



D A M S T R A

Remove Substance from Safety
Substance Register



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Remove Substance

Introduction

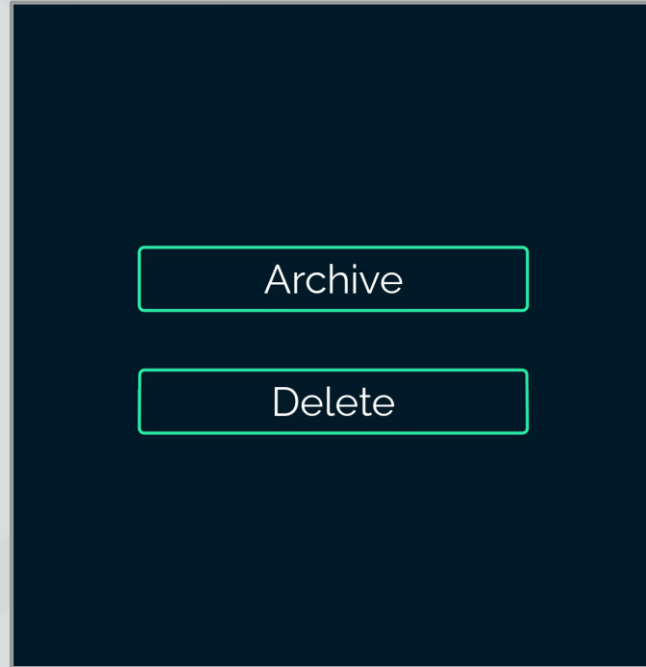
There are two available methods for removing a Substance from the Substances Register:

Archive:

- Used where a substance is no longer present in the Organisation
- Removes the item from the active register but keeps a copy of the data should it be required in the future
- Can be restored if required

Delete:

- Removes the item and all of its associated data.
- Should only be used for items that have been added in error



Remove Substance Substance Register

To archive a Substance, begin at the Substance Register, which is found under Assets in the Menu bar.

The screenshot displays the VILT software interface. The top navigation bar is orange with the VILT logo and user icons. The main content area is titled "My Dashboard" and includes a filter for "All Records" and a date range of "01/01/1970 - 31/12/2037". A sidebar menu on the left lists various assets, with "Substances" expanded to show "Substance Register". The main dashboard features three bar charts: "All Corrective Actions", "Hazard Corrective Actions", and "Incident Corrective Actions", each showing counts for "Completed", "Underway", "Not Started", and "Over due < 30 Days". An "Export Corrective Action Data" button is visible in the top right. An inset window shows the "Substances" page with a table of substance records and a search bar.

ID	Category	Substance	Risk Classification	Common Name	Severity	LSMR	PIG	SDS	MSD	MSD Number
1033	Cleaning	Chemex Symbol/CL Number 17	LS 500 Cartridges	Chemex	High	7762-04-5	PIG-1	No	7010	MSD02817
1032	Adhesives	Adhesives	LS 500 Seal	Adhesives	High	1030-21-4	No			

Remove Substance Archive Item

Locate the item in the Register, then **click** 'Actions', then 'Archive'.

Note the confirmation message. If you're sure you want to archive the item, confirm the action by **clicking** 'Yes'.

The item is now removed from the active Register.

The screenshot displays the EULT Substances Register interface. On the left, there is a sidebar with navigation options and filter settings. The main area shows a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. Two substances are listed: Chlorine (ID 2082) and Asbestos (ID 1072). An 'Actions' dropdown menu is open for the Asbestos entry, showing options: View, Edit, Delete, Copy, and Archive. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to archive this Substance?' and providing instructions: '* Archiving the Substance will remove it from the register.' and '* Restoring a Substance can only be done from the "Substance" register.' The dialog has 'Yes' and 'No' buttons.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry	Actions
2082	Cleaning	Chlorine, Symbol/CI, Number:17	8.2 Skin corrosive	Chlorine	High	7782-50-5	PG II	No	7513	06/12/2017	View Edit Delete Copy Archive
1072	Asbestos	Asbestos	9.2 Soil	Asbestos	High	1332-21-4	No				

Remove Substance

Unarchive Item

To restore the Item, **tick** the 'Archive' check-box in the Filters Sidebar and supply the Substance name in the *Search* field, or leave the field blank to show all archived Substances.

Then, **click** 'Apply'.

All archived Substances are now displayed. Locate the Substance to be restored and **click** 'Actions', then 'Unarchive'.

The item is now restored to the active Substance Register.

The screenshot shows the ULT Substances interface. On the left is a sidebar with filters for 'Archive', 'Category', 'Type', and 'Severity'. The 'Archive' filter is checked. The main area displays a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. Two substances are listed: Chlorine and Benzene. An 'Actions' dropdown menu is open for the first row, showing options: View, Edit, Delete, Copy, and Unarchive. The 'Unarchive' option is highlighted by the mouse cursor.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry	Actions
2082	Cleaning	Chlorine, Symbol/CI, Number:17	8.2 Skin corrosive	Chlorine	High	7782-50-5	PG II	No	7513	06/12/2017	View Edit Delete Copy Unarchive
1075	Printing / Paint	Benzene	3.1 Flammable Liquid	Benzol	High	71-43-2	PG II	No	1114	28/11/2014	

Remove Substance Delete Item

To permanently delete an item, **click** 'Actions', then 'Delete'.

Note the confirmation message. If you're sure you want to delete the item, confirm the action by **clicking** 'Yes'.

The item is now deleted from the Substance Register.

The screenshot displays the ULT Substances management interface. On the left, there is a sidebar with navigation options like 'My Filters', 'Filters', and 'Category'. The main area shows a table with columns: ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UN#, and SDS Expiry. A single entry is visible: ID 2083, Category Asbestos, Substance Asbestos, Risk Classification 9.2 Soli, Common Name Asbestos, Severity High, CAS# 1332-21-4, PG No. An 'Actions' dropdown menu is open over the entry, with 'Delete' selected. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this record?' and 'This action will remove the substance and all records of the substance at all locations. Click YES to delete.' The 'Yes' button is highlighted.

ID	Category	Substance	Risk Classification	Common Name	Severity	CAS#	PG	DGLR	UN#	SDS Expiry
2083	Asbestos	Asbestos	9.2 Soli	Asbestos	High	1332-21-4	No			

