



D A M S T R A

[Add an Event](#)

[Notify](#)



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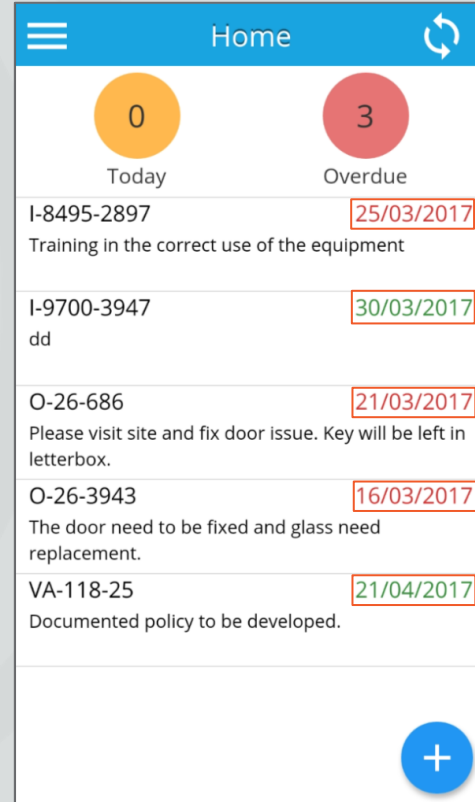
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Notify

The Home Screen

Notify is "Real Time" Health & Safety in your Pocket.

From the Vault Notify home screen you can see all the corrective actions assigned to you and their current statuses.



Add An Event Initiate

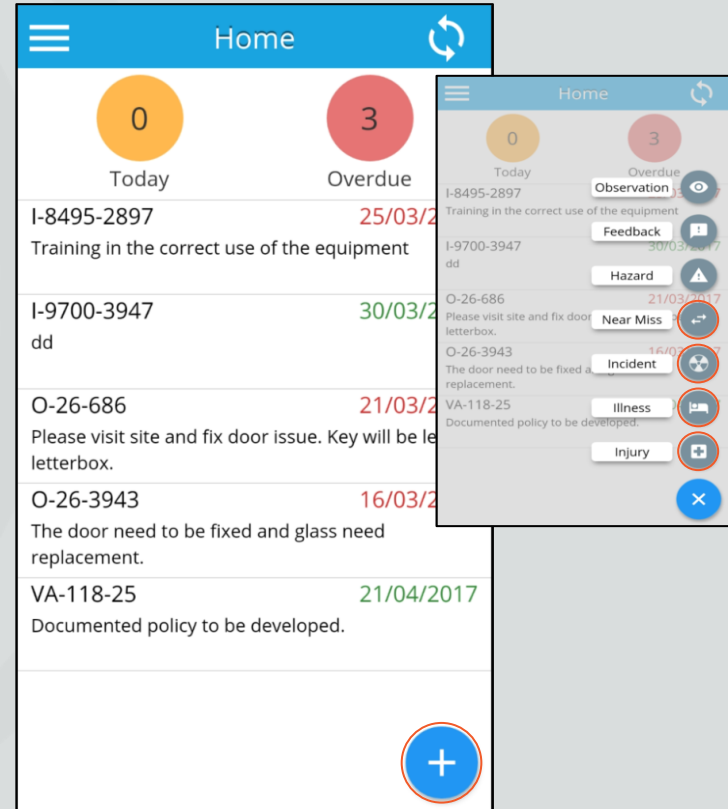
“An Event is anything that has caused or had the potential to cause harm”.

Adding an event is intuitively simple.

Tap the “Plus icon” and all the event types are displayed.

Select the required event and proceed.

