



Navigate to Documentation/Company/Industry Licenses

1. Click **+ADD FILE**.
2. Navigate to the file you wish to upload & click on it.
3. Click OPEN.
4. Type in a Description.
5. Select an Expiry Date – if required.
6. Click **SAVE**.

Home / Documentation / Company / Industry Licenses **6** **SAVE**

1 **+ADD FILE**

Documents	Last Modified Time	Version No.	Title	Description	Expiry Date	Action
	20/01/2022 08:01	2	plumb lic.jpg 4	plumbing licence 5	30/11/2024	

File Explorer: AA Work > SM > Defaults for testing

Name	Date	Type	Size	Tags
2 plumb lic	20/01/2022 10:29 am	JPG File	51 KB	
business cert sm	20/01/2022 10:08 am	JPG File	26 KB	

File name: plumb lic **3** **Open** **Cancel**

Documents can be viewed on Mobile App in the Documentation Menu

NOTES:

- Use the actions buttons to Upload or Download files as required.
- When you upload a new version, SafetyMinder will automatically update the version number and ask you to confirm this.



Confirm ✕

Version 1 will be replaced with version 2, do you want to proceed?

OK **CANCEL**

