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# Manual Paperwork Upload

How to renew expired paperwork

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

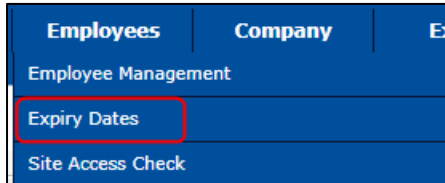
## Manual Document Upload – Expired Qualifications

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

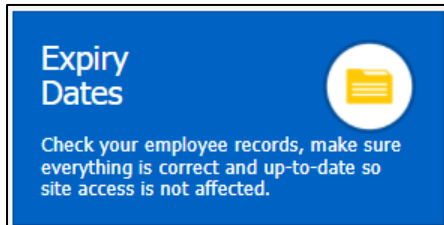
### How to renew expired paperwork

To renew expired paperwork,

1. Hover the mouse to *Employees* then select *Expiry Dates*

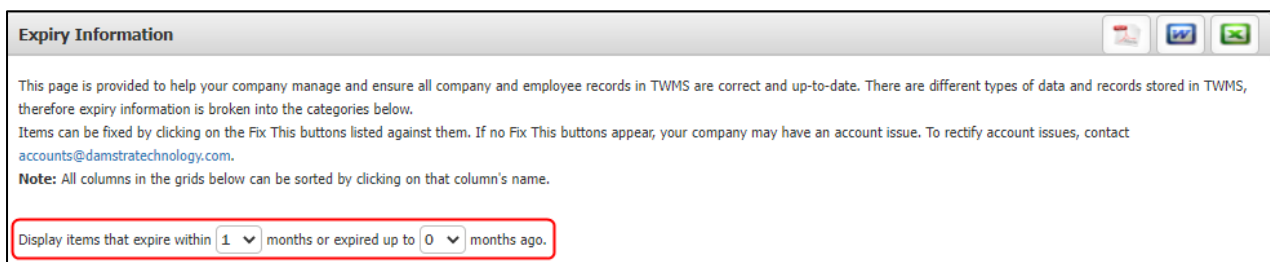


OR click *Expiry Dates* on the home page



2. By default, Expiry Dates page will display paperwork which will expire within a month.

Modify the displayed expiry information by changing  months ago, to at least  months ago, to display a month worth of expired items.



3. Look for the appropriate category (Company-wide, Medicals, Qualifications, etc.)

Qualifications					
You can update and add to your qualifications at any time in TWMS. To Fix: Click on the Fix This button.					
Employee Name	Card ID	Item Name	Employee Department	Expiry Date	Fix This
		Drivers Licence International	Operations	06/04/2022	Fix This
		Certificate of Achievement: Height Safety (17600, 23229, 25045)	Management	31/03/2022	Fix This
		Drivers Licence C	Operations	05/04/2022	Fix This

4. Across the employee's name, click **Fix This**

5. Provide the expiry date and upload the document by clicking


Total Workforce Management System Portal


**DAMSTRA**

Employee: [redacted] ID: [redacted]

### Submit Paperwork: Drivers Licence International

*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.*

Expiry Date:  

 A valid date must be selected.

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

#### Paperwork history for this skill:

File	Expiry	Status		
rcookseyid.jpeg	06/04/2022	Approved		

6. Submit the paperwork by clicking

**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.