



D A M S T R A

CONNECT + PROTECT YOUR WORLD



How to Check New Induction Status Online Booking/Registration Page

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: Clarice Adolacion

APPROVED BY:

How to check new induction status

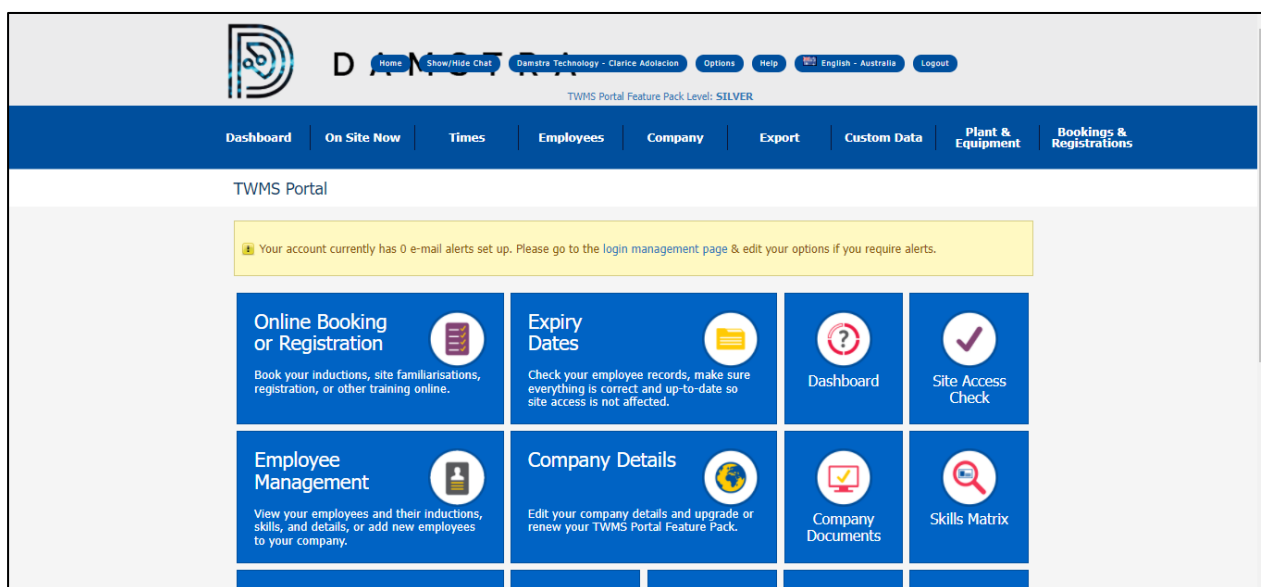
There are 4 areas where users may check employee's newly registered induction status and their missing requirement.

- Home Page
- Online Booking/Registration Page
- Employee Management Page
- Site Access Check Page
- Inducted Employees Search Page

Online Booking/Registration Page

To check induction status on the Online Booking/Registration page,

1. Login to <https://portal.damstra.com.au/>
2. You will land on the home page which looks like the screenshot below



3. Hover your mouse to *Bookings & Registrations*, then select *Online Booking/Registration System*.
4. There are 4 tabs in this page:
 - **In Progress:** is where you can check the progress of the induction requests you made for the past 30 days.
 - *Fixes required* - induction requests with declined paperwork sits here
 - *Yet to send for approval* - induction requests which have been started and left to continue later.
 - *Being reviewed by Damstra Technology* – newly created induction request sits here

Online Booking & Registration System New request

In progress Approved (8) Declined Cancelled

In progress

Fixes required
No requests requiring fixes.

Yet to send for approval
No requests not yet sent for approval.

Being reviewed by Damstra Technology
No requests sent for approval.

- **Approved:** gives a list of approved inductions for the past 30 days. If the induction date is not yet locked, you may reschedule the induction by clicking the three dots in red box below.

Online Booking & Registration System New request

In progress **Approved (7)** Declined Cancelled (1)

Approved

Requests approved within the last 30 days, or with a future booking date

Worksite & induction, registration, or training	Employee	Date	Approval date
Tier 1 Induction	ID: [redacted]	28 Mar, 22	✓ Approved on 25 Mar, 22
	ID: [redacted]	28 Mar, 22	✓ Approved on 25 Mar, 22
	ID: [redacted]	28 Mar, 22	✓ Approved on 25 Mar, 22
	ID: [redacted]	28 Mar, 22	✓ Approved on 25 Mar, 22
	ID: [redacted]	31 Mar, 22	✓ Approved on 28 Mar, 22
	ID: [redacted]	31 Mar, 22	✓ Approved on 28 Mar, 22
	ID: [redacted]	31 Mar, 22	✓ Approved on 28 Mar, 22

Reschedule date/time

- **Declined:** gives a list of declined induction requests for the past 30 days.

Online Booking & Registration System New request

In progress Approved (7) **Declined** Cancelled (1)

Declined

No requests declined within the last 30 days

- **Cancelled:** gives a list of cancelled induction requests for the past 30 days. Under the date cancelled, you will see if it was automatically cancelled by the system, or if somebody did it.

Online Booking & Registration System

New request

- In progress
- Approved (7)
- Declined
- Cancelled (4)**

Cancelled

Requests cancelled within the last 30 days

Worksite & induction, registration, or training	Employee	Date	Date cancelled	
Tier 1 Induction	ID: [redacted]	31 Mar, 22	Cancelled on 30 Mar, 22, by [redacted]	<ul style="list-style-type: none">...📅 Reschedule date/time
CPBDJV Parramatta Connect Contractor Project Induction	Achara, Kelechi ID: 354745	18 Mar, 22	Cancelled on 17 Mar, 22, by Automatically cancelled - Booking Date Full	<ul style="list-style-type: none">...