

## **Onsite Induction Training**

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

- 1. Select the induction <u>Date</u>.
- 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 <u>Group</u> this field is optional.
- 7. Select the staff member completing the induction.
- 8. Click +ADD FILE if you have a <u>document to load</u> 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.

Home / Register	s / Training Registers /						
Date					Induction E	xpiry Date	11
16/08/2021				× (	1/07/2024		×
Customer					Work site		
Krill Working Ltd				• • •	8 4 New Job		• O Ø
Safety Induction C	ompleted				Group		
Cool					6		• O Ø
Staff						13	
Kermit Frog			▼ ✓ Signed	d Off <b>12</b>	<ul> <li>Instruct</li> </ul>	or Signed Off	e 9 Administrator Signed Off
Documents							
	Last Modified Time	Title		Description			Action
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Task are signed off in the Mobile App under Profile/Certifcate/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 view icon.
- Use the delete icon to remove any items no longer required.

EXCEL	🖾 PDF	▼ FILTER	🕂 GROU	Search						
Customer	÷	Work site	Date		Induction Expi	Staff	Safety Induction Completed	:	Signed Off	:
A1 Flower Ltd		Roses	25/0	3/2021	15/10/2021	David AASign	Using Ladders on site		$\checkmark$	
A1 Flower Ltd		Roses	15/1	0/2021		David AASign	Using Ladders on site			ŵ