Note: that this display may be different depending on your system configuration



Add An Event

Event Categories

From the **Add** event screen you can load multiple types of information:

Media (photo's or videos)



The location



The worker involved



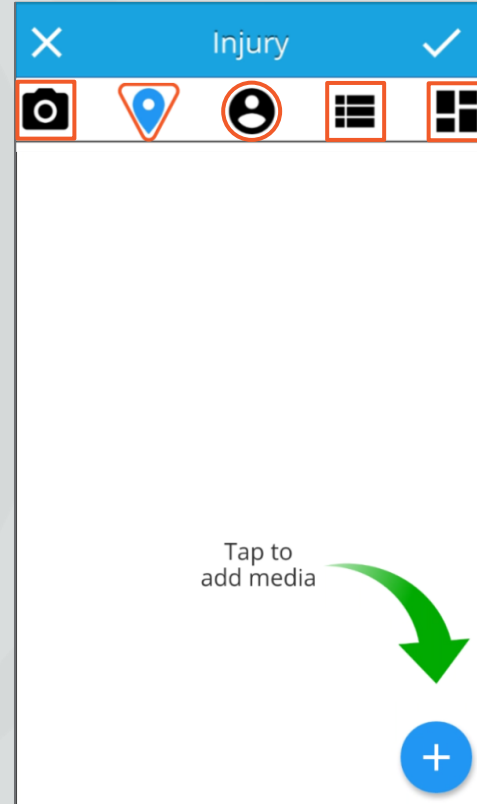
Event description



Injury Type



Populate this information in any order that you wish.

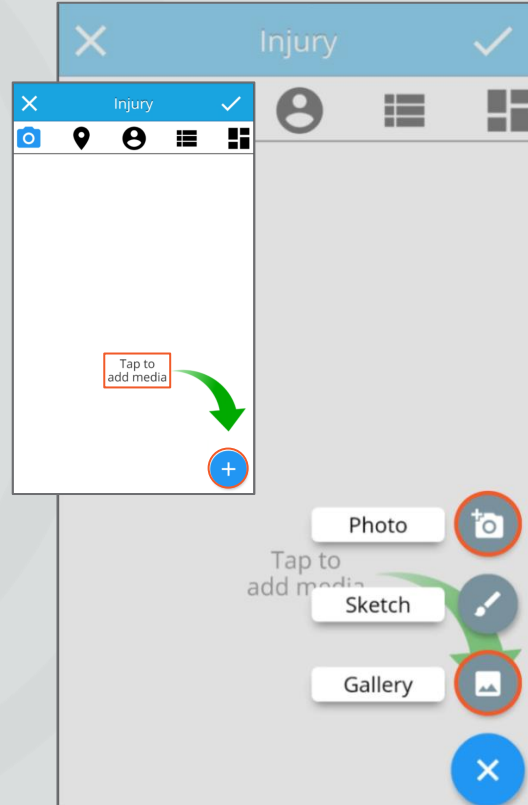


Add An Event Media

It's best practice to **attach** visual evidence of the Event if appropriate.

Select the "Plus Icon" and this media can be captured directly in the notify app via the device's Camera.

Or added later from your devices media gallery.




