



DAMSTRA

CONNECT + PROTECT YOUR WORLD



## EPP for Employees – Tasks

**PRODUCT:** Workforce Management

**VERSION:**

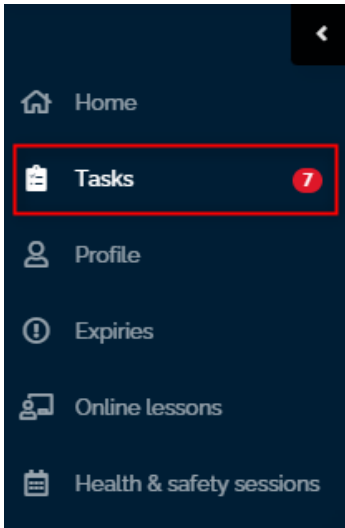
**AUTHOR:** J-pee De Guzman

**APPROVED BY:**

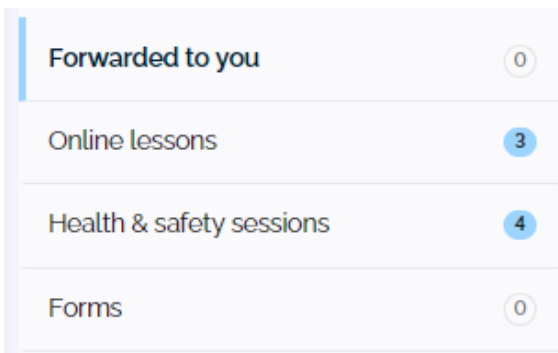
This section allows the employee to view the outstanding tasks that were assigned to him/her by their company or worksite.

To access this:

1. Click the Tasks option from the menu.



2. Your tasks will be displayed on the screen.



- **Forwarded to you** – these are the tasks that your company has forwarded to you to complete in due time.

Forwarded to you

Your company, QA Testing Company, has forwarded you the below tasks to complete

■ Due now ■ Due in next 90 days

Showing 1 - 2 of 2

Task	Forwarded to you	Due date	Required for
▼ Upload Evidence of Training	Today	9 Oct 2023	Health & Safety Coordinator / Advisor job title for Demo Site B
▼ Upload ICAM Lead Investigator	Today	9 Oct 2023	Health & Safety Coordinator / Advisor job title for Demo Site B

Showing 1 - 2 of 2

- Expand the Task to upload the required document for your mobilisation.

Task: Upload Evidence of Training | Forwarded to you | Due date: 9 Oct 2023 | Required for: Health & Safety Coordinator / Advisor job title for Demo Site B

### Upload Evidence of Training

Option: SOA: BSB41415 Certificate IV Work Health & Safety

Upload attachment:

Start date:  Today  | Expiry date:  Never expires

Is this document a card or a licence?  Yes  No, this is not a card or licence

**Tips to help with approval**

- Employee name on document is Beth Ann (Beth) Stanton (no shortening or variation will be accepted)
- Uploaded file matches the qualification/skill
- If this document is a card or licence, ensure both front and back of the card is supplied
- Ensure files are high quality and clearly legible

**Why is this required?**

➤ Click  button once the document is attached. This way, the company can send the mobilisation request for verification and can pay the licence fee if required.

- **Online Lessons** – these are the online lessons/courses that are linked to your mobilisation. On this page you will have the ability to view the courses that are expiring.

Online Lessons

■ Due now ■ Due in next 90 days

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Lesson	Worksite	Due date	Required
IMS, Information Security and Privacy Awareness	Learning Hub	3 Feb 2024	For Damstra Internal Training: IMS, Information Security and Privacy Awareness mobilisation
Damstra Internal Training: Code of Conduct	Learning Hub	30 Jun 2024	For Damstra Internal Training: Code of Conduct mobilisation
Damstra Internal Training: Respectful Workplaces	Learning Hub	6 Sep 2024	For Damstra Internal Training: Respectful Workplaces mobilisation

Showing 1 - 3 of 3

➤ Completing the courses must be in Damstra Learning.

- **Health & Safety Sessions** – these are the internal sessions that have been booked into you by your company or worksite that need to be attended.

Health & safety sessions

Showing 1 - 1 of 1

Date	Time	Worksite & session name	Session type	Location	Status
Wed, 18 Oct 2023	6:45am - 7:00am	Demo Site A Pre-start Subsite	Pre-start	Lunch room	<input checked="" type="checkbox"/> Booked in <small>Self-sign in not available</small>

Showing 1 - 1 of 1

- **Forms** – these are online forms that you need to complete if the worksite you are working with is using this Damstra product and is requiring you.