



D A M S T R A

Manage Medical
Types

Safety



[DISCLAIMER]

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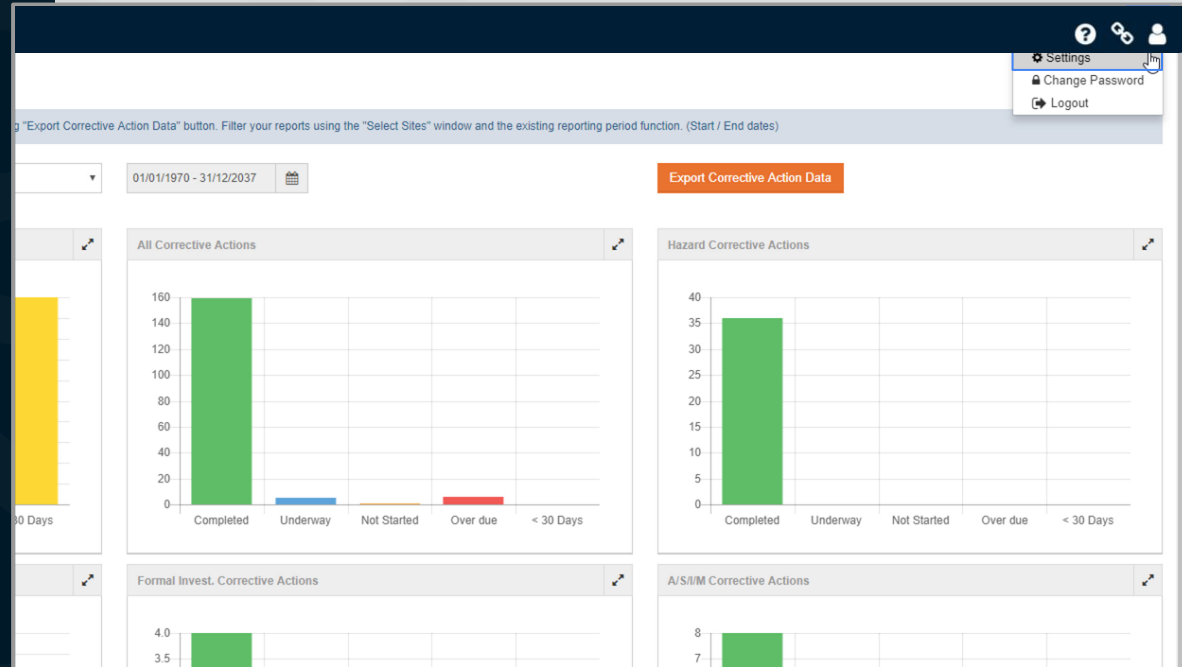
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Manage Medical Types

Introduction

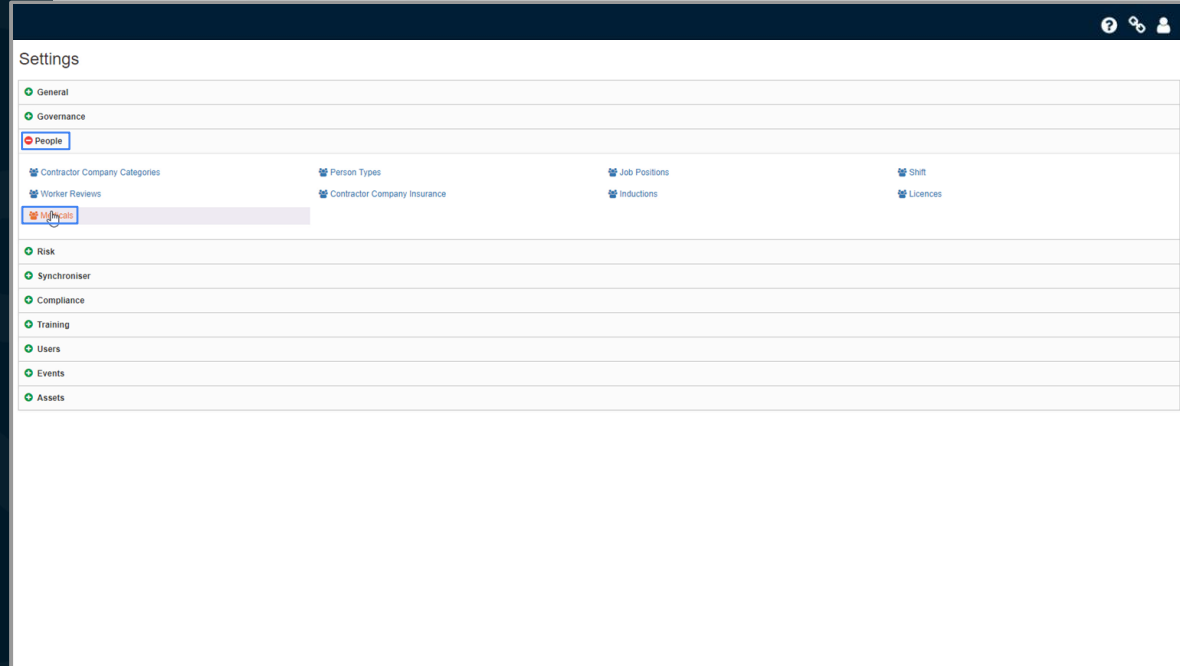
Before Medical Examination details can be added to individual Worker records, we must first define the 'Medical Types' that can be entered.

