



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Manage your Company USER RESOURCE

PRODUCT: EPP Workforce Management

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Manage Your Company - User Resource

Company Portal Overview

After having registered with your company, you will get online, round-the-clock access to your employee and company information, and records via Damstra Technology's EPP Company Portal. In this system, you will be able to:

- See what site your employees are on and keep track of work status onsite.
- Manage your employee's qualifications, compliance, and skills online.
- Manage your company details, documents, and compliances.
- View upcoming information that will expire.
- Access this information free of charge.

The screenshot displays the Damstra Company Portal interface. At the top, there is a header with the company name 'Damstra Technology' and a search bar. Below the header, the main content area is titled 'Your Damstra account'. It features several key metrics and links:

- Employee mobilisations in progress:** A section with three cards: 'Mobilisation requiring attention' (22), 'Session soon but not yet confirmed' (0), and 'Total in progress' (429). A link 'Mobilise an employee' is present.
- Employee expiries:** A section with two cards: 'Expiries in last 3 months' (1326) and 'Expiries in next 3 months' (1441). A link 'All expiries' is present.
- Today's sessions:** A calendar view for November 2023 showing 'No scheduled events today'.

A left-hand navigation menu includes options like Home, Workforce management, Online lesson scheduling, Access control, Correspondence, Health & safety, Asset management, and System settings. A 'Provide Feedback' button is located at the bottom right.

Features

1. **Home** – This displays the numbers of employee mobilisation in progress, mobilise an employee link, numbers of employee expiries and today's sessions.
2. **Workforce Management** – This menu tab allows users to see all employees registered under your company, employee's mobilisation, expiries and worksite documents and information.
3. **Online lesson scheduling** – This menu tab allows users to schedule lessons provided by the worksite to your employees to complete.
4. **Access control** – This menu tab allows users to see who's On-site now and manage employee's timecards.

5. **Correspondence** – This menu tab allows users to access the correspondence or emails from the worksite or your company.

6. **Health & Safety** – This menu tab allows users to book their employee for health and safety sessions that are provided by the worksite.

7. **System Settings** – This menu tab allows users to view and edit their company details, company branches, and add new user login.

Register/Mobilise your Employees

Mobilise a New Employee

- This step is required if you are Mobilising a New Employee have not been added to your Company Portal account before.
- To register workers, you **MUST** first provide your Company details in the section "Register your Company".

To complete this step, you will need:

- Each employee's contact details.
- Each employee's emergency contact person's details (can be a company contact).
- A passport style photo per employee (can be a self-portrait).
- Photo identification per employee.
- To know what jobs/roles/tasks each employee will likely be completing on Site, and what site induction/location you require. If unsure, please contact your Site Representative for details.
- A credit card OR purchase order to complete payment of fees.

Profile Photo Requirements

To mobilise a new employee, a photo must be provided for identification purposes. Therefore, the photo should meet all the requirements listed below.

- High quality, colour image.
- Employee's eyes are open, clearly visible, and no 'red eye'.
- No reflections on glasses or face.
- No head coverings (e.g., hat or sunglasses) except for religious purposes.
- We cannot crop the photo from an ID document, the picture will be poor quality.

Acceptable Photos:



Unacceptable Photos:



Photo Identification Card Requirements

Proof of identification must be uploaded to the Company Portal to confirm the new employee being submitted and to approve their mobilisation or registration. This can be a Driver's Licence, Passport, Photo Card ID, or Other Authorised Photo ID.

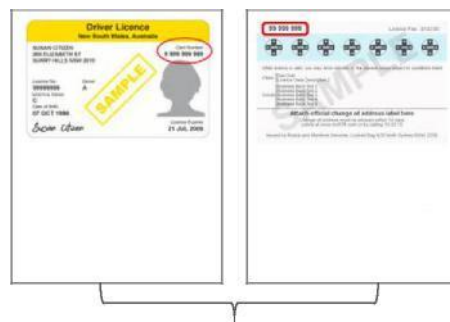
To avoid this document being declined, you must meet the following requirements:

