



D A M S T R A

Add PPE Item to
Inventory

Safety



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Add PPE to Inventory

Introduction

If your Organisation has enabled the *PPE Inventory* module, available stock of a PPE item must be reflected into the PPE Inventory before allocation to a Person or Vehicle is possible.

This guide explains how to add available stock levels for a new variety of PPE that has been added to the PPE Register, but does not yet exist in the PPE Inventory.

Help with updating stock levels for items already in the PPE Inventory is available in the Support Portal.



Add PPE to Inventory

PPE Register

The procedure begins in the *PPE Register*

This can be found under *Assets* in the Menu Bar.

The screenshot displays the DAMSTRA PPE Register interface. The top section is a 'My Dashboard' with a navigation menu on the left. The menu includes 'Assets', 'PPE Inventory', 'PPE Register', 'PPE Shopping List', 'Plant / Equipment', 'Substances', and 'Transport'. The main area contains several charts: 'All Corrective Actions' (a bar chart showing counts for Completed, Underway, Not Started, and Over due), 'Hazard Corrective Actions', and 'Incident Corrective Actions'. A table titled 'PPE' is shown in the foreground, listing various PPE items with columns for Code, Product Group, Name, Body Location, Cost, and Life Span.

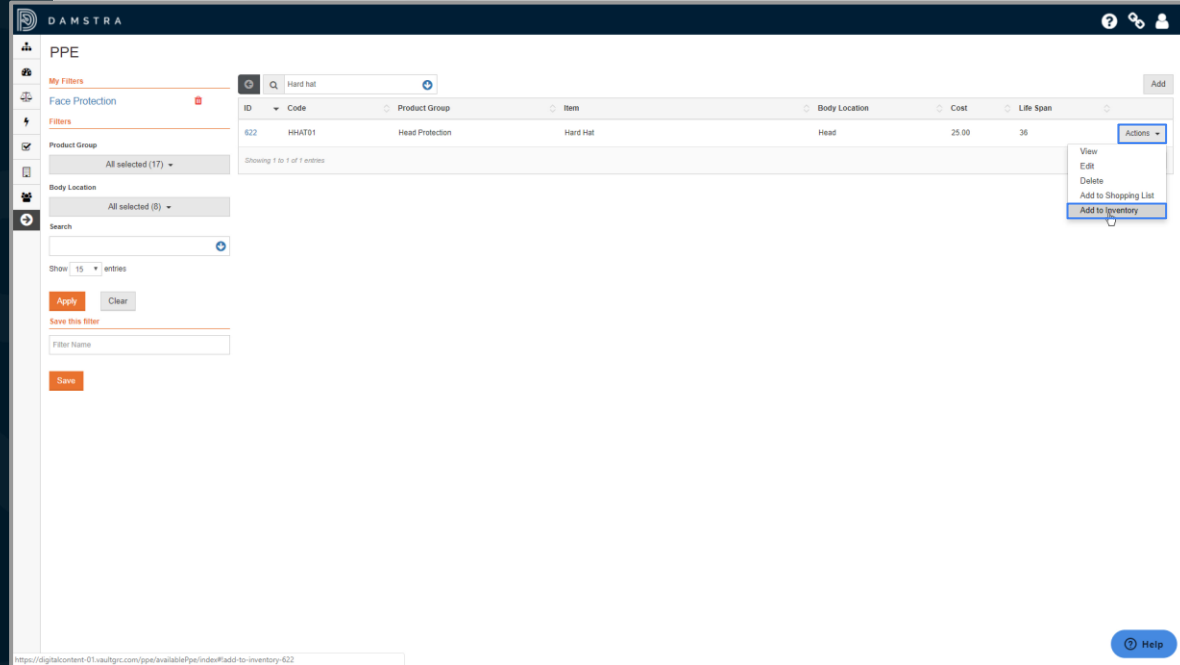
Code	Product Group	Name	Body Location	Cost	Life Span	
003	HAZTST	Hard Protection	Head	25.00	36	
001	TEESTST	Hard Protection	Top PPE Item	100.00	12	
017	WPS	Hard Protection	Respiratory Device	45.00	1	
018	CS	Eye Protection	Chemical Goggles	20.00	No expiry	
100	SOPAPRIS	Safety Harness	Torso	200.00	10	
019	SDCM	Hazardous Substances	Self-Contained Breathing Apparatus	Regulatory	500.00	60
027	VSPLESDG	Hazardous Substances	Oil-Less / Face Shield	Head	70.00	30
016	FRCSMADK	Respiratory Protection	Face Mask	Regulatory	470.00	60
015	OHMSHRT	Hard Protection	Chameleon Helmet	Head	160.00	No Expiry
014	GMAPS	General	Chameleon SRM Cap	Leg	160.00	No Expiry
013	OHMSHRT	Hard Protection	Chameleon Helmet	Head	38.00	No Expiry
010	CHEMBOU	Hazardous Substances	Chemical Suit 66	Torso	170.00	36
011	FCEBAGD	Hazardous Substances	Face Shield	Head	30.70	36
019	SUGGLOVE	Hazardous Substances	Quartzite Doves 10" Shovel 1015	Workhand	9.00	36
019	HEMT_DVRL	Hygiene	Mask/Respiratory Device	Multiple Area	50.00	No Expiry

Add PPE to Inventory

Add to Inventory

The PPE Register shows all currently recorded varieties of PPE used or required by the Organisation.