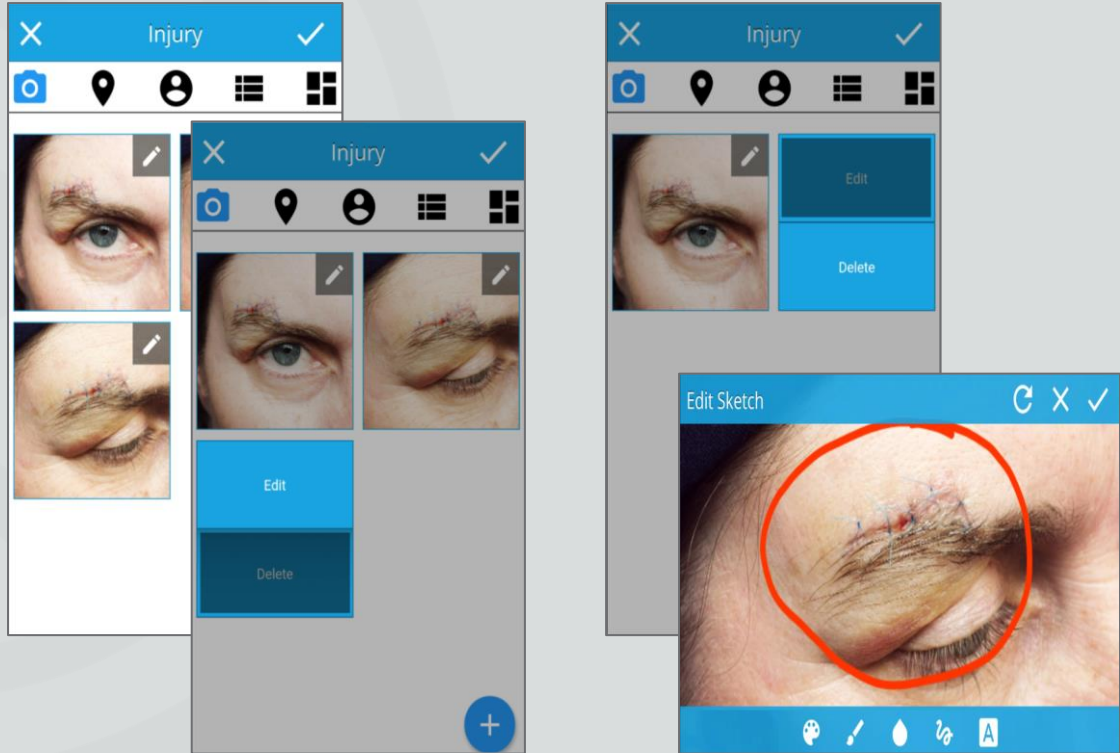
Add An Event

Media Continued

Once captured this media can be **managed**.

Or **edited** from within the app according to requirements.

To do so **Tap** the edit icon  and **select** the appropriate option.



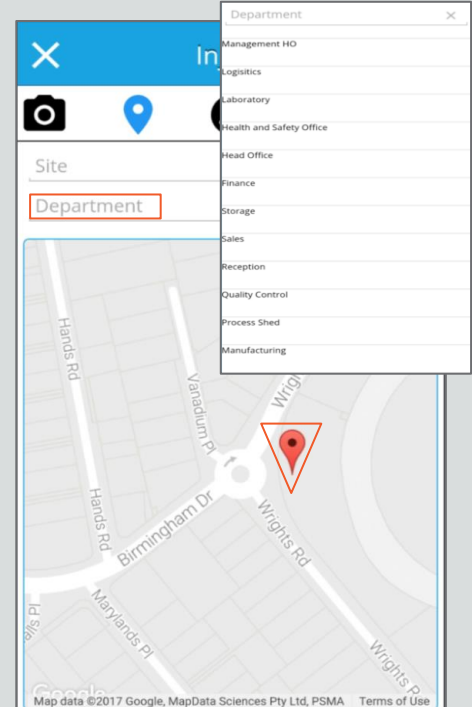
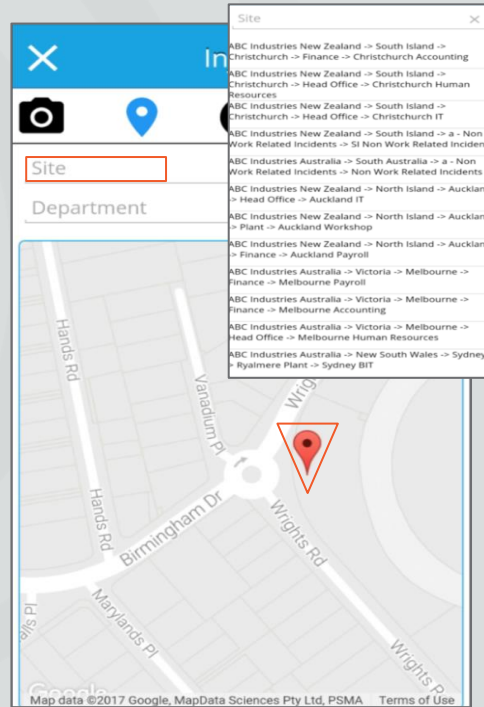
Add An Event Location

Use the 'Location' section to be as specific as possible about where the event occurred.

This can be done by either **selecting** the appropriate 'Site' & 'Department' from your company structure (**Tap** and **search/select**).

Or if the event happens off-site, by **ensuring** that the GPS 'Pin' placement of your Location is correct.

Note: That if you have no GPS signal at your location - you can also 'Place a Pin' manually.