This is managed in 'Settings', which can be found under the 'Profile' icon at the top of the screen.



Manage Medical Types Settings, People Section

Click to expand the 'People' section,
then **click** 'Medicals'.



Manage Medical Types

Add Medical Type

The register shows all Medical types already added. To add a new type, **click** 'Add'.

Select the site or sites that the Medical type should be visible to by scrolling or searching the Organisation Structure.

Enter the 'Medical Name', and **select** the frequency at which the Medical examination is required to be repeated. If there is no repeat examination required, **select** 'Never'.

Click 'Save' to return to the 'Medical Types Register'.

The screenshot displays the 'Settings / Medicals' interface. At the top, there is a breadcrumb 'Settings / Medicals' and a search bar. Below the search bar is a table of existing medical types. The table has columns for 'Name', 'Frequency', and 'Actions'. The 'Actions' column contains 'Actions' dropdown menus. A blue box highlights the 'Add' button in the top right corner of the table. Below the table, there is a 'Show' button with a dropdown menu set to '10'. Overlaid on the bottom right is the 'Add Medical Type' form. The form has three input fields: 'Site' (with 'ABC Group' selected), 'Name *' (with 'Pulmonary Function Testing' entered), and 'Frequency Required *' (with 'Never' selected). At the bottom of the form are 'Save' and 'Cancel' buttons.

Name	Frequency	Actions
Health Screening	1 Month	Actions
Hearing Test - 6 months	6 Months	Actions
Hearing Test	12 Months	Actions
Blood test	Never	Actions
Flu Injection	12 Months	Actions
Drug and Alcohol	Never	Actions
Annual Medical	12 Months	Actions
Hearing	24 Months	Actions
Audiometry	9 Months	Actions
General Medical		

Settings / Medicals / Add Medical Type

Site: ABC Group

Name *: Pulmonary Function Testing

Frequency Required *: Never

Save Cancel

Manage Medical Types

Edit, Delete

The new 'Medical Type' has now been **saved** and is available for selection when adding a 'Medical' to a 'Worker' record. Help with this is available in the Support Portal.

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

The screenshot displays the 'Settings / Medicals' page. At the top, there is a breadcrumb 'Settings / Medicals' and a search bar with a dropdown menu set to '-- Please Select --'. Below the search bar is a table with columns for 'Name', 'Frequency', and 'Actions'. The table lists various medical types such as 'Pulmonary Function Testing', 'Health Screening', 'Hearing Test - 6 months', 'Hearing Test', 'Blood test', 'Flu Injection', 'Drug and Alcohol', 'Annual Medical', 'Hearing', and 'Audiometry'. Each row has an 'Actions' dropdown menu. In the 'Hearing Test' row, the 'Actions' menu is open, showing 'Edit' and 'Delete' options, which are highlighted with a blue box. At the bottom right of the table, there is a 'Back' button.

Name	Frequency	Actions
Pulmonary Function Testing	Never	Actions
Health Screening	1 Month	Actions
Hearing Test - 6 months	6 Months	Actions
Hearing Test	12 Months	Actions
Blood test	Never	Actions
Flu Injection	12 Months	Actions
Drug and Alcohol	Never	Actions
Annual Medical	12 Months	Actions
Hearing	24 Months	Actions
Audiometry	9 Months	Actions

