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# Company Portal – Multiple Sites Induction

**PRODUCT:** Workforce Management

**VERSION:**

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**APPROVED BY:**

## Booking for Multiple Sites

Booking your employee for **multiple sites** now becomes handy. Please see below instruction on how to:

1. As you clicked the **New Request** for induction request, select the **Organization**

Step 1: Select Induction   Step 2: Select Employees   Step 3: Confirm Employee Details   Step 4: Upload Company Paperwork   Step 5: Upload Employee Paperwork   Step 6: Pay Fees (if applicable)   Step 7: Send for Approval

Select An Induction/Registration/Training Course

Organisation:

Site:

Induction/Registration/Training Course:

September 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Please select an organisation from the list above.

2. Select the **Site** where your employee will be working for

Step 1: Select Induction   Step 2: Select Employees   Step 3: Confirm Employee Details   Step 4: Upload Company Paperwork   Step 5: Upload Employee Paperwork   Step 6: Pay Fees (if applicable)   Step 7: Send for Approval

Select An Induction/Registration/Training Course

Organisation:

Site:

Induction/Registration/Training Course:

September 2022

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26	27	28	29	30	1	2
3	4	5	6	7	8	9

Please select an induction/registration/training course type from the list above.

3. Then select which **Induction type** you want your employee to have an access to

Select An Induction/Registration/Training Course

Organisation:

Site:

Induction/Registration/Training Course:

Please select employees from the list below.

4. **Tick** the I agree tick box under **Confirmation** to load the list of your employees

**Confirmation**

agree that everything that will be uploaded is, to the full extent of our knowledge, true & correct in regards to what is indicated. Where applicable, We confirm that we have discussed the possible collection of biometric data with our workers. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment.

5. Select the **employee/s** you are booking for induction from the list and this will appear under your **Booking Basket**

Employee	Card ID	Select to Book/Register	Booking Request Status	Registration Status
Achana, Keechi	354745	<input type="checkbox"/>		
Asadacion, Carice Joy	406033	<input checked="" type="checkbox"/>		
Aguilar, Jay	473117	<input type="checkbox"/>		
Aguirre, Andrew	364179	<input type="checkbox"/>		
Aguirre, Andrew	398101	<input type="checkbox"/>		
Albertson, Bob	435214	<input type="checkbox"/>		
Albertson, Bob	435213	<input type="checkbox"/>		
Albertson, Kristy	359675	<input type="checkbox"/>		
Alex, Arun	442353	<input type="checkbox"/>		
Ali, Usama	395962	<input type="checkbox"/>		
Alimurung, Joel	457337	<input type="checkbox"/>		
Allen, Susan	274065	<input type="checkbox"/>		
Amboon, Aileen	464656	<input type="checkbox"/>		
Antonio, Rose Anne	15440	<input type="checkbox"/>		
Ardo, James B	272600	<input type="checkbox"/>		
Asarona, Kristela Grace	441875	<input type="checkbox"/>		
Atun, Ginishar	450312	<input type="checkbox"/>		
Aung, Min Do	396352	<input type="checkbox"/>		
Battasar, Christian Ryan	375018	<input type="checkbox"/>		
Bingoo, Aris	461922	<input type="checkbox"/>		
Batak, Ariel	429560	<input type="checkbox"/>		
Baur, Mary Joy	478449	<input type="checkbox"/>		
Bhardwaj, Vikas	411376	<input type="checkbox"/>		
Bonello, Corina	499948	<input type="checkbox"/>		

6. If the selected employee will be working for **multiple sites for the same Organization**, you can go back to the **Induction/Registration/Training Course** option and select the applicable Induction type

**Select An Induction/Registration/Training Course**

Organisation:

Site:

Induction/Registration/Training Course:

Please select employees from the list below.

7. Tick the I agree tick box again under **Confirmation** to load the employee list

**Confirmation**

agree that everything that will be uploaded is, to the full extent of our knowledge, true & correct in regards to what is indicated. Where applicable, We confirm that we have discussed the possible collection of biometric data with our workers. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment.

8. Select again the **same employee/s** to add in the **Booking Basket**

9. **Repeat** the same process if you want to add more induction type.
10. Continue the booking request by providing all the **required prerequisites** and submit the request for **Approval**