



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Employee Details

PRODUCT: Workforce Management

VERSION:

AUTHOR: J-pee De Guzman

APPROVED BY:

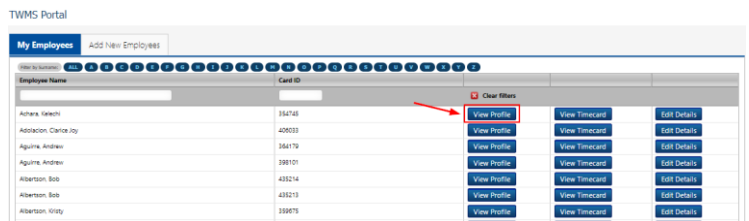
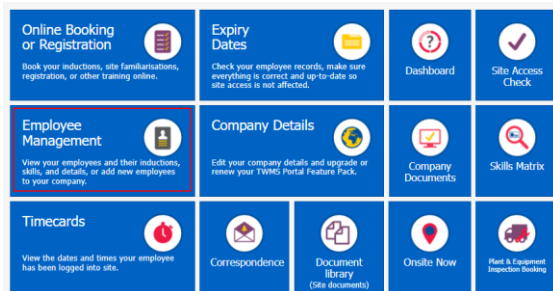
Managing Employee Details

Keeping Your Employee's Details Up to Date

It is important to keep your employees' details up to date to ensure worksite access is not unexpectedly affected. You can do this by checking your employees' profiles and their expiry dates.

Checking Employees' Profiles

1. From the Home, select **Employee Management**, then click **View Profiles**



2. You will be taken to your employee's profile page where you can:
 - Edit and update your employee details and upload a new qualification



- Terminate employees that are no longer employed by your company



- View documentation stored against the employee's profile

