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How to Check New Induction Status Home Page

PRODUCT: Damstra Workforce Management

VERSION:

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APPROVED BY:

How to check new induction status

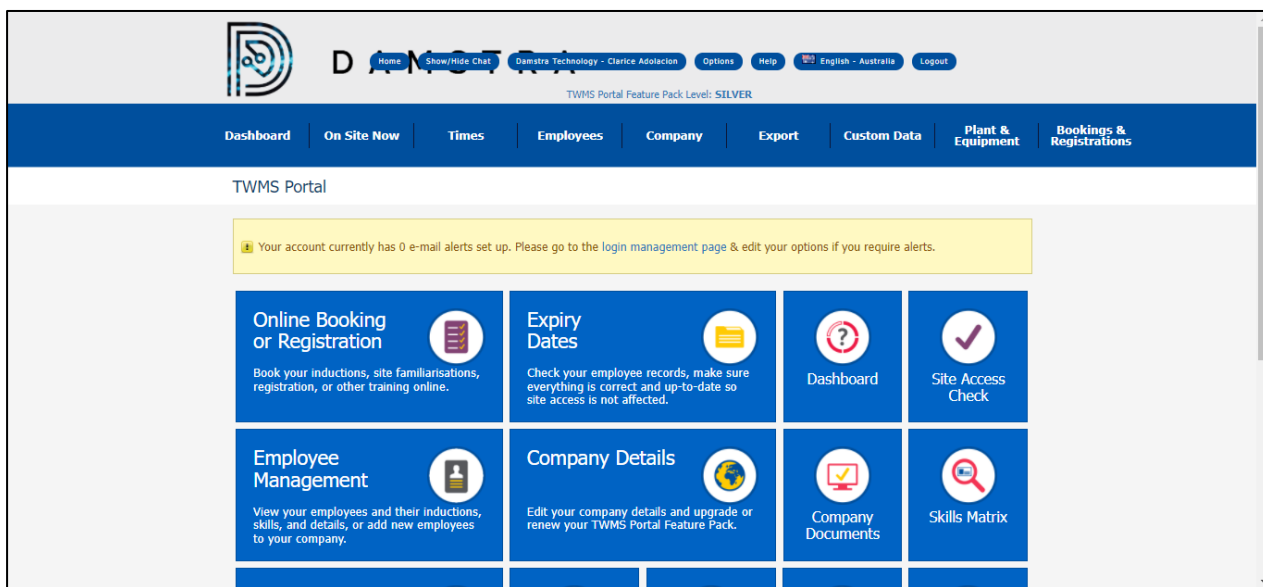
There are 4 areas where users may check employee’s newly registered induction status and their missing requirement.

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

Home Page

To check induction status on the home page,

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



3. At the bottom of the home page, there is *Upcoming Inductions* where you can see confirmed inductions. Click *Confirmation Letter* to pull up the induction guidelines.

Upcoming Inductions						
Date	Employee Name	Site	Induction Name	Start Time	End Time	Status
31/03/2022			Tier 1 Induction	06:30 AM	10:30 AM	Confirmation Letter
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Induction end time may vary due to class size & other factors.

Please contact Damstra for more details if you have any queries.

Note: It only provides list of employees with confirmed inductions.