



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Manual Paperwork Upload

How to upload additional qualifications

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: Clarice Adolacion

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.

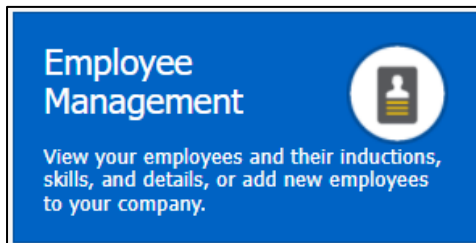
How to upload additional qualifications

To upload additional qualification,

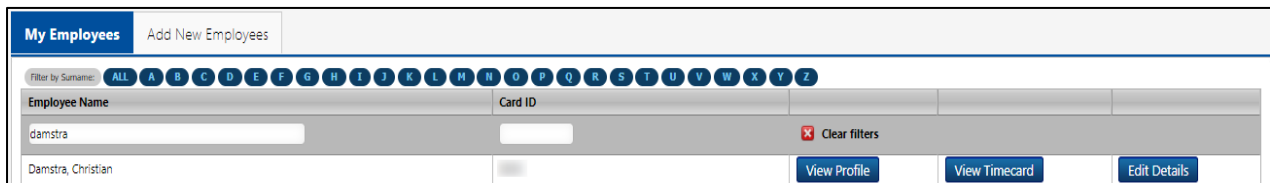
1. Hover the mouse to *Employees* and select *Employee Management*



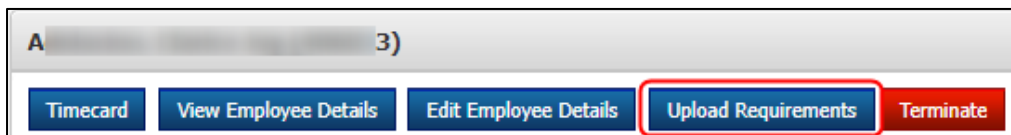
OR click *Employee Management* on the home page



2. Search for the employee's name or card ID then click [View Profile](#)



3. Click Upload Requirements (highlighted in red below)



4. Click *Upload Qualifications* to upload additional qualifications that is not an induction/job title requirement.
Note: If there are induction requirements which have not been uploaded, you will see it listed as below. In this case, click *Upload* instead.



5. *Upload Qualifications* button will display employee's existing qualifications, qualifications pending for approval, and fields to upload new qualifications.

Skill Name	Skill Level	As Of	Expiry
CPCCOHS1001A - Work Safely in the Construction Industry	Competent	24/01/2017	01/01/3000
Drivers Licence HR	Competent	03/03/2022	20/01/2023

New Qualifications

Additional Qualifications can be added below. **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 qualification per file.

! A valid skill must be selected.

Date Acquired: ! A valid date must be selected.

Expiry Date: No Expiry Date ! A valid date must be selected.

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

Skill	File	As Of	Expiry	Status
There is no awaiting qualification paperwork for this employee.				

6. Search a skill code or name and fill out the date acquired, expiry date (tick No Expiry Date if document doesn't expire), then upload qualification by clicking
7. Once everything's filled out, click

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