



INTELLIGENT RISK SOFTWARE

REMOVE A WORKER

VAULT

[DISCLAIMER]

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[Remove a Worker] Removal Methods



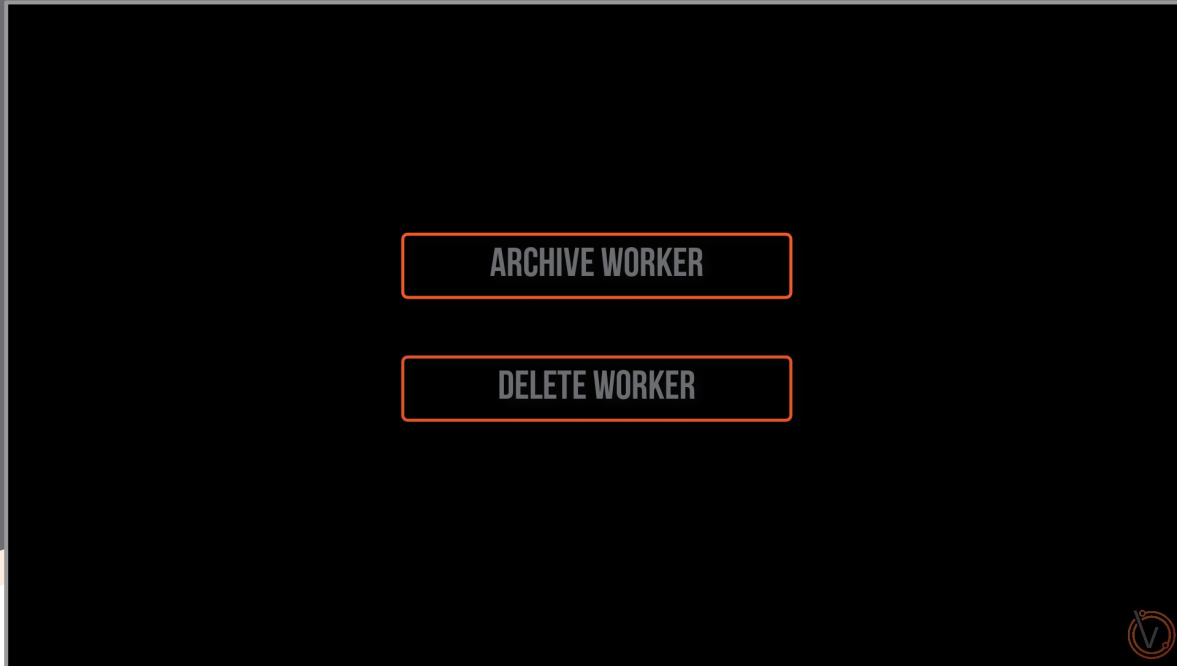
There are two ways to **remove** a Worker from the *Worker Register*:

Archive Worker. This removes the Worker from the *Worker Register*, but keeps a copy of their data should it be required in the future. This is the recommended method of removing a Worker

Delete the Worker. This removes the Worker from the *Worker Register* and deletes all data relating to the Worker.

Note: Your organisation may have disabled this feature

In this guide we will focus the **Archive** method



[Remove a Worker] Worker Register



Archiving a Worker is done via the *Worker Register*, this is found under *People* in the menu bar

The *Worker Register* shows all current Workers within the organisation, along with key information about each individual Worker

The screenshot displays the VAULT software interface. On the left is a navigation menu with options like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The 'People' menu is expanded, showing 'Worker Register' as the selected option. The main area is titled 'My Dashboard' and contains several charts: 'My Corrective Actions', 'All Corrective Actions', 'Hazard Corrective Actions', and 'Incident Corrective Actions'. A date range of 01/01/1970 - 31/12/2037 is set. An 'Export Corrective Action Data' button is visible. An inset window titled 'Worker Register' is overlaid, showing a table of workers with columns for Employee No., Name, Job, Department, Position, and Supervisor. The table lists various workers, including those in 'New Post' and 'Incident Register' roles. A 'Help' button is located in the bottom right corner of the interface.

