



D A M S T R A

Manage Pending
Substances

Safety



[DISCLAIMER]

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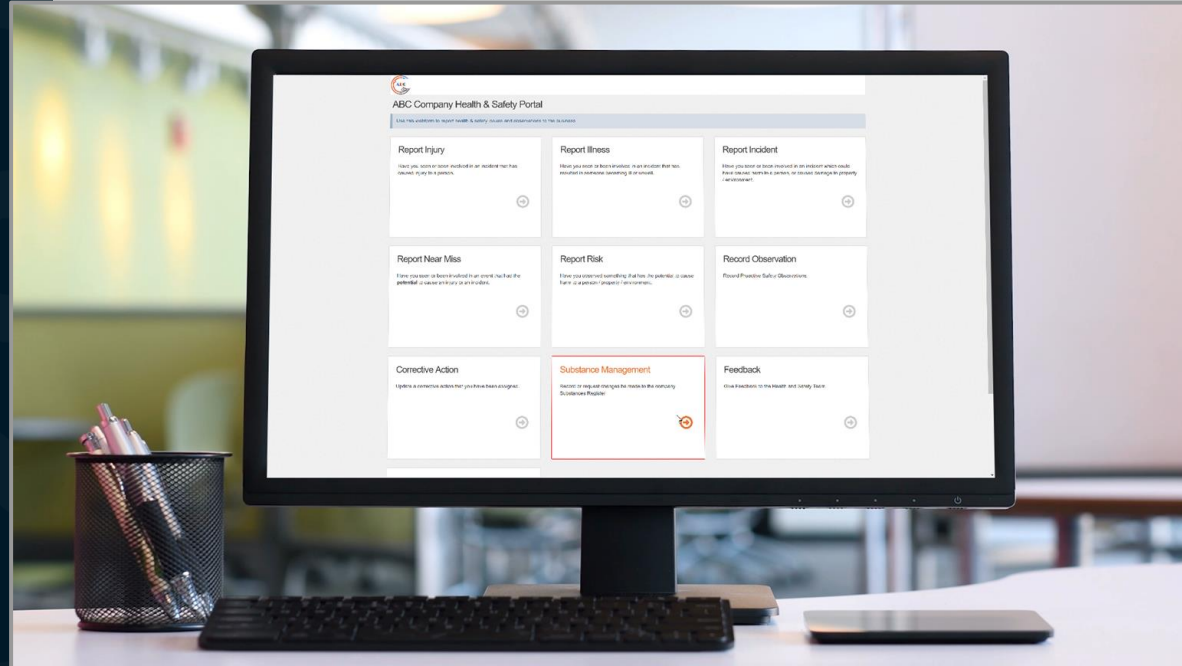
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Pending Substances Introduction

Once a record of a Substance has been added to the Substances Register in Damstra Safety, managing changes to that record such as the quantity or storage location, is made easy via webforms that can be accessed by anybody within your business, even if they are not a Damstra Safety user.

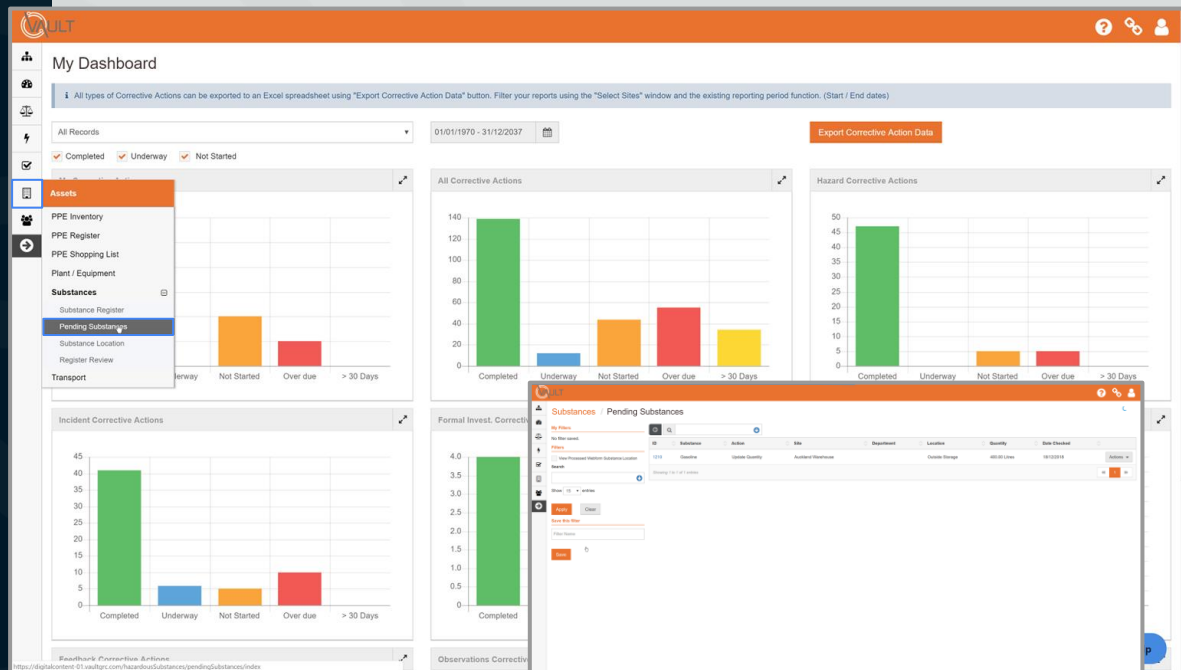
Help with the configuration and usage of these webforms is available separately in the support portal, however in this guide, we'll show how to manage the information received in your Damstra Safety system.



