



D A M S T R A

Update Files for
Contractor Company

Safety

[DISCLAIMER]

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Update Files for Contractor Company

Introduction

Damstra Safety provides the ability to store files relating to a Contractor Company in the 'Contractor Company Register'.

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

The screenshot displays the Damstra Safety software interface. At the top, there is a navigation bar with a lightning bolt icon, a dropdown menu set to 'All Records', and a date range of '01/01/1970 - 31/12/2099'. Below this, there are three status filters: 'Completed' (checked), 'Underway' (checked), and 'Not Started' (checked). The main content area is divided into several sections. On the left, a 'Menu Bar' is visible, with the 'People' option highlighted in orange. A dropdown menu is open under 'People', listing various categories: 'Claims', 'Vault Contractor', 'Contractor Companies' (highlighted with a mouse cursor), 'Contractor Workers', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Volunteer Register', and 'Student Register'. The main dashboard area features a large empty grid. To the right, there are two charts. The top chart, titled 'All Corrective Actions', is a bar chart showing the number of actions in different states: 'Completed' (approximately 155, green bar) and 'Underway' (approximately 10, blue bar). The bottom chart, titled 'Formal Invest. Corrective Actions', is partially visible. At the bottom of the grid, there are labels for 'erway', 'Not Started', 'Over due', and '< 30 Days'.

Update Files for Contractor Company

Edit Contractor Company

Locate the Company involved in the 'Contractor Company Register'.

Click 'Actions' then 'Edit'.

The screenshot displays the DAMSTRA web application interface for managing Contractor Companies. The page title is 'Contractor Companies'. A search bar at the top contains the text 'Fernside'. The main content area features a table with the following columns: ID, Company, Contact Number, Contact Person, Contact Email, Contractor Manager, Vendor Number, and Trading Name. A single row is visible, representing 'Fernside Electrical Limited' with ID 65, Contact Number 03 3554377, Contact Person Paul Burton, Contact Email pburton@fernside.nz, Contractor Manager Susan Lobb, and Vendor Number 123. An 'Actions' dropdown menu is open for this row, showing options: View, Edit (highlighted), Delete, Archive, and View workers. On the left sidebar, there are sections for 'My Filters' (Managed By Lee Jenkins), 'Filters' (Category: All selected (14)), and 'Search' (with an 'Apply' button). A 'Save this filter' section is also present with a 'Save' button. The bottom right corner contains a 'Help' button.

ID	Company	Contact Number	Contact Person	Contact Email	Contractor Manager	Vendor Number	Trading Name
65	Fernside Electrical Limited	03 3554377	Paul Burton	pburton@fernside.nz	Susan Lobb	123	

Update Files for Contractor Company

Adding a File

Click on the 'Files' tab.

The 'Company Files' register is a great place to store general files such as copies of contracts, while the 'JSA/SWMW Files' register provides a dedicated space for those particular types of documents. Both registers work identically.

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

Drag and Drop the relevant file to the target area, or **click** to locate the file.

Damstra Safety will **store** a copy of the file.

The screenshot displays the DAMSTRA web application interface. At the top, the breadcrumb navigation shows 'Contractor Companies / Edit Company - 65'. Below this, a horizontal menu contains several tabs: 'Company Details', 'Insurances', 'Governance', 'Files', 'Projects', 'Contracted Worker Reviews', 'Incentive Scheme', and 'Related'. The 'Files' tab is currently selected. Underneath, there are two sub-sections: 'Company Files' and 'JSA/SWMW Files'. A table lists files with columns for 'Title' and 'Filename'. One file is visible: 'Draft Contract.doc'. To the right of the table, there is an 'Add File' button. Below the table, there are 'Save' and 'Cancel' buttons. In the foreground, a modal dialog box titled 'Add New File' is open. It features a 'Select File' label and a large, shaded area with a blue border and diagonal lines, containing the text 'Drop files to upload (Or click)'. A 'Close' button is located at the bottom right of the dialog. A 'Help' button is visible in the bottom right corner of the main application window.

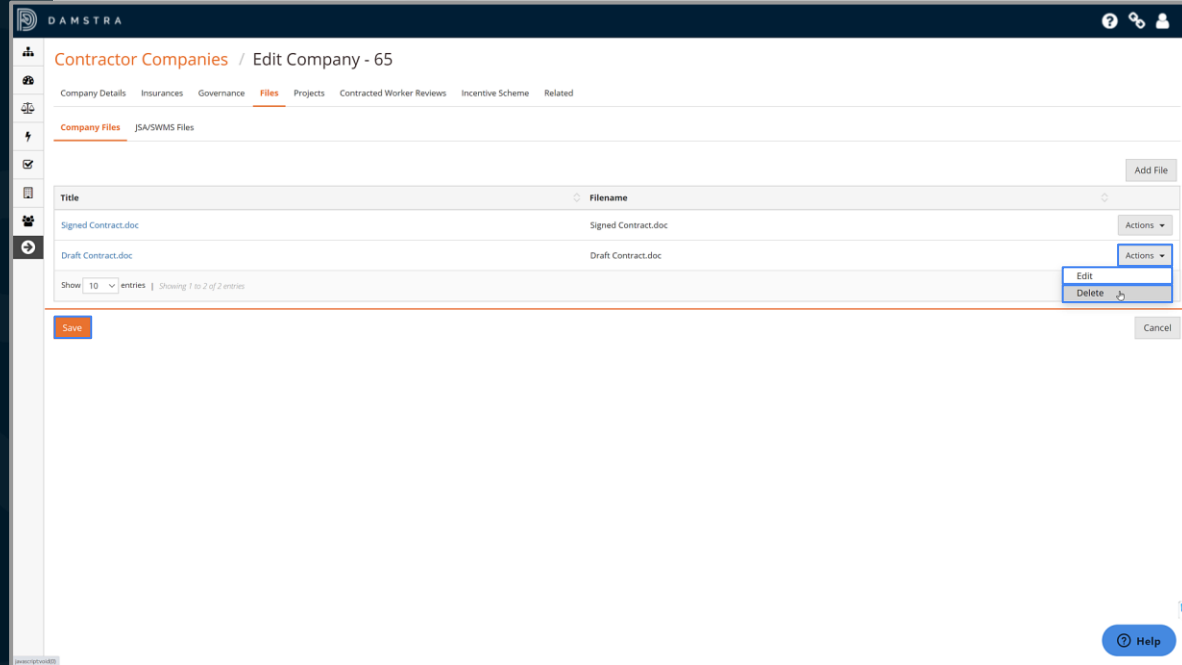
Update Files for Contractor Company

View, Edit, Delete File

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 Contractor Company Register.



The screenshot displays the DAMSTRA web application interface for editing a contractor company. The breadcrumb trail is 'Contractor Companies / Edit Company - 65'. The 'Files' tab is selected in the navigation menu. Below the navigation, there is a section for 'Company Files' with a sub-label 'JSA/SWMS Files' and an 'Add File' button. A table lists the files:

Title	Filename	Actions
Signed Contract.doc	Signed Contract.doc	Actions
Draft Contract.doc	Draft Contract.doc	Actions

Below the table, there is a 'Show 10 entries | Showing 1 to 2 of 2 entries' indicator. A 'Save' button is located at the bottom left of the file register area, and a 'Cancel' button is at the bottom right. A 'Help' button is visible in the bottom right corner of the page.

