



Fire Safety Training Register

Navigate to Registers/Training Registers/Fire Safety Training Register:

- When you first enter items into the register they will show as outstanding items in the Task List. Staff will need to logon to the [mobile app](#) and complete the "Signed Off" process.
- Click **+ADD NEW** to enter a new record.

Home / Dashboard / Tasks List

Staff: George Foreman | Filter By: Training - Fire Safety Training

TASKS | **EXCEL**

- Training - Fire Safety Training / Training - Fire Safety Training - Rural Fire Training / George Foreman / 14-12-20
- Training - Fire Safety Training / Training - Fire Safety Training - Fire Warden Training / George Foreman / 16-02-21

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2 **+ADD NEW**

Staff	Date	Training Expiry D...	Description	Company	Training Facilitator's N...	Signed Off	Instructor S
George Foreman	14/12/2020	15/12/2021	Rural Fire Training	A1 Training Ltd	Jane Krill	1 <input type="checkbox"/>	<input type="checkbox"/>
George Foreman	16/02/2021	19/11/2022	Fire Warden Training	A1 Training Ltd	Jack Hill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
George Foreman	19/11/2022		Fire Warden Training	A1 Training Ltd	Jack Hill	<input type="checkbox"/>	<input type="checkbox"/>

- Select the **Date** training occurred.
- Select the Expiry Date – field is optional.
- If known type in the Facilitators Name.
- Select the training **Company** or use the + button to add a new one.
- Select the **Training Courses** – multiples can be selected or use the + button to add a new one.
- Type in a Description.
- Select the Staff Member.

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12 **SAVE** **15** **COPY** **BACK**

3 Date: 15/11/2020 | **4** Training Expiry Date: 15/05/2022 | **5** Training Facilitator's Name: Fred Fire

6 Company: Fish Extreme Training | **7** Training Course: FIRE - COMPARTMENT FIRE BASED TRAINING

8 Description: Stage 1 Fire Safety Training

9 Staff: Rod Jensen | **13** Instructor Signed Off | **14** ViewTrainerSignature | **11** Signed Off | **11** Administrator Signed Off

10 **+ADD FILE**

Documents	Last Modified Time	Title	Description	Action
	15/11/2020 11:41	Fire Safety Training	Rod Jensen Fire Training Certificate	10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- If you have the document click **+ADD FILE**. Or it can be loaded in mobile app.
- After loading a document you can sign off the task as administrator. This will automatically tick the boxes for "Signed Off" & Instructor Signed Off", mark the item as complete and create a new task using the expiry date (if entered).
- Click **SAVE**
- Instructor Sign Off will be populated from the mob app.
- Signed Off will populate when completed in the mob app.

- After clicking SAVE you can re-open the entry and create a copy. This will generate a new record with all the same details leaving the Staff field blank #9.

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SAVE **15** **COPY** **BACK**

Date: 15/11/2020 | Training Expiry Date: 15/05/2022 | Training Facilitator's Name: Fred Fire

Contd/...

To sign off items in the mob app navigate to Profile/Certificate/Training Completed/[Fire Safety Training Register](#)

NOTES:

- When the task is signed off on the mobile app a new one will be created using the expiry date, as per below.
- Tasks that have **NOT** been signed off in the mobile app will come through on the [Summary Notifications](#).
- The Administrator Sign Off will only become available after you upload a document.
- If the task is signed off by the administrator in the web app then there will be no signature to view when you click the  icon.
- Use the delete icon to remove any items no longer required.

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EXCEL	PDF	FILTER	GROUP	Search...					
Customer	Work site	Date	Induction Expi...	Staff	Safety Induction Completed	Signed Off			
A1 Flower Ltd	Roses	25/03/2021	15/10/2021	David AASign	Using Ladders on site	<input checked="" type="checkbox"/>			
A1 Flower Ltd	Roses	15/10/2021		David AASign	Using Ladders on site	<input type="checkbox"/>	