- Do not upload multiple photo identifications in one file.
- **For contractor registrations**, driver's licences should be no more than 2 years expired; passport and photo card IDs should be up to date.
- **For online bookings**, all photo IDs should not expire on or before the induction.
- Some worksites are accepting Front copy only for drivers licence

Acceptable Photos:



Front and Back in one file



Front and back in two separate files

Unacceptable Photos:



Multiple documents in one file



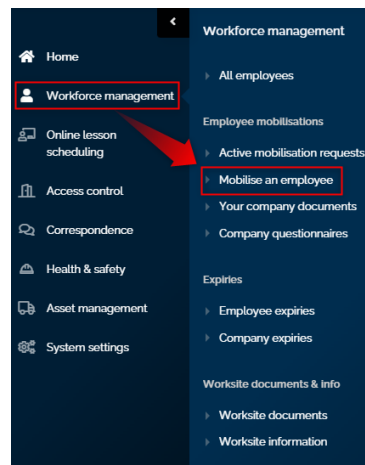
Illegible information/details

Note:

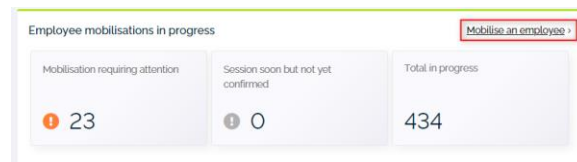
Most sites require a driver's license as a pre-requisite to induction. This is listed in the Letter of Competency to be included as supporting documentation.

How to Mobilise a New Employee?

1. Click **Workforce Management** from the menu and select **Mobilise an employee**.



2. Or, from the home page click **Mobilise an employee**.



3. Select New Employee and the worksite they are being mobilised for and click Next > button

Begin Mobilisation

Employee

Mobilise

- An existing employee
 A new employee

Worksite mobilisation

Worksite

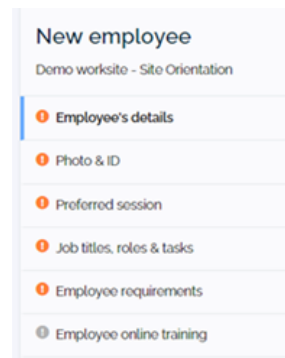
Demo Site A ▼

Mobilisation

Portal Training 1 ▼

4. Complete requirements – All requirements can be completed concurrently.

- Employee Details
 - Information can be added as it is obtained from the employee. All information is not required prior to moving to another section.



Employee's details

Ensure you enter a first and last name so that you will be able to locate this mobilisation request on the active mobilisation requests page

Personal details

First name Middle initial surname Date of birth Gender Prefer not to say

Last name

Contact details

Email

Mobile number

Home phone national Work phone national

Residential address

Country

Street address

Suburb/City

Post Code State/Region

Next of kin

Name Relationship

Phone number

Next of kin residential address

Same as employee
 Different address

Country

Street address

Suburb/City

Post Code State/Region

Employment details

Department

Unique Student Identifier number

- Photo & ID
 - Complete the required information and attachments. Tips to help with approval show requirement criteria such as photo.
 - Click **Upload**
 - The requirement will collapse once supplied and all required criteria are met.
 - Error messages will show where requirement criteria are not met.
 - Click **Edit** to edit the requirement prior to sending for verification.

- Preferred Session
 - Only required/visible for face-to-face mobilisation.
 - The selected session date will determine the requirements needed to complete the request.


- Job titles, roles, and tasks
 - Select ALL relevant job titles/roles/tasks and related qualifications.

- Employee Requirements – these are the documents and information required by the worksite to prove employees are competent in their roles.

- Complete required information such as dates and attachments. Tips to help with approval show requirement criteria such as date rules.

- Click **Upload** button.



- The requirement will collapse once supplied and all required criteria are met.

- Click  **Edit** to edit the requirement prior to **Send for Verification**.

- Employee Online Training – these are the lessons the worksite requires the employee to complete for this mobilisation. This section will only be visible if the selected worksite requires online training.
 - If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so after this request has been sent for verification.
 - These don't need to be completed to send this mobilisation.

5. Once all required mobilisation requirement sections are marked as;

- ✓ Complete, verification required
- ✓ Complete, no verification required

- Click  to complete the mobilisation request.
- Complete payment details and confirm you agree to the terms and conditions.
- Click  button.

