



D A M S T R A

Update Worker
Contact Details

Safety

[DISCLAIMER]

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Update Worker Contact Details Worker Register

Updating the contact details for an existing Worker is done via the Worker's record in the *Worker Register*. This is found under *People* in the Menu bar.

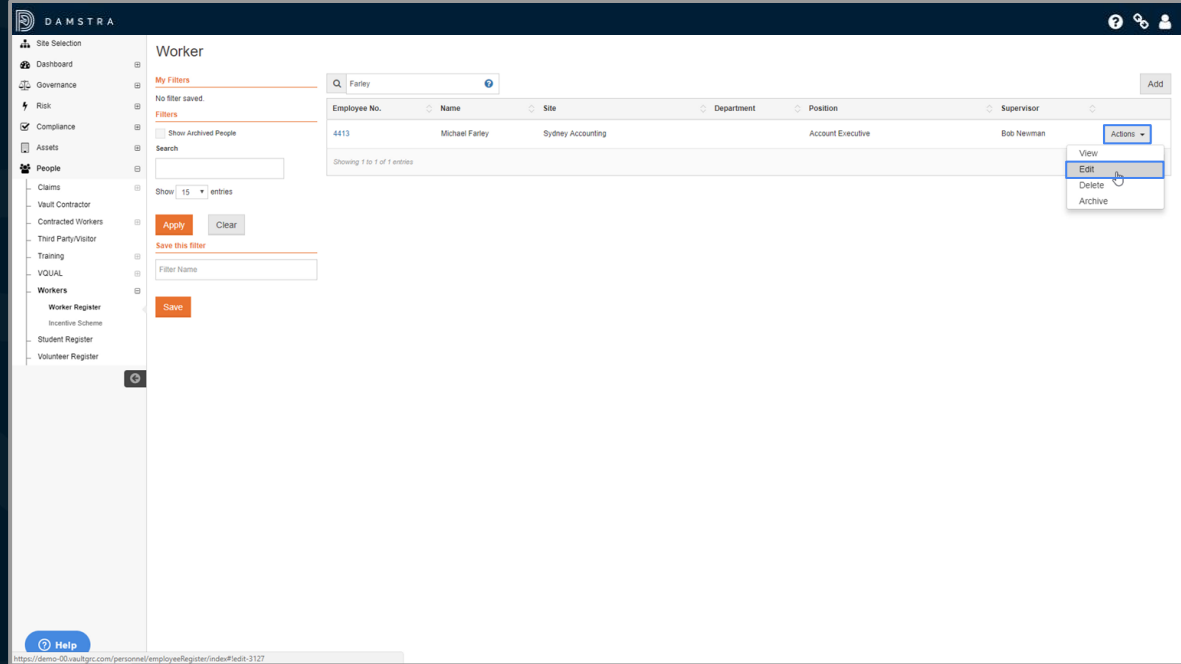
The screenshot displays the DAMSTRA 'My Dashboard' interface. The left sidebar contains a menu with categories: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. Under 'People', the 'Worker Register' is highlighted. The main dashboard area features a 'My Corrective Actions' section with a bar chart showing counts for Completed, Underway, Not Started, and Overdue (< 30 Days). Below this is an 'Incident Corrective Actions' section with another bar chart. To the right, there are sections for 'All Corrective Actions' and 'Hazard Corrective Actions', each with a bar chart. A date range of 01/01/1970 - 31/12/2037 is set, and an 'Export Corrective Action Data' button is visible. An overlay window titled 'Worker Register' is shown in the foreground, displaying a table of worker records with columns for Employee No., Name, Site, Department, Position, and Supervisor. A 'Help' button is located in the bottom right corner of the dashboard.

Update Worker Contact Details

Edit Worker

Locate the Worker whose contact details you wish to update.

Click 'Actions', then **'Edit'**.