[Remove a Worker] Final Medical



If a *Final Medical Examination* has been carried out for the Worker leaving, **update** this before archiving the Worker record

The screenshot displays the VAULT Worker Register interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main area is titled 'Worker' and includes a search bar, filter options (My Filters, Show Archived People), and a table of workers. A callout box is overlaid on the table with the following text:

**FINAL MEDICAL EXAMINATION
IF A FINAL MEDICAL EXAMINATION HAS
BEEN CARRIED OUT FOR THE WORKER
LEAVING, UPDATE THIS BEFORE ARCHIVING
THE WORKER RECORD**

| Employee No. | Name | Site | Department | Position | Supervisor | Actions |
|--------------|-----------------|-------------------------|-------------------|-----------------------------|--------------|---------|
| 3456 | Test Person | Siteone Administration | Account Executive | | | Actions |
| 5212 | Jordan Anderson | Siteone South | | Team Leader Risk Management | Paul Stone | Actions |
| pm012 | Steve Baker | Siteone Human Resources | | | | Actions |
| pm010 | Pam Wilson | Siteone BSI | | | | Actions |
| pm009 | Pam Wilson | Siteone Accounting | Account Executive | | | Actions |
| PM008 | | | | | | Actions |
| 4413 | | | Account Executive | | Bob Bennett | Actions |
| 3578 | | | | | Wendy Walker | Actions |
| 9512 | | | | | | Actions |
| 2589 | | | | | | Actions |
| 8521 | | | | | | Actions |
| 6542 | Steve Robertson | New Forest | BSI (UK) | Account Executive | Paula Morgan | Actions |
| 8956 | Steve Wilson | New Forest | | | | Actions |
| 1473 | Robert Walker | New Forest | | | | Actions |
| 9637 | Philip Mitchell | New Forest | | | | Actions |

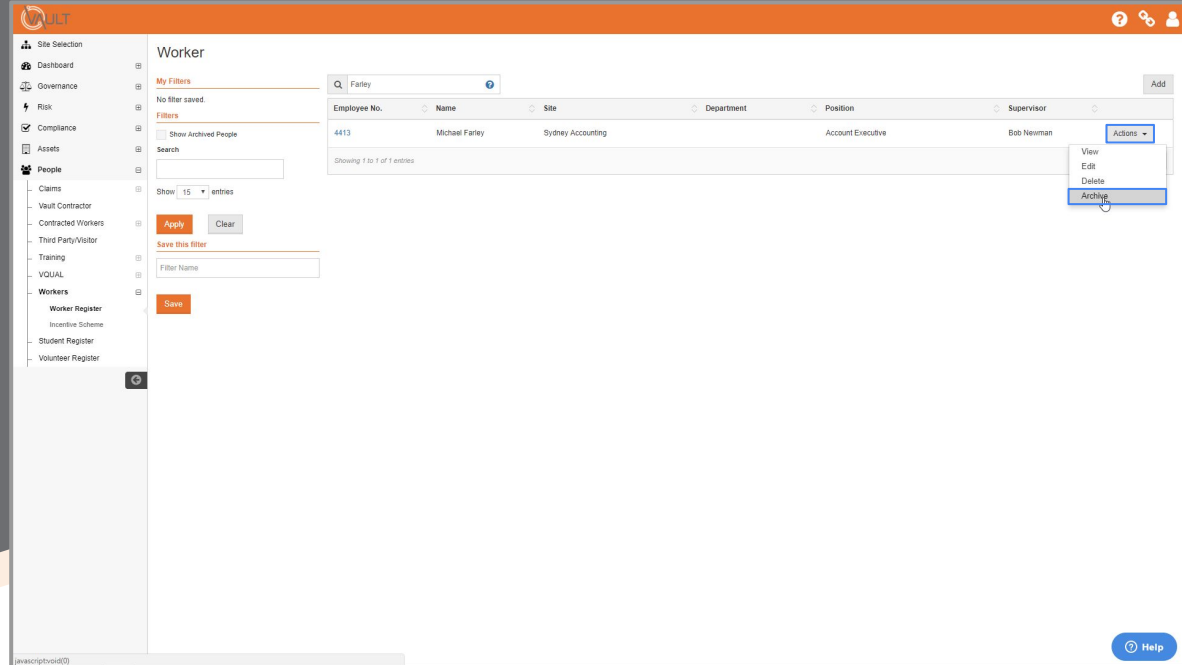
Showing 1 to 15 of 143 entries

[Remove a Worker] Archive Worker



Locate the Worker in the *Worker Register* and **click** the *Actions* button, then select *Archive*. If you're sure, **click** Yes to confirm the action, when prompted