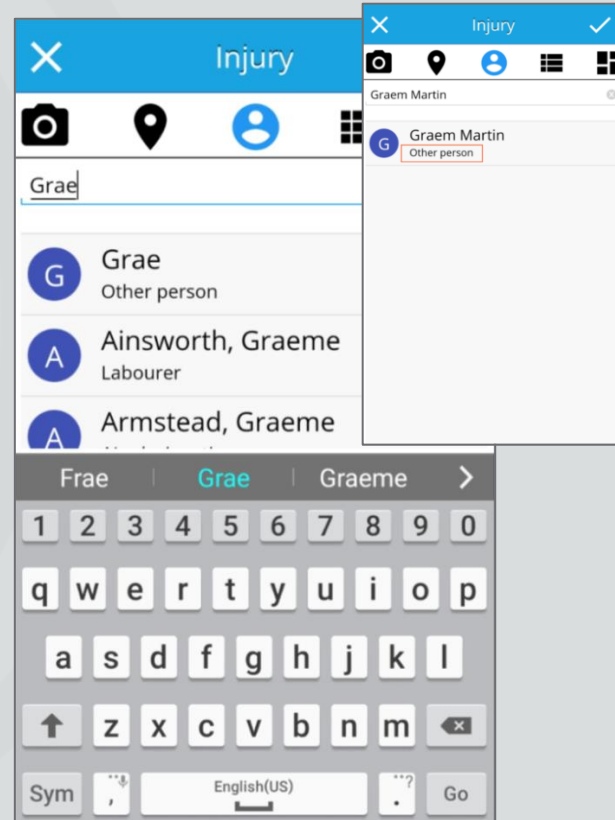
Add An Event

The Worker Involved

Select the person involved in the event by either *scrolling* through the employees list or by *entering* his or her name into the worker field and **select** accordingly

Smart search functionality will zero in on the employee required.

Note: That if the person involved is a 3rd party just keep typing and their name will display as "other person" to indicate this.



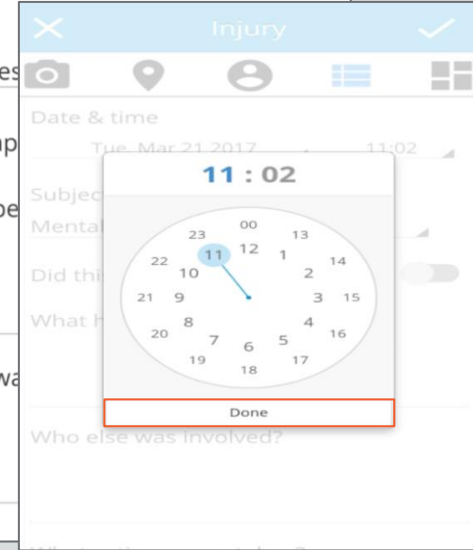
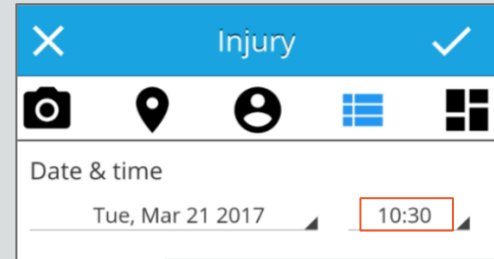
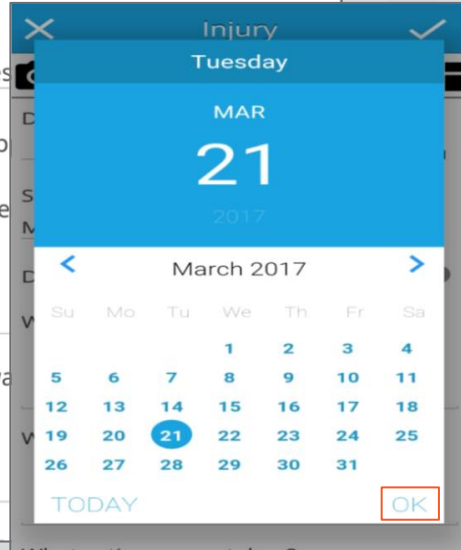
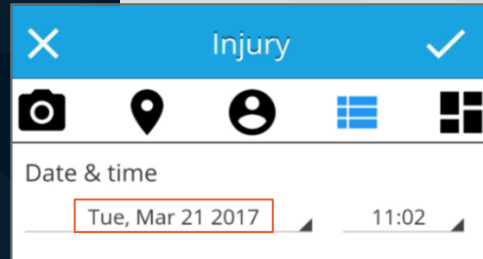
Add An Event

Description - Date & Time

The "Event Date & Time" must both be **stipulated**.