The screenshot displays the DAMSTRA application interface for managing workers. 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 features a search bar with the text 'Farley'. Below the search bar, there are filter options for 'My Filters' (No filter saved) and 'Filters' (Show Archived People). A table lists worker records with columns for Employee No., Name, Site, Department, Position, and Supervisor. The first row shows Employee No. 4413, Name Michael Farley, Site Sydney Accounting, Department Account Executive, and Supervisor Bob Newman. An 'Actions' dropdown menu is open for this row, showing options: View, Edit, Delete, and Archive. The 'Edit' option is highlighted. At the bottom of the interface, there is a 'Help' button and a URL: https://demo-00.usa1gcr.com/personnel/employeeRegister/index?iddt-3127.

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

Update Worker Contact Details

Edit Details

Click the *Contact Details* tab.

Add the new contact details, **over-typing** any existing information that may already be there.

The screenshot displays the DAMSTRA interface for editing worker details. The left sidebar shows a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'Worker / Edit Worker - 3127 - Michael Farley' and features a breadcrumb trail: Worker Details > Governance > Inductors > Licences > Training > PPE > Medical > Reviews / Notes > **Contact Details**. The 'Contact Details' section is divided into 'Individual Details' and 'Emergency Contact'. The 'Individual Details' form includes fields for Street Address (123 High Street), Suburb (Mount Colah), City (Sydney), Area Code (NSW 2088), Date of Birth (17/06/1981), Marital Status (Single), Home Phone (+61 2 9478 5880), Home Mobile, Work Phone (+61 2 9430 8177), Ext (323), Work Mobile, Doctors Name (Dr. Philip Shiplon), and Phone No. (+61 2 9478 9751). The 'Emergency Contact' section includes fields for Name (Jenny Farley (Mother)), Address (32 Fairview Rise, Hornsby Heights, Sydney), Home Phone (+61 2 9448 4321), Work Phone, and Mobile. A 'Help' button is located in the bottom right corner.

Update Worker Contact Details

Save Details

Once the required updates are made, **click 'Save'** to return to the Worker Register.

Area Code: NSW 2000

Date of Birth: 17/06/1981

Marital Status: Single

Home Phone: +61 2 9478 0000

Home Mobile:

Work Phone: +61 2 9322 1344

Ext: 323

Work Mobile:

Doctors Name:

Phone No.:

Emergency Contact

Name:

Address:

Home Phone:

Work Phone:

Mobile:

Alternative Contact

Name:

Address:

Home Phone:

Work Phone:

Mobile:

Save

Worker

Record saved successfully!

My Filters

No filter saved

Show Activated People

Search:

Show 15 entries

Apply Clear

Save This Filter

Filter Name:

Save

Employee No.	Name	Site	Department	Position	Supervisor	Actions	
4002	Jordan Anderson	Mericks South		Team Leader Risk Management	Paul Stone	Actions	
4003	David Baker	Mericks Human Resources		Human Res	John Donnelly	Actions	
4004	Paul Baker	Sydney 01		Apple Floor	Kathleen O'Connell	Actions	
4005	Paul Baker	Sydney Accounting	Account Executive	Line Worker	John Donnelly	Actions	
4006	Paul Baker	Mericks Warehouse	Account Executive	Unit	John Donnelly	Actions	
4413	Michael Farley	Sydney Accounting	Account Executive	Account Executive	Bob Newman	Actions	
4008	Mark Hedges	New Forest			Mark Hedges	Actions	
4009	Mark Hedges	New Forest		SC Unit 1		Actions	
4010	Mark Hedges	New Forest				Actions	
4011	Tom Hedges	New Forest		Finance		Actions	
4012	Mark Hedges	New Forest		SC Unit 1	Account Executive	Mark Hedges	Actions
4013	Mark Hedges	New Forest				Actions	
4014	Philip Hedges	New Forest				Actions	
4015	Philip Hedges	Sydney Accounting				Actions	

Showing 1 to 15 of 142 entries

1 2 3 10

Help