Pending Substances

Pending Substances Register

The procedure begins in the *Pending Substances* register, which can be found under *Assets* in the Menu Bar.



“Pending Substances Register”

Pending Substances Manage Submission

All substance updates submitted via a webform are received here for processing by a Damstra Safety user.

By default, unprocessed submissions are displayed with the newest submission listed first.

To manage a submission, **click 'Actions'**, then *'Edit'*.

The screenshot shows a web application interface for managing pending substances. The page title is 'Substances / Pending Substances'. On the left, there is a sidebar with navigation icons and a 'My Filters' section. The main content area features a table with columns: ID, Substance, Action, Site, Department, Location, Quantity, and Date Checked. A single entry is visible: ID 1210, Substance Gasoline, Action Update Quantity, Site Auckland Warehouse, Location Outside Storage, Quantity 400.00 Litres, and Date Checked 18/12/2018. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit, and View Substance Location Log. Below the table, there is a 'Save this filter' section with a 'Filter Name' input field and a 'Save' button. The bottom right corner contains a 'Help' button. The URL in the browser's address bar is 'https://digitalcontent-01.vaultgr.com/hazardousSubstances/pendingSubstances/index#id=1210'.

ID	Substance	Action	Site	Department	Location	Quantity	Date Checked
1210	Gasoline	Update Quantity	Auckland Warehouse		Outside Storage	400.00 Litres	18/12/2018

Pending Substances

Interpret Details

In the *Webform Data* section, the information supplied via the webform is displayed.

Read through the details included to understand what needs to be updated, noting in particular the *Action* field, which will indicate the intention of the submission.

In this example, we can see that Laurie Davison has provided an update on the quantity of Gasoline stored in the Outside storage area of the Auckland Warehouse. According to the information submitted, as of 18/12/2018 the quantity stored there is 400 litres.

Substances / Pending Substances / Edit Pending Substances - 1210

Webform Data

Action	Update Quantity
Substance	Gasoline
Checked By Type	Worker
Checked by name	Laurie Davison
Site	Auckland Warehouse
Department	
Location	Outside Storage
Storage Method	Tank
Total Quantity	400.00 Litres
Date Checked	18/12/2018
Photo name	
Notes	Update quantity to 400litres
Supplier	
Authorised By Type	
Authorised By	
Transporter	
Arrival Date	
Reference	

Current Location of Storage Data

ID	Site	Department	Location	Quantity	Checked
1204	New Forest	GO Unit 1	Outside Store	10.00 Litres	12/12/2018
1200	Auckland Warehouse	Warehouse	Auckland Warehouse	400.00 Litres	18/12/2018

Pending Substances

Determine Site

Now that we understand what the submission is trying to tell us, we can choose whether we wish to accept the changes, and which fields in the existing Substance record need to be updated.

In the *Current Location of Storage Data* section, existing Sites where this Substance is located are displayed.

In this example, we know that the update is related to the *Auckland Warehouse* site, so we should select this by **clicking** 'Actions' then 'Edit'.

The screenshot displays a web application interface for managing substances. The top section shows details for a substance at the 'Auckland Warehouse' site, including its department, location, storage method, and quantity. Below this, a section titled 'Current Location of Storage Data' contains a table with columns for ID, Site, Department, Location, Quantity, and Checked. The table lists four entries, with the 'Auckland Warehouse' entry highlighted. A context menu is open over the 'Auckland Warehouse' entry, showing 'Edit' and 'Delete' options. The interface also includes a search bar, a 'Finish Processing' button, and a 'Help' button.

ID	Site	Department	Location	Quantity	Checked	Actions
1204	New Forest	GO Unit 1	Outside Store	10.00 Litres	12/12/2018	Actions
1200	Christchurch Warehouse	Warehousing	Forklift Maintenance	500.00 Litres	23/02/2019	Actions
1197	Auckland Warehouse		Outside Storage	500.00 Litres	12/12/2018	Actions
1195	Sydney Warehouse	Warehousing	Forklift maintenance area	500.00 Litres	13/12/2018	Actions

Pending Substances

Copy Changes

The contents of the submitted form are now displayed on the left, in comparison to the existing record, on the right.

We can now copy fields from the form to the record via the corresponding 'arrow' icons.

Note that the *Checked by* and *Authorised by* fields will not be copied and must be entered manually, if required.