Confirmation

You agree that everything that you have uploaded is, to the full extent of your knowledge, true & correct in regards to what is indicated. Where applicable, you confirm that you have discussed the possible collection of biometric data with your employees. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment. You have read and accepted Damstra Technology's [terms & conditions](#) and [privacy policy](#).

Back

Mobilise an Existing Employee

This step is the option you need to select if you are mobilising an existing employee under your company that will be working to a specific worksite.

How to Mobilise an existing employee?

1. To begin mobilisation, select **An existing employee** and the **worksite** they are being mobilized for.

Begin Mobilisation

Employee

Mobilise

An existing employee

A new employee

Employee

Citizen, John (352407)

Worksite mobilisation

Worksite

Demo Site A

Mobilisation

Contractor Induction 2

2. Complete requirements – All requirements can be completed concurrently.

New employee

Demo worksite - Site Orientation

- Employee's details
- Photo & ID
- Preferred session
- Job titles, roles & tasks
- Employee requirements
- Employee online training

Employee requirements

These are the documents and information required by Demo Site A to prove employees are competent in their job/role

● Requirements may change once you select the preferred session
 Requirements are determined by the start date of a mobilisation i.e. the date of the session that the employee will attend.
 Select the **preferred session** to ensure you are completing the relevant requirements.

Evidence of Training
 Required by Demo Site A for Health & Safety Coordinator / Advisor job title

Option
 TAFE Certificate IV Occupational Health & Safety (BSB41407)

Upload attachment
 Drop files here or click to upload
 TEMP DOCUMENT.pdf

Start date: dd/mm/yyyy Expiry date: dd/mm/yyyy
 Today Never expires

Is this document a card or a licence?
 Yes No, this is not a card or licence

Upload

📌 Tips to help with approval

- Employee name on document is John Citizen (no shortening or variation will be accepted)
- Uploaded file matches the qualification/skill
- If this document is a card or licence, ensure both front and back of the card is supplied
- Ensure files are high quality and clearly legible

📌 Why is this required?

- Employee Online Training – these are the lessons the worksite requires the employee to complete for this mobilisation. This section will only be visible if the selected worksite requires online training.
- If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so after this request has been sent for verification.
- These don't need to be completed to send this mobilisation.

Employee online training
 These are the lessons Demo Site A requires the employee to complete for this mobilisation.
 If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so after this request has been sent for verification

● These don't need to be completed to send this mobilisation for verification

Contractor Management Portal Training
 Required by Demo Site A
 Lesson link will be sent to the employee when this request is sent for verification if not already completed

6. Pay & send once all required mobilisation requirement sections are marked as:

- ✔ Complete, verification required
- ✔ Complete, no verification required

- Click **✔ Pay & send for verification** to complete the mobilisation request.
- Complete payment details and confirm you agree to the terms and conditions.
- Click **✔ Pay & send for verification** button

Pay & send for verification

Worksite & induction, registration or training	Details of payment	Amount
Demo worksite Site Induction	Site Induction Fee - until 15 Mar 2023	AUD \$ 250.00
Demo worksite Site Induction	Registration Fee 2 Year Registration Fee - until 6 Mar 2025	AUD \$ 270.00
	Credit card surcharge	AUD \$ 10.40
	GST	AUD \$ 53.04
	Total to pay	AUD \$ 583.44

Select a payment method
 Credit Card Purchase order

Back **✔ Pay & send for verification**

Confirmation

You agree that everything that you have uploaded is, to the full extent of your knowledge, true & correct in regards to what is indicated. Where applicable, you confirm that you have discussed the possible collection of biometric data with your employees. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment. You have read and accepted Damstra Technology's [terms & conditions](#) and [privacy policy](#).

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✓ Pay & send for verification

Note:

- Choosing the date and time slot **does not** confirm your employee will be able to attend the selected session. You must submit all required documentation and meet all requirements in this registration process successfully before your employee will be confirmed to attend an Onsite induction/orientation for a worksite.
- If this is an online registration, the calendar will disappear when the worksite is chosen.
- Once the New Employee request is approved, the employee will receive an email (registered email address) regarding his login details for his/her account.

