

DAMSTRA

Manage Course Materials Safety



[DISCLAIMER]

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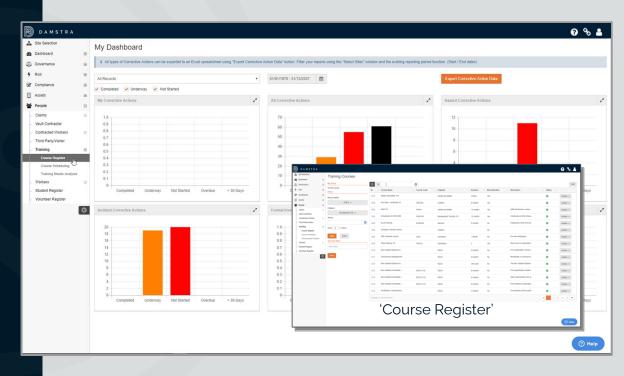
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Manage Course Material Course Register

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'.





Manage Course Material Edit Course

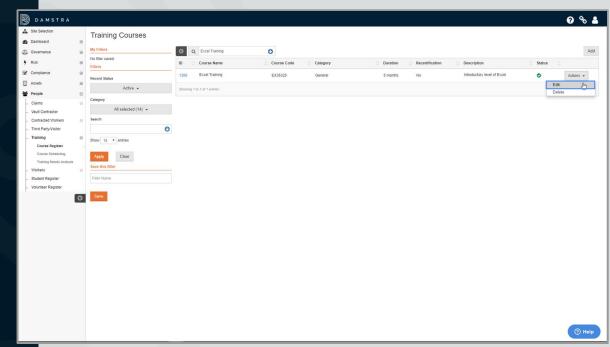
Locate the Training Course in the 'Course Register'.

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'.





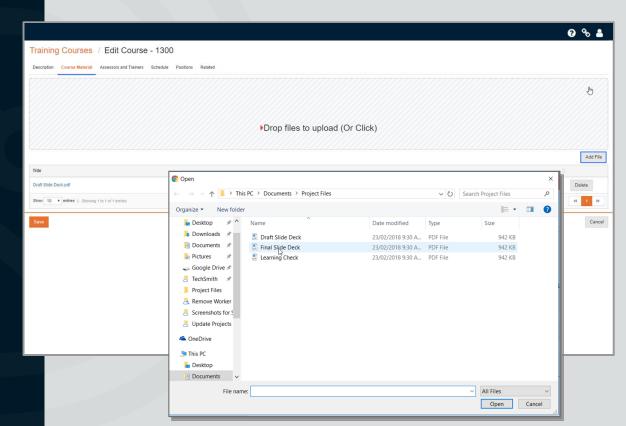
Manage Course Material Add Files

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.





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'.