Tap the *Date* field and **select** the appropriate date from the calendar then **Select ok**.

Tap the *time* field and **select** the appropriate time on the clock (hour then minute) then **Select done**.



Add An Event

Description - Subject

The "Subject field" list's most of the probable event scenario's - So **Tap** the field and then **select** the most appropriate option relating to the event.

At this point you can also **stipulate** whether the event happened off site.

The screenshot shows a mobile application interface for adding an event. The main form is titled "Injury" and has a blue header with a close button (X). Below the header are three icons: a camera, a location pin, and a person. The form fields are:

- Date & time:** Tue, Mar 21 2017
- Subject:** Mental stress (highlighted with a red box)
- Did this happen offsite?:** A toggle switch (highlighted with a red box) that is currently turned off.
- What happened?:** A text input field.
- Who else was involved?:** A text input field.

A dropdown menu is open on the right side of the form, showing a list of injury scenarios with radio buttons next to them:

- Other muscular stress (10)
- Repetitive movement with low muscle loading (09)
- Exposure to variations in pressure (other than sound) (08)
- Long term exposure to sounds (07)
- Exposure to sharp sudden sound (06)
- Being hit by moving objects (05) (selected)
- Exposure to mechanical vibration (04)
- Hitting objects with a part of the body (03)
- Falls on the same level (including trips and slips)

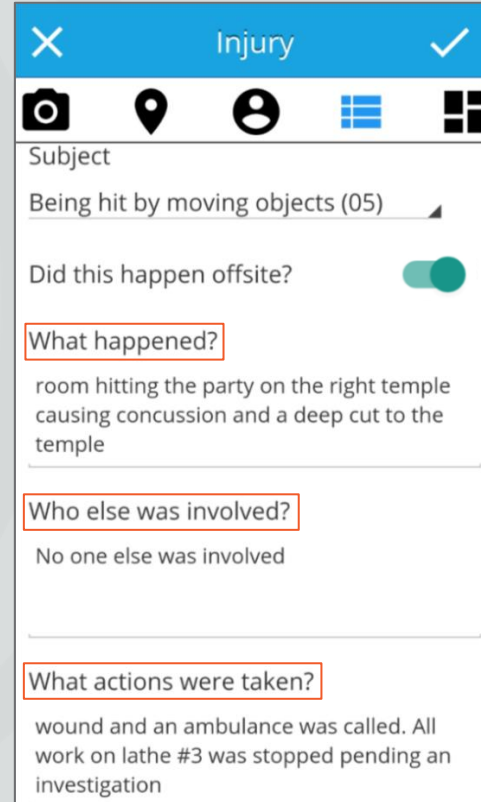
Add An Event

Description - What?

For the “What happened” field **Tap** to **enter** a full and detailed account of the event.

Also **enter** “Who anyone else was involved”.

And **enter** “What actions were taken” for the event.



The screenshot shows a mobile application interface for adding an event. The title bar is blue with a close button (X), the word 'Injury', and a checkmark. Below the title bar is a navigation bar with icons for camera, location, person, list, and grid. The main content area has a white background and contains the following fields:

- Subject:** A dropdown menu showing 'Being hit by moving objects (05)'.
- Did this happen offsite?:** A toggle switch that is currently turned on (green).
- What happened?:** A text input field with a red border containing the text: 'room hitting the party on the right temple causing concussion and a deep cut to the temple'.
- Who else was involved?:** A text input field with a red border containing the text: 'No one else was involved'.
- What actions were taken?:** A text input field with a red border containing the text: 'wound and an ambulance was called. All work on lathe #3 was stopped pending an investigation'.

