



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Review Active Workers

- ✓ Workers in Worker Register
- ✓ Contractor Workers
- ✓ Third Party/Visitors
- ✓ 2 Additional Person Type

PRODUCT: Damstra Safety

VERSION:

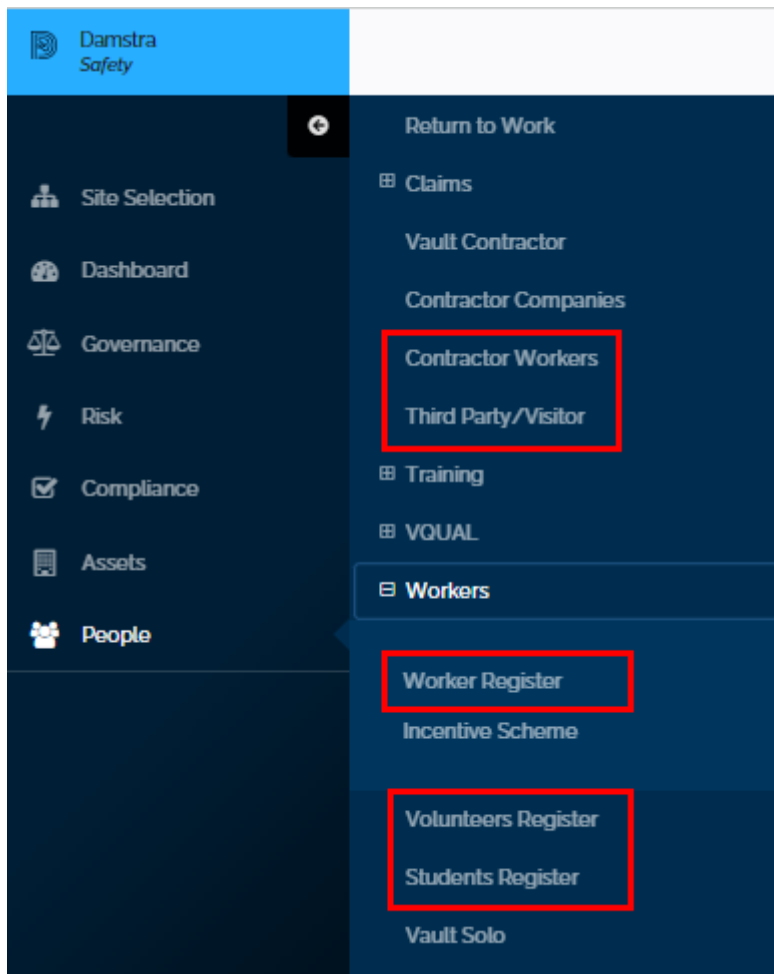
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Review Active Workers in Safety

In addition to Workers, Contracted Workers, and Third Party/Visitors, Damstra Safety also offers support for up to two additional person types. These can be used to manage people in your organisation who do not fit within the standard 'Worker' group, or who need to be treated separately for any reason. Common examples include students or volunteers.

A register for the 'Person Type' added will be visible under 'People' in the 'Menu Bar'.



Workers in Worker Register

To review active **workers in worker register**:

1. Go to 'People'
2. Click the 'Worker Register' under 'Workers' submenu
3. A register of all existing active workers is shown
'Show Archived People' should be unticked

The screenshot shows the 'Worker' interface. On the left is a dark blue sidebar menu with various options. A red arrow points from the 'Worker Register' option in the sidebar to the main content area. The main content area is titled 'Worker' and contains a 'My Filters' section with a search bar and a 'No filter saved.' message. Below this is a 'Filters' section with a checkbox labeled 'Show Archived People' which is highlighted with a red box. There is also a search bar, a 'Show 10 entries' dropdown, and 'Clear' and 'Apply' buttons. At the bottom, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. On the right side, there is a table with columns for 'Employee No.' and 'First Name'.

Contractor Workers

To review active **contractor workers**:

1. Go to 'People'
2. Click the 'Contractor Workers' submenu
3. A register of all existing active contractor workers is shown
'Show Archived People' should be unticked

The screenshot shows the 'Contractor Workers' interface. On the left is a dark blue sidebar menu. A red arrow points from the 'Contractor Workers' option in the sidebar to the main content area. The main content area is titled 'Contractor Workers' and contains a 'My Filters' section with a search bar and a 'No filter saved.' message. Below this is a 'Filters' section with a checkbox labeled 'Show Archived People' which is highlighted with a red box. There is also a search bar, a 'Show 10 entries' dropdown, and 'Clear' and 'Apply' buttons. At the bottom, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. On the right side, there is a table with columns for 'ID', 'Pass No.', 'First Name', 'Last Name', and 'Company'.

Third Party/Visitor

To review active **third party/visitor**:

1. Go to 'People'
2. Click the 'Third Party/Visitor' submenu
3. A register of all existing active third party/visitor workers is shown
'Show Archived People' should be unticked

The screenshot shows the 'Third Party' interface. On the left, a navigation menu is visible with 'Third Party/Visitor' highlighted. The main content area is titled 'Third Party' and contains a 'My Filters' section with 'No filter saved.' Below this is a 'Filters' section where the checkbox for 'Show Archived People' is unticked and highlighted with a red box. There is also a search bar, a 'Show 10 entries' dropdown, and 'Clear' and 'Apply' buttons. At the bottom, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. The main table displays columns for ID, First Name, and Last Name.

Additional Person Type (Students/Volunteers Register)

To review active the **additional person type**:

1. Go to 'People'
2. Click the 'Students/Volunteers' submenu
3. A register of all existing active students/volunteers is shown
'Show Archived People' should be unticked

The screenshot shows the 'Volunteers' interface. On the left, a navigation menu is visible with 'Volunteers Register' highlighted. The main content area is titled 'Volunteers' and contains a 'My Filters' section with 'No filter saved.' Below this is a 'Filters' section where the checkbox for 'Show Archived People' is unticked and highlighted with a red box. There is also a search bar, a 'Show 10 entries' dropdown, and 'Clear' and 'Apply' buttons. At the bottom, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. The main table displays columns for Employee No. and First Name, with a note 'Showing 1 to 2 of 2 entries'.

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