What happens next?

Processing an Online Registration

Damstra Technology reviews and verifies the registration/mobilisation of the employee and ensures all documentation has been provided as per set requirements. This verification process will be completed **within a 24-hour period** at the most, but often it will be less. The company contact will receive an email advising when this has been completed.

Registration Approved

Once the registration/booking has been verified by Damstra Technology, an email will be sent to the company contact person confirming that all requirements have been met for the employee to attend the previously chosen date and time of the induction. The email will confirm the address and details of the induction.

Declined Documentation/Registration

If the submitted documentations or registrations are declined, you will receive an automated email outlining the reason. To submit amended items, log back into your company portal and re-upload the corrected documentation via the **Workforce Management** → **Active mobilisation requests** → **Attention required tab**.

Attending the Induction

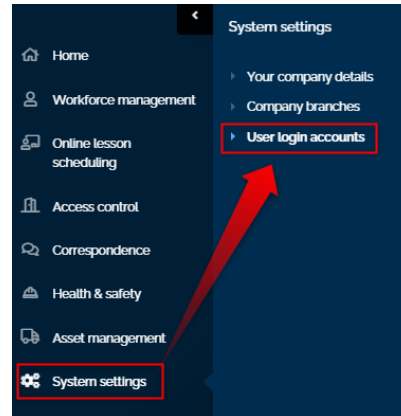
When the employee attends the induction at the chosen date and time, upon completion, the facilitator will provide the employee with their Damstra Access Card, which is required to be used to log in and out of the worksite.

User Login Accounts

This tab will give you the option to view all the current administrator of your company portal and employee users account. With the EPP, you can now add a new company users/administrator with no limitation.

Create New Company User Account

1. Click the System settings tab, then select User login accounts.



2. Click the **Create new company user** button, and a pop-up screen will appear.

A screenshot of a 'Create new company user' form. At the top, there is a title bar with a close button. Below it is a light blue banner with the text: 'After creating an account, the user will be emailed a link to log in'. The form contains several fields: 'User's name' (text input), 'Email' (text input with 'name@example.com' as a placeholder), 'Role' (radio buttons for 'Standard user' and 'Admin'), and 'Worksites this user can see' (a dropdown menu with 'None Selected' selected). A yellow highlight is under the 'Admin' role and its description: 'Admin role will allow user to edit company details, create branches and create new login accounts.' At the bottom right, there are 'Back' and 'Create user' buttons.

3. Fill out the form and click **Create user** button.

4. After creating an account, the user will be emailed a link to log in

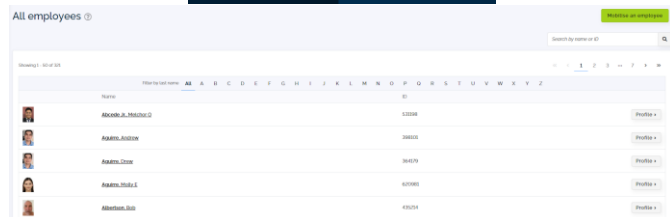
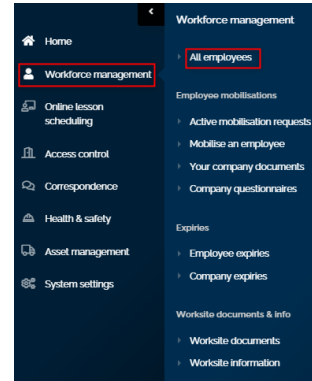
Employee Users

Employee accounts are automatically created when an employee is added to your company. This login credentials can be used to open their Mobile App (Employee Portal View) and their Employee Portal website.

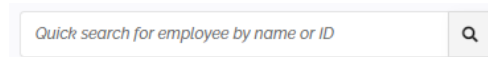
Viewing Employee Details

To view the employee details, you can go to:

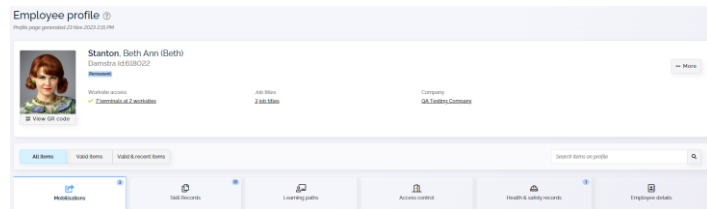
1. From the menu, select **Workforce Management** → **All Employees** → **Profile**.



