



D A M S T R A

CONNECT + PROTECT YOUR WORLD



TWMS Mobile

How to Check Expired Skills

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: Clarice Adolacion

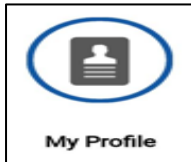
APPROVED BY:

How to Check Expired Skills

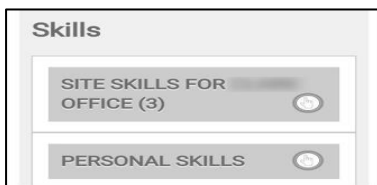
Users may see expired skills by going to,

- **My Profile**

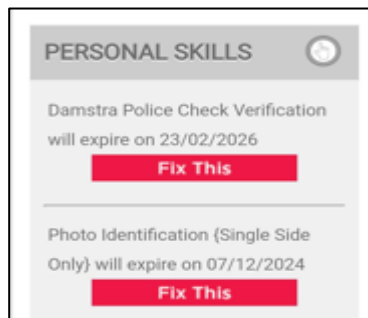
1. Log in to TWMS Mobile App
2. Click *My Profile*




3. Below the *Site Access*, there is *Skills*



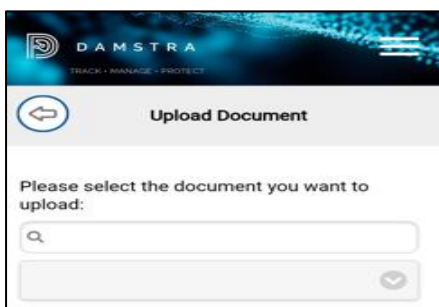
4. Click  to expand



5. Renew expired personal skills by clicking 

Note: Seek for your accountholder's assistance in renewing your site skills.

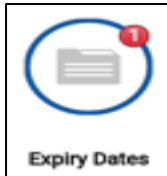
6. You will be directed to *Upload Document*



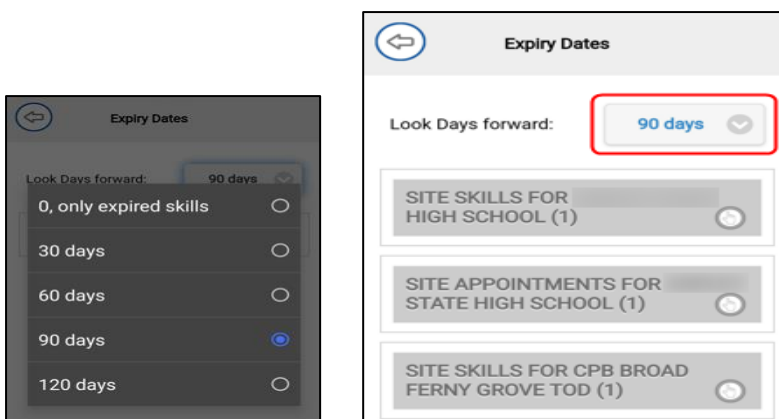
Note: Uploaded documents will be reviewed within 24-48 hours. A notification will be sent to email if declined.

- **Expiry Dates**

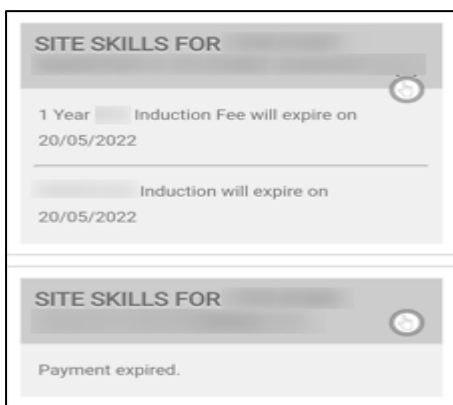
1. Log in to TWMS Mobile App
2. Click *Expiry Dates*



3. Change *Look Days Forward* from 0 to 120 days



4. Click  to expand



Note: Seek for your accountholder's assistance in renewing your site skills.