

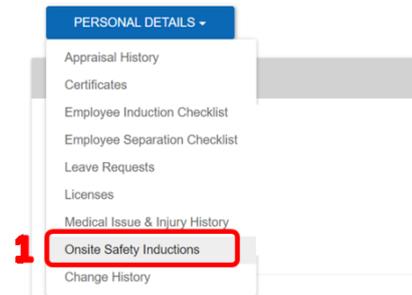
Staff – Onsite Inductions

These can be accessed from both the staff profile and [Registers/Training/Onsite induction training Register](#).

From Administration/Staff menu double click on a staff member.

1. From the selection list choose Onsite Safety Induction.

 / Home / Administration / Staff / (David AASign) / Edit



2. To create a new record click **+ADD NEW**. This will open a new [Onsite Safety Induction](#) item.

3. Double click any line item to review.

4. Click  to delete any items that may no longer be required.

 / Home / Administration / Staff / (David AASign) / Onsite Safety Inductions

2  **ADD NEW**

Onsite Safety Inductions

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"/>

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

