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Manual Paperwork Upload

How to reupload declined paperwork

PRODUCT: Damstra Workforce Management

VERSION:

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APPROVED BY:

Manual Document Upload

Optimize your portal navigation by knowing where to upload declined documents during the induction approval process, additional qualification, and renew expired documents.

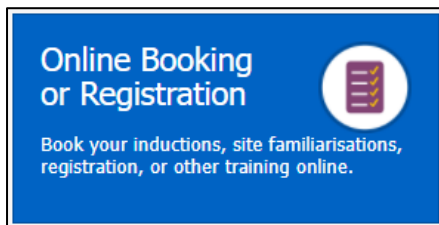
How to reupload declined paperwork

To reupload declined paperwork:

1. Hover the mouse to *Bookings & Registrations* and select *Online Booking/Registration System*



OR click *Online Booking/Registration System* on the home page



2. Under *Fixes required*, you will be able to redo or reupload declined information. Click [Resolve >](#) alongside the worksite and employee's name to supply necessary information.

Fixes required - 16 requests			
Worksite & induction, registration, or training	Employee	Date	Fixes required to
Site Induction	ID: [redacted]	Registered on 21 Jan, 21	Employee Details Resolve >

3. You will be directed to *Upload Information* page, then click *Upload*

Upload Information

TCL Project Induction at [redacted] ✕

This booking request is for the TCL Project Induction on 30/03/2022. If the training is completed and all other requisites are valid, this will be valid until 30/03/2024. Paperwork can only be submitted for this booking up to 4PM on 29/03/2022. Paperwork submitted after this time will incur an additional fee.

Information Required

OHS Card	3/09/2007 - 1/01/3000	Update Complete
Evidence of Vaccination		Upload Not Complete

Supervisor

Worker Competence Evaluation and Employer Declaration Form - Supervisor	Upload Not Complete
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- Select a skill on the dropdown (highlighted in red below), and it will display the upload field and paperwork history of the selected skill
- Fill out the date acquired, expiry date (tick No Expiry Date if document doesn't expire), upload the document by clicking

Employee: [Name] ID: [ID]

Submit Paperwork: Evidence of Vaccination at [Site]

Skill: Vaccination 2

If your Qualification or Competency Document is not available in the dropdown box - Please email service@damstratechnology.com with your Employee's Name, TWMS Number, the Site that this Booking is for, and a copy of the Qualification/s that your Employee has. This will be sent to Site on your behalf for review.

All fields must be entered before paperwork can be uploaded. If the document you are uploading is a licence or card, please ensure you upload both the front and the back in your attachment. There must only be one item per file.

Date Acquired: Expiry Date: No Expiry Date

Acceptable file formats are:
PDF, JPG (JPEG), DOC (DOCX), TIF (TIFF), GIF, PNG, XLS, BMP

Paperwork history for this skill:

File	As Of	Expiry	Status
	07/01/2022	07/05/2022	Rejected - Damaged File

- Submit the paperwork by clicking

Note: Paperwork will be reviewed within 24-48 hours. You will receive an e-mail notification for another declined paperwork, but no notification for approved ones.

IMPORTANT!

Fixes required has different statuses:

- Employee Details** – click *resolve* to confirm/supply your employee's missing personal details. Click *Confirm Your Employee's Details* highlighted in red.

Confirm Employee Details						
Name	Employee ID	Confirm Employee Details	Site	Induction	Select Role/Position/Job on Site	Status
Person, Test	435278	Confirm Your Employee's Details	Bengalla	Site Induction	Select Role/Position/Job Selected: Supervisor	Not Complete

In this example, *Next of Kin* must be provided. Once done, click *Submit Changed Details* in green.

Next of Kin:


First Name * Name is required Last Name * Last name is required

Mobile Number * Phone number is required Relationship *

Residential Address * Address is required

- Paperwork Uploads** – click *resolve* to submit missing or declined employee's job title qualification, or worksite's required information.


Upload Information

 [Redacted]

Site Induction at [Redacted] ✕

This booking request is for the Site Induction on 7/02/2022.

Information Required

Medical Certificate		Upload	Not Complete
Photo ID	Information Uploaded	Update	
Example:  Letter of Competency		Upload	Not Complete
Employee Photo		Upload	Not Complete

Apprentice Builder

Apprenticeship Training Plan (or Traineeship Plan)		Upload	Not Complete
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In this example, Photo ID in yellow has been uploaded, other qualification in red must be uploaded. It will turn green once approved.

- **Company Paperwork** – click *resolve* to upload missing or declined company document.

Company Documents

Document Name	Site	Status		Status
Motor Vehicle Insurance	[Redacted]	Missing Motor Vehicle Insurance	Upload	Not Complete

- **Awaiting confirmation from Damstra** – this status may mean 2 things:
 - a. Paperwork has been submitted and pending for review.
 - b. *Online training hasn't been completed.

*Go to *Online Training Access Codes* under *Employees* to get the access code and training link.

Online Inductions and Training Access Codes

Name	Induction	Access Code	Created On	Expires On	Url
[Redacted]	Computers, Internet and Technology	[Redacted]	01/02/2022	01/05/2022	www.damstra.com.au/onlineind.aspx?code=LABWIT&id=227744&mineid=DMS
[Redacted]	Privacy	[Redacted]	01/02/2022	01/05/2022	www.damstra.com.au/onlineind.aspx?code=LABWIT&id=227744&mineid=DMS
[Redacted]	Information Security	[Redacted]	01/02/2022	01/05/2022	www.damstra.com.au/onlineind.aspx?code=LABWIT&id=227744&mineid=DMS
[Redacted]	Work, Health and Safety	[Redacted]	01/02/2022	01/05/2022	www.damstra.com.au/onlineind.aspx?code=LABWIT&id=227744&mineid=DMS