



D A M S T R A

Manage Course
Materials

Safety

[DISCLAIMER]

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Manage Course Material Course Register

Damstra Safety provides the ability to store copies of Training Course material to existing Training Course records in the 'Course Register'.

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

The screenshot displays the DAMSTRA software interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The 'People' category is expanded, showing sub-items like Claims, Visit Contractor, Contracted Workers, Third Party/Visitor, Training, Course Register (highlighted), Course Scheduling, Training Needs Analysis, Workers, Student Register, and Volunteer Register. The main area shows a 'My Dashboard' with filters for 'All Records' and a date range of 01/01/1970 - 31/12/2037. It contains several bar charts: 'My Corrective Actions', 'All Corrective Actions', 'Hazard Corrective Actions', and 'Incident Corrective Actions'. A 'Training Courses' table is overlaid, showing columns for Course Name, Category, Duration, and a 'Course Register' column with a green checkmark. A 'Help' button is visible in the bottom right corner.

Manage Course Material

Edit Course

Locate the Training Course in the 'Course Register'.

To add Course Material, edit the Training Course.

There are two ways to edit a Training Course in Vault:

Either: **Click** 'Actions', then 'Edit'.

Or: **Click** the Training Course ID to view it, then **click** 'Edit'.

The screenshot displays the DAMSTRA 'Training Courses' management interface. On the left is a navigation sidebar with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, Course Register, Training Needs Analysis, Workers, Student Register, and Volunteer Register. The main area shows a table of training courses. A search bar at the top contains 'Excel Training'. The table has columns for ID, Course Name, Course Code, Category, Duration, Recertification, Description, and Status. One row is visible: ID 1300, Course Name Excel Training, Course Code EX35325, Category General, Duration 5 months, Recertification No, and Description Introductory level of Excel. An 'Actions' dropdown menu is open for this row, with 'Edit' and 'Delete' options visible. Below the table, there are filters for Record Status (Active), Category (All selected (14)), and a search bar. At the bottom, there are 'Apply', 'Clear', 'Save this filter', and 'Save' buttons. A 'Help' button is located in the bottom right corner.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1300	Excel Training	EX35325	General	5 months	No	Introductory level of Excel	✓	Edit Delete

Manage Course Material

Add Files

Click the 'Course Material' tab. The 'Course Material' register will display any existing material already added to the record.

To add a new file, **click** 'Add File'.

Drag and Drop the file or **click** to locate it. Damstra Safety will store a copy and add it to the register.

Additional files can be added by **repeating** the process.

The screenshot displays the 'Edit Course - 1300' interface. The 'Course Material' tab is active, showing a large dashed box with the text 'Drop files to upload (Or Click)'. A blue 'Add File' button is visible in the bottom right corner of the main content area. Below this, a file explorer window is open, showing the 'Project Files' folder. The file explorer contains a table of files:

Name	Date modified	Type	Size
Draft Slide Deck	23/02/2018 9:30 A...	PDF File	942 KB
Final Slide Deck	23/02/2018 9:30 A...	PDF File	942 KB
Learning Check	23/02/2018 9:30 A...	PDF File	942 KB

The file explorer also shows a 'File name' field and 'Open' and 'Cancel' buttons. The main interface also shows a 'Save' button and a 'Draft Slide Deck.pdf' entry in the register.

Manage Course Material

Save & Delete

To download a copy of the file, simply **click** on the 'File Name'.

To delete, **click** the 'Delete' button.

Once all required files have been added, **click** 'Save' to return to the 'Course Register'.



