



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Skills Matrix

PRODUCT: Damstra Workforce Management

VERSION:

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APPROVED BY:

Running a Skill Matrix Report

This is done by going to the Employees tab then selecting Skill Search in the list.

1. Select skills from the list using the scroll bar. You may also search for the skill by typing its keywords.

The screenshot shows the 'Select Skills' window. On the left, there is a search bar labeled 'Search Skills' and a scrollable list of skills. On the right, there are two empty text boxes labeled 'Include Skills' and 'Exclude Employees With Skills'. Red arrows indicate the process of selecting a skill from the list and moving it to the 'Include Skills' field.

2. To add the selected skill, drag it to the **Include Skills** destination field. You may also do the same to the **Exclude Employees with Skills** field if you wish to further filter your selections.

This screenshot shows the same 'Select Skills' window. A skill, 'Republic of the Philippines: Non-Professional Drivers License', is being dragged from the list on the left to the 'Include Skills' field on the right. Red arrows show the path of the drag action.

3. Set your parameters by selecting person/s, selecting site/s, and setting the date range (skill acquired between and skill expiry between)

The screenshot shows the 'Search Criteria' window. It has four main sections: 'Select Person(s)' with a dropdown menu, 'Select Site(s)' with a dropdown menu, 'Skill Acquired Between' with two date input fields, and 'Skill Expiry Between' with two date input fields. Red boxes highlight each of these four sections.



You may select multiple skills from the list and add them all at once by dragging them to the destination fields

4. Choose your display options by clicking the radio buttons of **Axes** and **Style**
5. Tick the boxes of the details to be included in the report
6. Click Display **Employees on Screen** to view the skills matrix report on screen. This can also view exported to a PDF or Spreadsheet document using the export buttons on the page

Search Options

	Card ID	Employee Name	Communication - Letter Of Competency	Qualifications - Drivers Licence C		Skill Name	Bradin, Cathy (01234)	Brody, Lisa (01235)	Adrian, Gregory (00123)	
Axes:	01234	Bradin, Cathy			●	Communication - Letter of Competency				○
	01235	Brody, Lisa				Qualifications - Drivers Licence C				
Style:		✓	✓			29/11/2012 Ravensworth Underground				○
		✗	✓			4/04/2013 Blakely South Mine		1/11/2013 - 1/11/2014		

Include skills that none of the selected employees have (increases time to generate)
 Include employees that have none of the selected included skills
 Include Begin Date on Skills
 Include department name

Display Employees on Screen
Export as PDF
Export as Spreadsheet