



First Aid Training Register

Navigate to Registers/Training Registers/First Aid Training Register:

1. 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 mob app and complete the "Signed Off" process [mobile app](#).

2. Click **+ADD NEW** to enter a new record.

When the item is signed off a new entry will automatically be created using the expiry date, as per below.

Home / Dashboard / Tasks List

Staff: George Foreman Filter By: First Aid Training Register

TASKS EXCEL

- First Aid Training Register / First Aid Training Register - Basic First Aid New Staff / George Foreman / 15-12-20
- First Aid Training Register / First Aid Training Register - Advanced First Aid / George Foreman / 15-04-24

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2 +ADD NEW

Staff	Date	Training Expi...	Description	Company	Training Facilitator's ...	Signed Off	Instructor Signe.
George Foreman	15/12/2020	15/12/2022	Basic First Aid New Staff	A1 Training Ltd	Jane Smith	1 <input type="checkbox"/>	<input type="checkbox"/>
George Foreman	11/02/2021	15/04/2024	Advanced First Aid	Fish Training Ltd	Park Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Select the **Date** training occurred.
4. Select the Expiry Date – this is optional.
5. If known type in the Training Facilitators Name.
6. Select the training **Company** or use the + button to add a new one.
7. Select the **Training Courses** – multiples can be selected or use the + button to add a new one.
8. Enter the Duration of the course.
9. Type in a Description.
10. Select the Staff Member.

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13 SAVE **16** COPY BACK

Date: **3** 5/05/2022 Training Expiry Date: **4** 30/09/2022 Training Facilitator's Name: **5** Andy more

Company: **6** Any Service Company Training Course: **7** FIRST AID STAGE 2 x Duration (Hours): **8** 3

Description: **9** Bend the rules

Staff: **10** James Browne Instructor Signed Off **14** Signed Off **15** Administrator Signed Off **12**

Documents: **11** +ADD FILE

Last Modified Time	Title	Description	Action
training cert.jpg	training cert.jpg	First Aid Train	11 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

11. If you have the certificate click **+ADD FILE**. Or it can be loaded in mobile app.
12. 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).
13. Click **SAVE**
14. Instructor Sign Off will be populated from the mob app.
15. Signed Off will populate when completed in the mob app.

16. 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 #10.

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SAVE DELETE COPY BACK

Date: 15/12/2020 Training Expiry Date: 15/12/2022 Training Facilitator's Name: Jane Smith **15**

To sign off items in the mobile app navigate to Profile/Certificate/Training Completed/[First Aid Training Register](#)



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