Alternatively, you can type the **name** or **ID number** of the employee in the **search bar** at the top right.



2. You will be taken to your employee's profile page where you can:
 - Edit and update your employee details and upload new qualifications.
 - Remove employees from your company.
 - View documentation stored against employee profiles.
 - Mobilise an employee.



Checking Expiry Dates

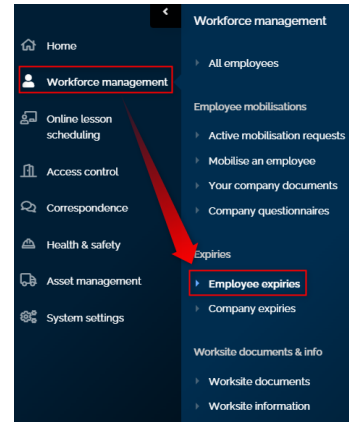
Damstra will send your Company an email on the first day of every month, reminding you to check your documentation that is due to expire within the next 90 days. This information can also be found on the Expiries tab in your Company Portal.

- **Red Expiry Date** – Already expired.
- **Orange Expiry Date** – Expiring within the next 90 days.

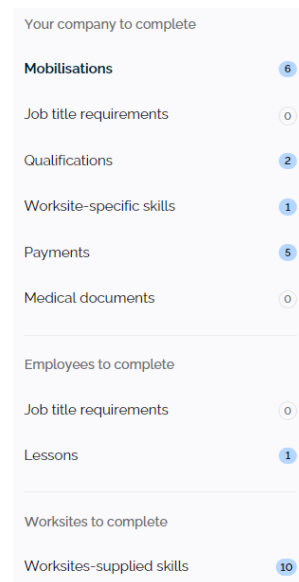
■ Expired ■ Expiring within the next 90 days

Employee Expiries

1. From the menu, select Workforce management then click Employee expiries.



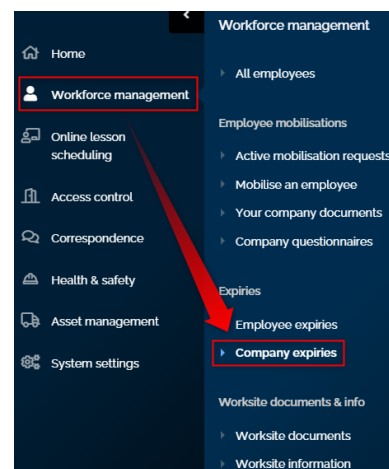
2. Options for your company to complete will be on the left-side of the screen. Select among the options which the document/payment you trying to update is to.



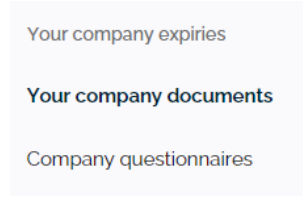
3. Click **Upload** if you are uploading a document, **Resolve >** for expired mobilisation, and **Pay now** if renewing a licence fee.

Company Expiries

1. From the menu, select Workforce management then click Company expiries.



- Options for your Company expiries will be on the left-side of the screen. You only have 2 options which are Company documents and Company questionnaires.



- Click **Upload** to update a company document.

Employee Transfer

Employee Transfer hasn't integrated yet with the EPP. The old process is still the standard process when requesting, using your old Company Portal.

Viewing On-Site Now

On-Site Now is a helpful function within the Company Portal for monitoring who is on you Site/s with a live view. This is a convenient tool if you need to know if someone is at work.

