



Navigate to Documentation/Company Business Registration Certificate

1. When you click **+ADD FILE** a file window will open.
2. Navigate to the file you wish to upload & click on it.
3. Click OPEN.
4. Change the Title as required.
5. Type in a Description.
6. Select an Expiry Date – if required.
7. Click **SAVE**.
8. Use the action buttons to download, upload and delete files.

The screenshot shows the SafetyMinder web interface. At the top, there is a navigation menu with options like Dashboard, Timeminder, Registers, Create Job Docs, Reports, Documentation, and Administration. The breadcrumb trail is Home / Documentation / Company / Business Registration Certificate. A table titled 'Documents' lists two entries:

	Last Modified Time	Version No.	Title	Description	Expiry Date	Action
	28/04/2023 13:27	3	Company Business Cert	Snow Cert 2	30/05/2025	[Download] [Delete]
	28/04/2023 13:27	3	Trading Certificate	Company Business Cert	19/01/2024	[Download] [Delete]

Below the table, a file explorer window is open, showing the path: << AA Work >> SM > Defaults for testing. The file list shows:

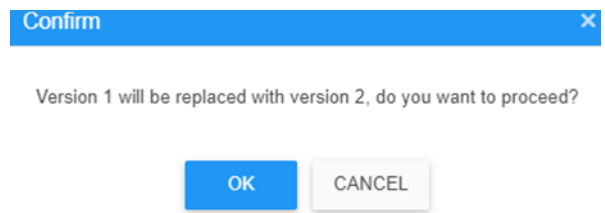
Name	Date	Type	Size	Tags
business cert1	20/01/2022 9:24 am	JPG File	27 KB	
sds automotive-die...	15/01/2022 9:14 am	Microsoft Edge PD...	168 KB	

The file name 'business cert1' is entered in the 'File name' field, and the 'Open' button is highlighted.

Documents can be viewed on Mobile App in the [Documentation Menu](#).

NOTES:

- When you upload a new version, SafetyMinder will automatically update the version number and ask you to confirm this.



- If a file is deleted a copy will be retained in the [Document Review Register](#).

