



Emergency Contact Numbers

Safetyminder has already added a standard list of Emergency Contact Types. Under each entry you can have multiple sub entries, building a comprehensive list of emergency numbers for your business.

Home / Administration / Company Set up / Emergency Contact Numbers + ADD NEW

EXCEL PDF FILTER + GROUP Search... X

Title	Default	
Ambulance	<input checked="" type="checkbox"/>	
Country Fire Authority/Service	<input checked="" type="checkbox"/>	
Doctor	<input checked="" type="checkbox"/>	2

Name	Location	State	Number
Dr John	St Kilda	VIC	98101010
Dr Mary	Adelaide	SA	87882828

1. To add a new category click **+ADD NEW** – see below.
2. Click to edit or add new entries to a category.
3. Inside the category click **ADD NEW** to add new entries or – see below.
4. Or select to edit existing ones – see below.
5. Click **SAVE** when you have finished updating the entries for this category.

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Title

Medical Centre

ADD NEW **3**

Name	Location	Number	
Victoria Medical Centre	358 Victoria St, Melbourne	03 9875 4630	4
East Melbourne	45 Grand St, Hobby	03 8526 8952	

1. Create new category:
 - a. Type in a Title then add entries as per step #3.
 - b. Click **SAVE**.

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Title

a HYDROLIC REPAIRS

ADD NEW

Name	Location	State	Number

Contd/...

3. Enter or update individual entries.

- a. Complete the fields as required.
- b. Click **SAVE**.

Edit Item

Name
Victoria Medical Centre

Location
358 Victoria St, Melbourne

Number
03 9875 4630

b SAVE CANCEL

[Emergency numbers](#) are in the main menu on the Mobile App in or by clicking the  icon.

NOTES:

- The default list items cannot be deleted.
- Location field can be used for other data e.g. Insurance Policy numbers etc.

Title
Insurance Company

ADD NEW

Name	Location	State	Number	
Suncorp	Policy No: 895623		13 11 55	 

