifying glass icon and an 'Add' button. Below this is a table with the following categories listed:

Category	Actions
Electrical Safety	Actions
Management Training 101	Actions
Operations	Actions
NZQA	Actions
Toolbox Talks	Actions
Auditors	Actions
Licensing	Actions
Inductions	Actions
Unit Standards	Actions
Compliance	Actions

At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 1 to 10 of 14 entries'. A blue box highlights the 'Edit' and 'Delete' options in the 'Actions' column for the 'Compliance' category. A 'Back' button is located at the bottom right of the page.

Manage Course Categories Using Categories

As Training Courses are added to your system, adding them to a Category means that the Course Register and other modules such as the Training Needs Analysis matrix can then be filtered to easily find Courses of a particular type.

The image displays two screenshots from the DAMSTRA system. The top screenshot shows the 'Training Courses / Add Course' form. The 'Category' dropdown menu is open, showing a list of categories including 'Electrical Safety', which is highlighted. The form fields include Course Name (Master Electricians Competency Course), Course Code (MEC01), Course Active (checked), Course Viability, ABC Group, and Course Description.

The bottom screenshot shows the 'Training / Training Needs Analysis' matrix. A 'Matrix Headings' dialog box is open, showing a list of courses filtered by the 'Electrical Safety' category. The dialog box includes a 'Select' column with checkboxes, a 'Course Category' column, and a 'Course Name' column. The courses listed are 'Electrical Safety', 'Electrical Safety', and 'Electrical Safety'. The background shows a grid with worker names (Alan Humphries, Anne Rother, Bob Jackson) and various course categories (e.g., Compliance, Inductions, IT, Professional Development).