By clicking **On Site Now** under **Access Control**, you will be able to see the following:

- On site now** – this shows total employees of your company that are currently logged on at any site, alerts on site, locations, worksites and departments

Total people	Alerts on site	Locations	Worksites	Departments
6	1	2	1	4

Name	Alert	Worksite	Location	In punch	Department
Anastasia, Molly E ID: 6105683	Missing Damstra Internal Training Employer Handbook	DMS CLIK	WH11	6:32 AM	No Department
Campogrosso, Rosendo ID: 433034	n/a	DMS CLIK	Clark Admin	2:43 PM	Customer Service
De Guzman, J-Phe B ID: 284737	n/a	DMS CLIK	Clark Admin	2:43 PM	Training
Garcia, Rosemarie M ID: 238652	n/a	DMS CLIK	Clark Admin	2:44 PM	Customer Service

- Recent Alerts** – this shows employees who has recent alerts

- Last 24 hours** – this shows the employees who were on site for the past 24 hrs.

Name	Company	In punch	Out punch	Location	Job
Anastasia, Molly E ID: 6105683	Damstra Technology	28/10/2023 6:32 AM	No out punch	WH11 DMS CLIK-WH11	Employee
Campogrosso, Rosendo ID: 433034	Damstra Technology	28/10/2023 2:43 PM	No out punch	Clark Admin DMS CLIK-ADM	Configuration Operations Engineer
De Guzman, J-Phe B ID: 284737	Damstra Technology	28/10/2023 2:43 PM	No out punch	Clark Admin DMS CLIK-ADM	Training Copywriter
Garcia, Rosemarie M ID: 238652	Damstra Technology	28/10/2023 2:44 PM	No out punch	Clark Admin DMS CLIK-ADM	Senior Client Relationship Officer
Isipico, Jennifer G ID: 203429	Damstra Technology	28/10/2023 2:43 PM	No out punch	Clark Admin DMS CLIK-ADM	Partner Success Manager

Searching for Employee Timecards

The employee timecard page shows times and locations that your employees have worked.

1. From the menu options, click **Access Control** → **Employee timecards**.
2. Set the search parameters by selecting the:
 - 2.1. Date range used for the search – change this by using the calendar.
 - 2.2. Departments – filter the search by their department.
 - 2.3. Crews – filter the search by employee’s crews.
 - 2.4. Employees – filter the search by selecting the employees. The list only shows active (non-terminated) employees by default.
 - 2.5. Terminals – filter the search by terminals.

Report options

Date range

11/12/2023 →
 18/12/2023

Departments

All departments | v

Crews

All crews | v

Employees

Search for employee | v

Terminals

All terminals | v

Run report

3. Each employee will be displayed in a separate box that shows:
 - 3.1. All dates in the range selected.
 - 3.2. Punch times
 - 3.3. Shift hours
 - 3.4. Cumulative hours
 - 3.5. Origin
 - 3.6. Department
 - 3.7. Company
 - 3.8. Crew
 - 3.9. Worker type


Stanton, Beth Ann (Beth) (618022)										
Day of week	Date	In	Out	Shift	Cumulative	Origin	Department	Company	Crew	Worker Type
Wednesday	04/10/2023	9:55 AM	3:21 PM	05:26	5h 26m	Clark Office Clark Admin	-	QA Testing Company	Risk Management Team	Contractor
Thursday	05/10/2023	5:17 AM	3:00 PM	09:43	15h 9m	Clark Office Clark Admin	-	QA Testing Company	Risk Management Team	Contractor
Monday	09/10/2023	8:29 AM	3:11 PM	06:42	21h 51m	Clark Office Clark Admin	-	QA Testing Company	Risk Management Team	Contractor
Wednesday	18/10/2023	8:52 AM	2:58 PM	06:06	27h 57m	Clark Office Clark Admin	-	QA Testing Company	Risk Management Team	Contractor

Note:

- The timecards shown can be exported or downloaded to a PDF, Excel, and CSV document by clicking the Download v button. Empty timecards will not be shown in the exported file.

Need Help?

If you are unsure of what to do or simply need a helping hand through this process, reach out to one of Damstra Technology's friendly team at service@damstratechnology.com or phone 1-300-722-801 in AUS, 0-800 - 722-801 in NZ, 888-837-7688 in US, 020-3995-2399 in UK and 65-90116712 in SG.

You can also reach us out via Live Chat by clicking the  icon thru your Company Portal and one of our Service Desk Analyst will be happy to assist you.