Add An Event

Add Injury(s)

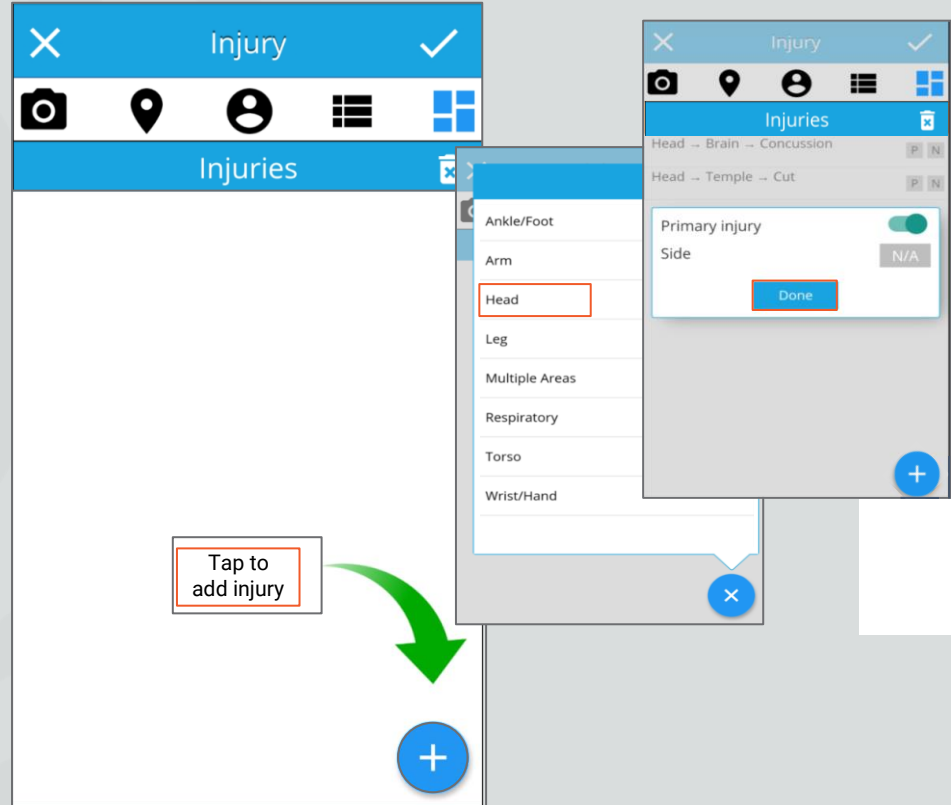
In the injuries section it's best practice to detail the type of Injury(s) sustained.

Select the "Plus Icon" and follow the pop-ups to accurately stipulate the injury.

Adding them to the Injury list when *done*.

For *multiple* injuries simply repeat.

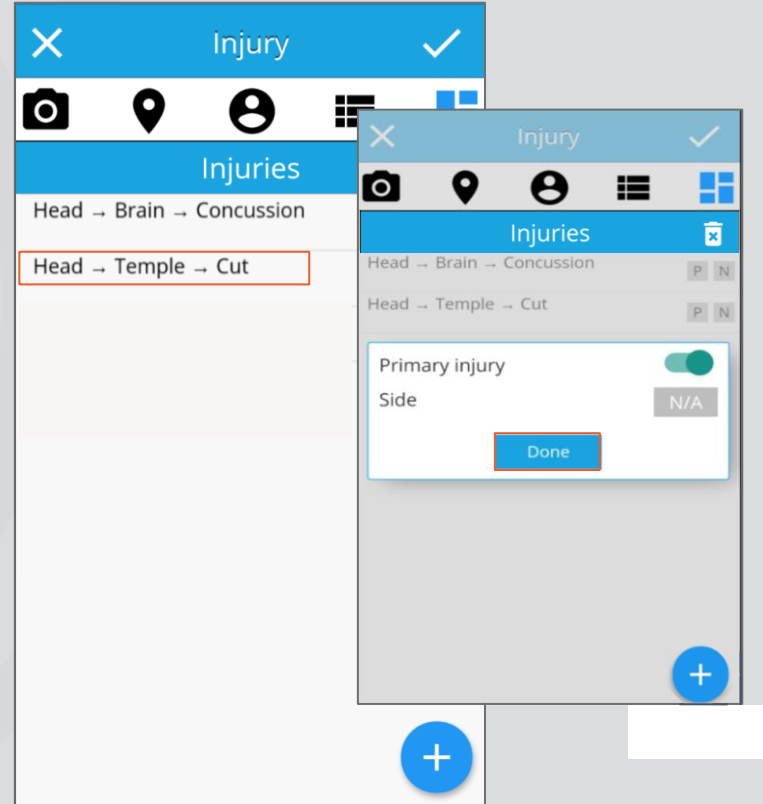
Ensuring the "Primary injury" is correctly **stated**.