The Worker record is now archived, meaning the Worker has been removed from the *Worker Register*, but data has been safely stored in Vault



[Remove a Worker] Unarchive Worker



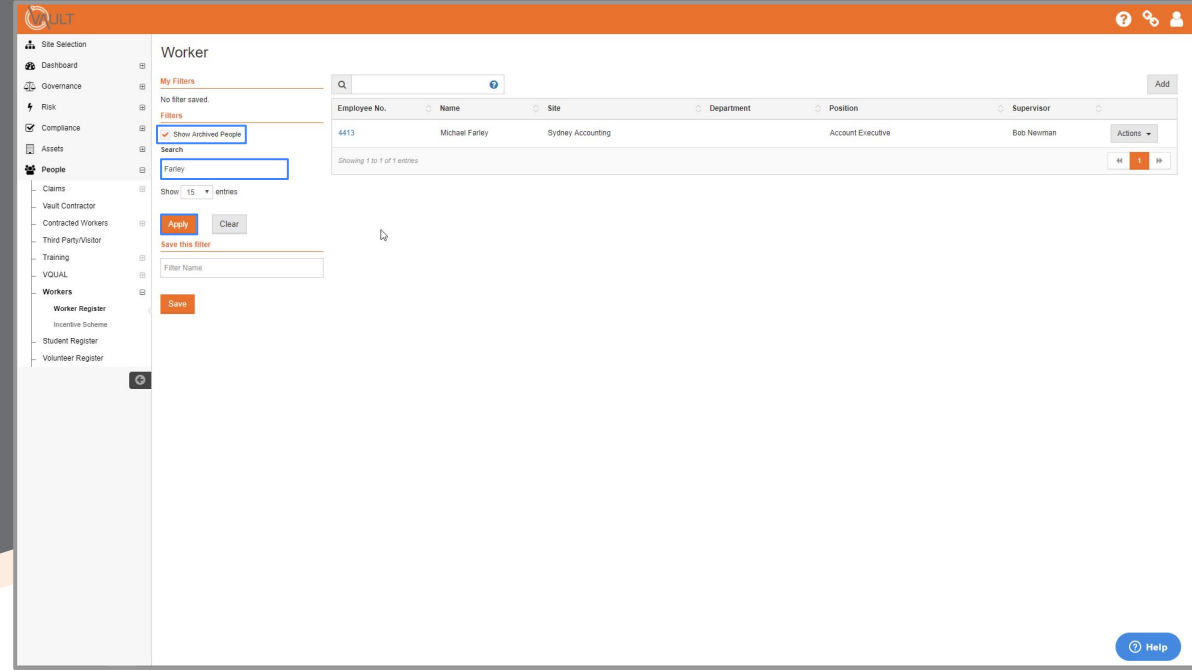
If you've made a mistake or you need to **restore** a Worker for any reason, it's easy to **unarchive** a Worker.

To **locate** an archived Worker:

Click Show Archived People in the *Filters* sidebar

Supply some of the Workers detail as a search term (e.g. Name, Employee No.)

Then, **click Apply**



[Remove a Worker] Unarchive Worker cont.



With the Archived Worker now located,
click Actions, then *Unarchive*

The Worker record is now **restored** to
the *Worker Register*

The screenshot displays the VAULT interface for the 'Worker Register'. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main content area is titled 'Worker' and shows a table with columns: Employee No., Name, Site, Department, Position, and Supervisor. A search bar is present above the table. The table contains one entry: Employee No. 4413, Name Michael Farley, Site Sydney Accounting, Position Account Executive, and Supervisor Bob Newman. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit, Delete, and Unarchive. The 'Unarchive' option is highlighted. Below the table, there are buttons for 'Apply', 'Clear', 'Save this filter', and 'Save'. A 'Help' button is located in the bottom right corner.

| Employee No. | Name | Site | Department | Position | Supervisor |
|--------------|----------------|-------------------|------------|-------------------|------------|
| 4413 | Michael Farley | Sydney Accounting | | Account Executive | Bob Newman |

