



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Managing Employee's Induction

PRODUCT: Damstra Workforce Management

VERSION:

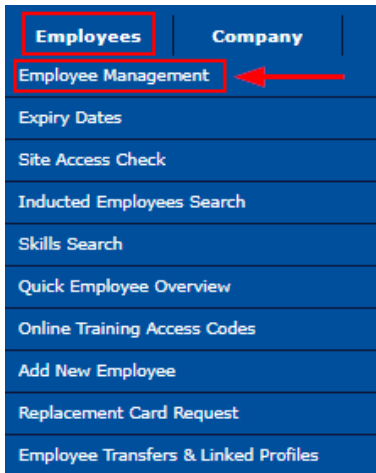
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APPROVED BY:

Managing Employee's Induction

Managing employee induction is to keep your employee's inductions up to date. To check the status of the induction of your employee, can go to

1. Select **Employees** Tab, then select **Employee Management**



2. Click **View Profile** to load employee's profile details

Damstra6, Test	158853	View Profile	View Timecard	Edit Details
Dean, PhilippaTest T	272977	View Profile	View Timecard	Edit Details
Dean, TestPhilippa G	267272	View Profile	View Timecard	Edit Details
Deankins, TestPhilippa M	220779	View Profile	View Timecard	Edit Details
demo user, Workplace	366620	View Profile	View Timecard	Edit Details
Einstein, Albert D	296339	View Profile	View Timecard	Edit Details

3. You will see the **Inductions/Registrations**, click the **arrow** to expand the induction details

Inductions/Registrations				
Inductions	As Of Date	Expiry Date	Induction Alerts	Induction Status
▼ HOLCIM - NSW - CONTRACTOR REGISTRATION	30/03/2022	30/03/2024	Missing: Holcim: General Induction - Step 1 Assessment	✘

4. As you expand the induction details, you will see what documents are **missing** and **expired** which are highlighted in red

Inductions/Registrations				
Inductions	As Of Date	Expiry Date	Induction Alerts	Induction Status
▼ HOLCIM - NSW - CONTRACTOR REGISTRATION	30/03/2022	30/03/2024	Missing: Holcim: General Induction - Step 1 Assessment	✘
Group	Skill Name	As Of	Expiry	
Insurance	Valid Public Liability			
Insurance	Valid Workers Compensation / Sole Trader Insurance			
Timms Licence Fee	Holcim: General Induction - Step 1 Assessment (Missing)	30/03/2022	30/03/2023	
Photographic Identification	Holcim 1 Year TWMS Licence Fee	1/01/1900	1/03/2020	
Photographic Identification	Drivers Licence International (Expired)	1/01/1900	27/10/2023	
Photographic Identification	Passport	1/01/1900	27/10/2023	
Job Titles	Photo ID Sighted	4/06/2018	1/01/3000	
Electrical Engineer				
Group 1	Diploma: Electrical Engineering	30/03/2022	1/01/3000	

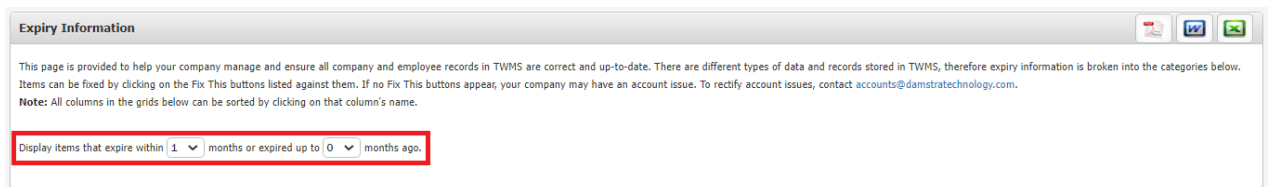
5. To update the **missing requirements**, you can click the **Upload Requirements** from the employee's page, and this will prompt you automatically to upload what is missing.



- To update the **expired documents**, you can select **Employees** Tab then click **Expiry Dates**



To show future expiries, adjust the first number highlighted in the image below. The second number backdates expiries up to 24 months.



- Once all missing and expired documents were updated, the induction will get **Activated** automatically. **Terminals update overnight, access on-site will be granted the next day for the employee**