Add An Event

Edit Injury List

If you wish to *edit* an entry simply **Tap** the record, and make the appropriate changes.



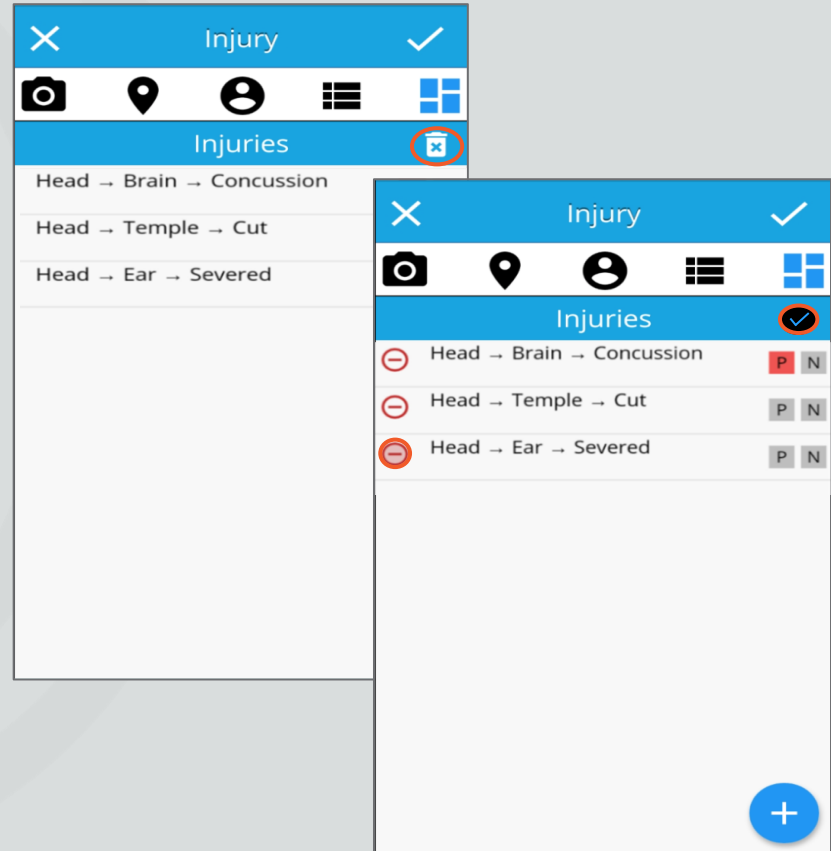
Add An Event

Delete Injury

Deleting is as easy as **Tapping** the rubbish bin icon.

and then **selecting** the icon to delete.

Then re-saving the updated record.



Add An Event

Submit Event

To *submit* the report **Tap** the Tick icon

“Pop-Up” notification will advise the event has been saved successfully and provide an event reference number.

“IF” submitted successfully - the event has now been added to the “Pending Events Register”.

The screenshot displays a mobile application interface for submitting an injury report. The top bar is blue with a white 'X' icon on the left, the title 'Injury' in the center, and a red checkmark icon on the right. Below the top bar is a white navigation bar with icons for a camera, location, user profile, a menu, and a grid. The main content area has a blue header with the title 'Injuries' and a trash icon. Below the header is a list of injury entries. The first entry is 'Head -> Brain -> Concussion' with a red 'P' button and a grey 'N' button. The second entry is 'Head -> Temple -> Cut' with a grey 'P' button and a grey 'N' button. At the bottom of the screen, a red-bordered box contains the text 'Form successfully submitted. ID is: 11958'.

Add An Event

Information missing

If you have missed a mandatory field, "Pop-Up" advice will indicate that required fields have been missed.

Simply **update** the required fields and **submit** once more.

The event has now been added to the "Pending Events Register".

Injury

Injuries

Head -> Brain -> Concussion	P	N
Head -> Temple -> Cut	P	N

Complete all required fields before submitting

