



Navigate to Registers/Training Registers/Inductions. Use the Filters and Search box to find specific entries.

Task that are completed and signed off will show as current.

The system will automatically create a new task using the Induction Expiry Date and make the status Future when the current task is signed off.

Double click any line item or select  to edit an item. Click **+ADD NEW** to create a new induction.

SafetyMinder Dashboard Timeminder Registers Create Job Docs Reports Documentation Administration Help Knowledge-Base Administrator

Home / Registers / Training etc / Inductions **+ADD NEW**

EXCEL PDF FILTER GROUP Archived over

Customer	Work site	Date	Group	Induction Expiry D...	Staff	Induction Completed	Status	Signed Off
Over the Hill Ltd	Move over	29/03/2021		31/05/2021	George Foreman	Overhead Dangers	Current	<input checked="" type="checkbox"/>
Over the Hill Ltd	Move over	31/05/2021		17/05/2025	George Foreman	Overhead Dangers	Current	<input checked="" type="checkbox"/>
Chick & Hen Pty Ltd	ChickHen	30/11/2023		22/06/2025	Fred Dagg	Overhead Dangers	Current	<input checked="" type="checkbox"/>
Chick & Hen Pty Ltd	ChickHen	22/06/2025			Fred Dagg	Overhead Dangers	Future	<input type="checkbox"/>

1. Select the induction [Date](#).
2. Select an Expiry Date – this field is optional.
3. Select the Customer or click + to add a new one.
4. Select a worksite or click + to add a new one.
5. Select the Job No if required or click the + to add a new one.
6. Select from the Safety [Induction](#) Completed list.
7. If required select a relevant [Group](#) – this field is optional.
8. Tick the box if an internal template form needs to be completed, it will auto populate if set in the [Courses](#) menu.
9. Select the Form required – when completed on the mobile app it will come thru into the documents section.
10. Select the staff member completing the induction.
11. The status will auto populate with Current and does not need to be changed.
12. Click **SAVE**. The task can now be completed in the mobile app.

Home / Registers / Training etc / Inductions **12** **SAVE** **DELETE** **BACK**

Date: **1** 30/11/2023 Induction Expiry Date: **2** 22/06/2025

Customer: **3** Chick & Hen Pty Ltd Work site: **4** ChickHen

Job No: **5** 2205 Project/Description: Ordinary Stuff

Induction Completed: **6** Overhead Dangers Group: **7**

8 Form Required FormID: **9** AA-IND01 - SITE INDUCTION with SWM... Link Required No Document Required

Staff: **10** Fred Dagg Status: **11** Current Signed Off Administrator Signed Off

13. If the induction is completed via a web link then click Link Required.

14. This will auto populate if set in the [Courses](#) menu or paste the link where the induction is to be completed.

13 Link Required

14 External Link

NOTE: if you are loading historical data for Inductions that were completed in the past and you're security level is Administrator, then you can use the "Administrator Signed Off tick box.

15. No boxes are ticked then,

16. You click **+ADD FILE** to upload a document:

17. You can then tick "Administrator Signed Off".

18. If you tick "No Document Required" then the "Administrator Signed off" can also be ticked.

Once signed off it will create a new Future task using any refresher date entered. There will be no instructor's signature.

15. Form Required, Link Required, No Document Required

Staff: Fred Dagg, Signed Off, Status: Current, Administrator Signed Off (17)

16. ADD FILE

Documents table:

Last Modified Time	Title	Description	Action
	Induction	Fred Dagg Overhead Dangers	

18. Form Required, Link Required, No Document Required (checked)

Staff: Fred Dagg, Signed Off, Status: Current, Administrator Signed Off (checked)

19. When the user completes a Form or Link in the mobile app and clicks then "Signed Off" will be ticked.

20. To view an instructor signature, click on .

Staff: Kermil Frog, Signed Off (19), Instructor Signed Off (20), ViewTrainerSignature

Site Authorised Person: Jo broll

Position: Ac7899

SignatureSign:

Task are signed off in the Mobile App under Profile/[Inductions](#)

NOTES:

- Tasks that have not been signed off in the mobile app will come through on the [Summary Notifications](#).
- If a form or link has been added in [Administration/Training Management/Courses](#) then this will automatically populate for the induction selected.
- Use the delete icon to remove any future items no longer required.

/ Home / Registers / Training Registers / Onsite induction training Register

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"/>