Webform Location Data

Substance	Gasoline
Checked By Type	Worker
Checked by name	Laurie Davison
Site	Auckland Warehouse
Department	
Location	Outside Storage
Storage Method	Tank
Total Quantity	400.00 Litres
Date Checked	18/12/2018
Photo name	
Notes	Update quantity to 400litres
Supplier	
Authorised By Type	
Authorised By	
Transporter	
Arrival Date	
Reference	

Current Location of Storage Data

Substance	Gasoline
Checked By Type	Worker
Checked by name	Laurie Davison
Site	Auckland Warehouse
Department	-- Please Select --
Location	Outside Storage
Storage Method	500L fuel tank
Total Quantity	400.00 Litres
Date Checked	18/12/2018
Photo name	fuel_cube_500FC.jpg
Notes	Update quantity to 400litres
Supplier	Auckland Fuel Co.
Authorised By Type	Worker
Authorised By	Type Something...
Transporter	Auckland Fuel Supplies
Arrival Date	12/12/2018
Reference	253GF31

Help

Pending Substances

Save Changes

Once the required changes have been copied across, **click** 'Save' to commit the changes, then **click** 'Finish Processing' to return to the Pending Substances Register.

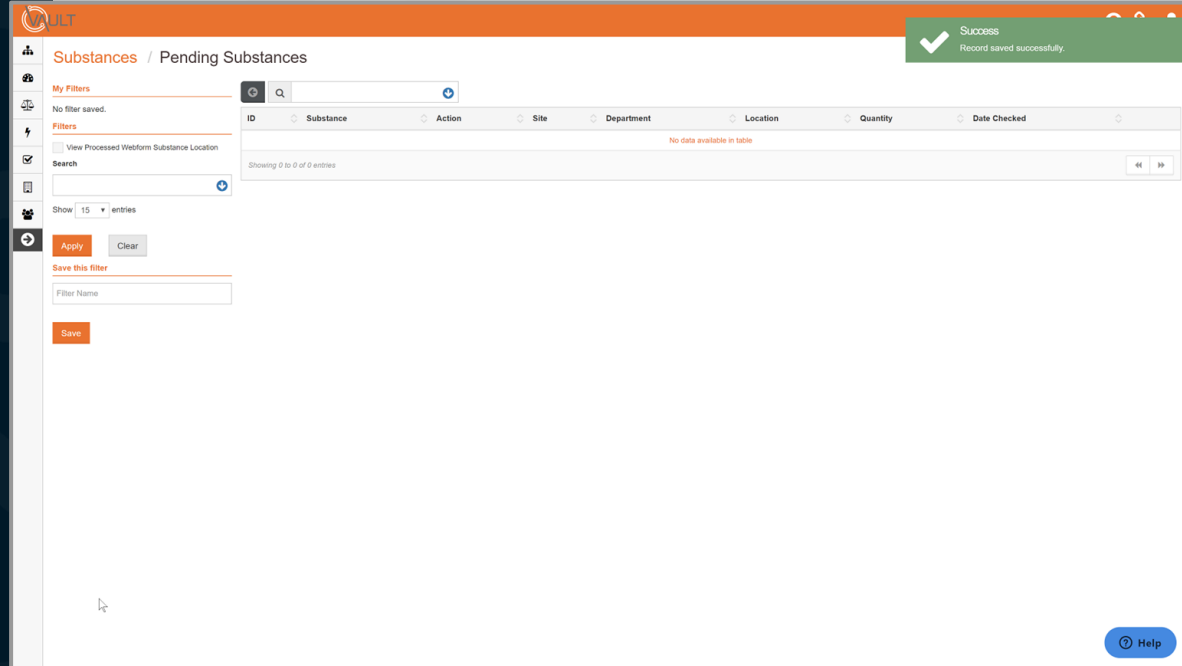
Checked By Type	Worker	Worker
Checked by name	Laurie Davison	Laurie Davison
Site	Auckland Warehouse	Auckland Warehouse
Department		-- Please Select --
Location	Outside Storage	Outside Storage
Storage Method	Tank	500L fuel tank
Total Quantity	400.00 Litres	400.00 Litres
Date Checked	18/12/2018	18/12/2018
Photo name		fuel_cube_500FC.jpg
Notes	Update quantity to 400litres	Update quantity to 400litres
Supplier		Auckland Fuel Co.
Authorised By Type		Worker
Authorised By		Type Something...
Transporter		Auckland Fuel Supplies
Arrival Date		12/12/2018
Reference		253GF31

[Save](#) [Finish Processing](#) [Cancel](#) [Help](#)

Pending Substances Processing Complete

The form has now been processed and is removed from view.

The changes to the Substance record may be verified by viewing the Substance Register, where the changes will be visible.



The screenshot shows the ULT web application interface. The main heading is "Substances / Pending Substances". A green notification banner at the top right states "Success Record saved successfully." Below the heading, there is a search bar and a table with columns: ID, Substance, Action, Site, Department, Location, Quantity, and Date Checked. The table is currently empty, displaying "Showing 0 to 0 of 0 entries" and "No data available in table". On the left sidebar, there are sections for "My Filters" (No filter saved), "Filters" (View Processed Webform Substance Location), and a "Save this filter" section with a "Filler Name" input field and a "Save" button. At the bottom right, there is a "Help" button.

