



D A M S T R A

Update Files for
Contracted Worker

Safety



[DISCLAIMER]

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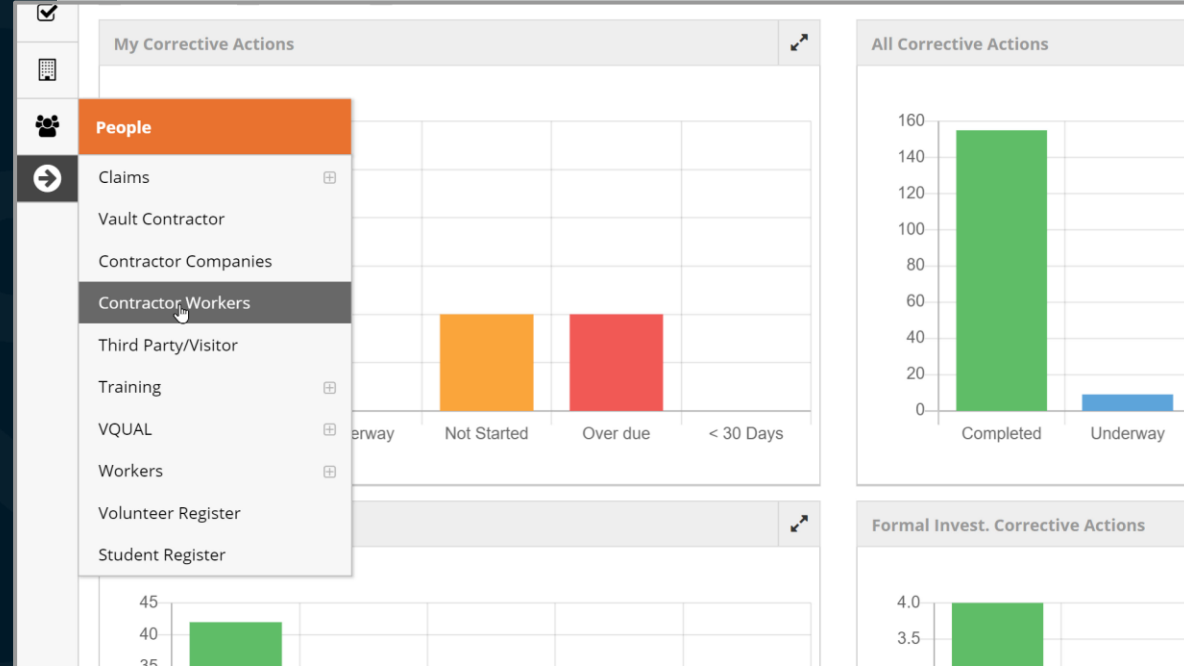
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Update Files for Contracted Worker

Introduction

Damstra Safety provides the ability to store copies of files that relate to a particular 'Contracted Worker' in the 'Contracted Worker Register'.

This is found under 'People' in the 'Menu bar'.



Update Files for Contracted Worker

Edit Worker Record

Locate the Contracted Worker involved and **click** 'Actions', then 'Edit'.

The screenshot displays the DAMSTRA web application interface for managing Contractor Workers. The page title is "Contractor Workers". A search bar at the top right contains the text "Sam". Below the search bar is a table with the following columns: ID, Pass No., First Name, Last Name, Company, Site, Company Contact, Supervisor, and Status. The table contains one entry: ID 334, Pass No. 00100, First Name Sam, Last Name Hopper, Company Wai-Plumb Plumbing Services, Site Sydney Warehouse, Company Contact Bill Tonkin, Supervisor William Tell, and Status (blank). To the right of the table, there is an "Actions" dropdown menu with options: View, Edit (highlighted), Archive, and Delete. Below the table, there are "Apply" and "Clear" buttons, and a "Save this filter" section with a "Filter Name" input field and a "Save" button. The DAMSTRA logo is in the top left corner, and a "Help" button is in the bottom right corner.

ID	Pass No.	First Name	Last Name	Company	Site	Company Contact	Supervisor	Status
334	00100	Sam	Hopper	Wai-Plumb Plumbing Services	Sydney Warehouse	Bill Tonkin	William Tell	

