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.

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.
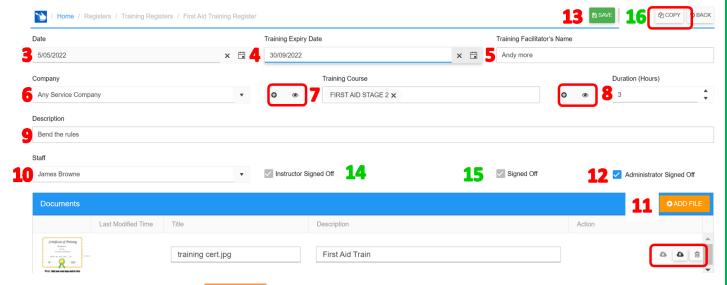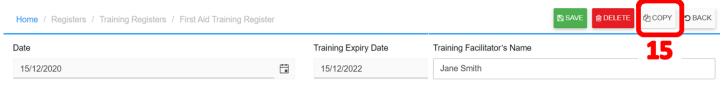8. Enter the Duration of the course.
9. Type in a Description.
10. Select the Staff Member.

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.

To sign off items in the mobile app navigate to Profile/Certifcate/Training Completed/**First Aid Training Register**