



Navigate to Registers/Training Registers/On Site Induction Training Register & click **+ADD NEW**

1. Select the induction **Date**.
2. Select the Expiry Date.
3. Select the Customer or click + to add a new one.
4. Select a worksite or click + to add a new one.
5. Type in what will be completed at the induction.
6. If required select a relevant **Group** – this field is optional.
7. Select the staff member completing the induction.
8. Click **+ADD FILE** if you have a **document to load** or it can be loaded on the mobile app.
9. 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.
10. Click **SAVE**.

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10 **SAVE** **DELETE** **COPY** **BACK**

1 Date: 16/08/2021 **2** Induction Expiry Date: 7/07/2024

3 Customer: Krill Working Ltd **4** Work site: New Job

5 Safety Induction Completed: Cool **6** Group: [dropdown]

7 Staff: Kermit Frog **12** Signed Off **13** Instructor Signed Off **9** Administrator Signed Off

8 **ADD FILE**

Documents	Last Modified Time	Title	Description	Action
	07/08/2021 13:46	Onsite Induction	Kermit Frog Safety Induction Completed	

11. After clicking save you can re-open the entry and create a copy – as per below. This will generate a new record with all the same details leaving the Staff field blank #7.
12. Sign Off will be populated once completed on the mobile app – where NOT signed off by the Administrator.
13. Instructor Sign Off will be populated from the mob app. You can view this signature by clicking on the icon – where NOT signed off by Administator.

ShowSignature

Site Authorised Person
Jo broll

Position
Ac7899

SignatureSign

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SAVE **DELETE** **COPY** **11**

Date: 25/01/2021 Induction Expiry Date: 31/03/2021


Customer: Clarson Ltd Work site: Default

Safety Induction Completed: Using Ladders on site


Staff: [dropdown] Signed Off Instructor Signed Off

Task are signed off in the Mobile App under Profile/Certificate/Training Completed/[Onsite Induction Training](#)

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"/>	