Update Files for Contracted Worker

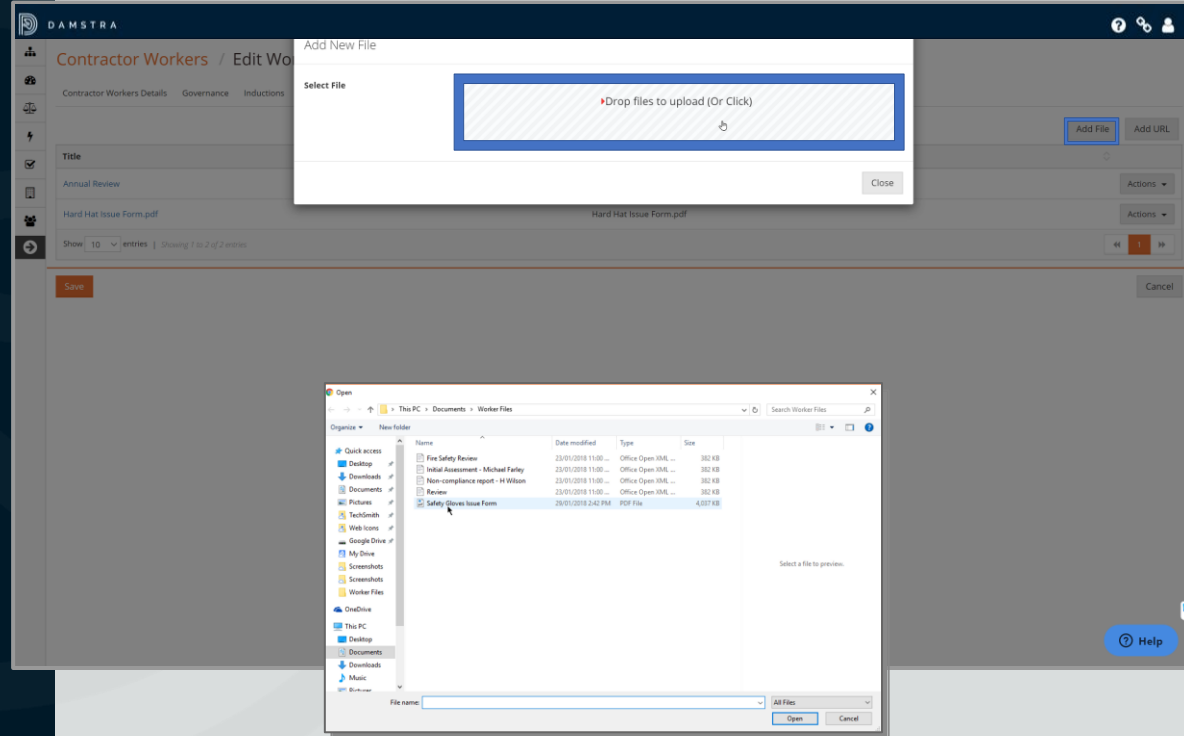
Add local file

Click on the 'Files' tab.

The Files register shows any existing files already added to the Contracted Worker's record.

Files can be either uploaded and stored within Vault, or linked-to from an external server.

To store a copy of a file, **click** 'Add File', then **Drag and Drop** the file to the target area, or **click** to locate. Vault will upload and store a copy of the file.



Update Files for Contracted Worker

Add URL

To add a link to a file stored elsewhere, **click** 'Add URL'. Provide a title for the file, then **enter** or **paste** the address and **click** 'Save'. Vault will add a link to the file.

The screenshot displays the DAMSTRA web application interface. At the top, the breadcrumb navigation shows 'Contractor Workers / Edit Worker - 334 - Sam Hopper'. Below this, a horizontal menu includes 'Contractor Workers Details', 'Governance', 'Inductions', 'Licences', 'Training', 'PPE', 'Medical', 'Contact Details', 'Files', 'Related', and 'Responsibilities'. The 'Files' tab is active, showing a table with three entries:

Title	Filename	Actions
Annual Review	Annual Review.doc	Actions
Hard Hat Issue Form.pdf	Hard Hat Issue Form.pdf	Actions
Safety Gloves Issue Form.doc	Safety Gloves Issue Form.doc	Actions

Below the table, there are 'Add File' and 'Add URL' buttons. The 'Add URL' button is highlighted with a blue border. Below the table, there are 'Save' and 'Cancel' buttons. An 'Add New URL' modal dialog is open in the foreground, containing the following fields:

- Title ***: Signed Contract
- URL ***: https://docs.google.com/presentation/d/1ki9-NGfuqd97pj113i4uRvUP-9H1kyPDtiMaN_Qv7Mc/edit?usp=sharing

The modal dialog also features 'Save URL' and 'Cancel' buttons at the bottom.

Update Files for Contracted Worker

View, Edit and Delete Files

To view an existing file, simply **click** the title in the register.

To edit or delete an existing file, **click** 'Actions', followed by the appropriate selection.

Once all file activity is complete, **click** 'Save' to return to the Contracted Worker Register.

The screenshot shows the DAMSTRA web application interface. The breadcrumb navigation indicates the user is in the 'Contractor Workers' section, editing worker '334 - Sam Hopper'. The 'Files' tab is active, displaying a table of files. The table has two columns: 'Title' and 'Filename'. The files listed are:

Title	Filename	Actions
Annual Review	Annual Review.doc	Actions
Hard Hat Issue Form.pdf	Hard Hat Issue Form.pdf	Actions
Safety Gloves Issue Form.doc	Safety Gloves Issue Form.doc	Edit, Delete
Signed Contract	https://docs.google.com/presentation/d/1k19-NGluq97j113i4uRvUP-9H1kyPDtMaN_Qv7Mc/edit?usp=sharing	Actions

Below the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 4 of 4 entries' indicator. At the bottom left, there is a 'Save' button, and at the bottom right, there is a 'Cancel' button and a 'Help' button.