Locate the item to be added to PPE Inventory and **select** 'Actions', then 'Add to Inventory'.



The screenshot displays the DAMSTRA PPE Register interface. The main content area shows a table with one entry:

ID	Code	Product Group	Item	Body Location	Cost	Life Span	Actions
622	HHAT01	Head Protection	Hard Hat	Head	25.00	36	<ul style="list-style-type: none">ViewEditDeleteAdd to Shopping ListAdd to Inventory

The interface includes a search bar at the top with the text "Hard hat", a filter sidebar on the left, and a "Help" button at the bottom right. The URL at the bottom of the browser window is <https://digitalcontent-01.vaultgr.com/ppe/availablePpe/index#add-to-inventory-622>.

Add PPE to Inventory

Stock Details

This will open a short form which captures the details of the stock being added.

Select the Site where the available stock is located;

The Department it relates to, if applicable;

And the size, colour and Quantity

Then **click** 'Save to Inventory'.

The screenshot shows the DAMSTRA application interface for adding PPE to inventory. The title bar reads 'DAMSTRA' and 'PPE / Add to Inventory - 622'. On the left is a navigation sidebar with icons for Home, Site, Department, Size, Colour, and Quantity. The main form area contains the following fields:

- Site ***: A text input field containing the path 'ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Plant -> Sydney Warehouse'.
- Department**: A dropdown menu with 'Warehousing' selected.
- Size**: A text input field containing 'L'.
- Colour**: A text input field containing 'Orange'.
- Quantity ***: A text input field containing '10'.

At the bottom of the form, there is a 'Save to Inventory' button and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the application window.

Add PPE to Inventory

Repeat Procedure

The inventory is now saved, and we are returned to the PPE Register.

If stock for additional Sites, sizes or colours needs to be recorded, **repeat** this procedure.

The screenshot shows a web application interface for adding PPE to inventory. The title bar reads 'DAMSTRA' and 'PPE / Add to Inventory - 622'. The form contains the following fields:

- Site ***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
- Department**: Warehousing
- Size**: S
- Colour**: Yellow
- Quantity ***: 10

At the bottom of the form, there is a 'Save to Inventory' button and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the interface.

Add PPE to Inventory

PPE Inventory

The stock is now visible in the PPE Inventory and can be allocated to People or Vehicles.

The screenshot displays the DAMSTRA PPE Inventory system. The main area shows a table of PPE items with the following columns: ID, Code, Product Group, Item, Cost Price, In Stock, Workers, Contacted Workers, Vehicle, and Image. The table lists 15 items, including various types of head protection, hazardous substances, eye protection, and industrial apparel. A sidebar on the left provides filter options, including 'Show In Stock Only' and 'Save this filter'. A table at the bottom right shows the current view of 15 items out of 27.

ID	Code	Product Group	Item	Cost Price	In Stock	Workers	Contacted Workers	Vehicle	Image	Actions
622	HHAT01	Head Protection	Hard Hat	25.00	20					Actions
535	CHelmet	Head Protection	Chainsaw Helmet	199.95	10					Actions
532	CHEMSUIT	Hazardous Substances	Chemical Suit M4	179.99	1					Actions
530	GAUJGLOVE	Hazardous Substances	Gauntlet Gloves 18" Model 1810	9.99	383	1				Actions
521	LAB_RSPTTR	Hazardous Substances	Lab Respirator & Face Mask - North 7600	233.02	7	3				Actions
520	LAB_EYEPRO	Eye Protection	Laboratory Safety Glasses	50.01	27	3				Actions
519	LAB_OVRL	Hazardous Substances	Lab Overalls	89.03	21	3				Actions
518	LAB_COAT	Industrial Apparel	Lab Coat (protective vers)	85.00	17	3				Actions
480	151467	Industrial Apparel	Overall Paper Tyvek 1422A Coverall	13.39	10					Actions
479	2201	Respiratory Protection	Mask - Nose and Mouth	4.80	31					Actions
478	116777	Respiratory Protection	Filter 5N11 Prefilter (Packet)	26.70	25		2			Actions
476	2200	Respiratory Protection	Mask Respirator, 2200 (Each)	3.98	21		1			Actions
475	116734	Respiratory Protection	Filter - Face Mask 2097 Filter (Pair)	30.29	3	1				Actions
469	142174	Industrial Apparel	Overall Easy Action Polyester/Cotton Zip Front	69.13	12					Actions
468	1911	Industrial Apparel	Overall Full Cover 100% Cotton Drill Zip	79.10	14					Actions

Showing 1 to 15 of 27 entries

