Staff – Onsite Induct	ions				
These can be accessed from both the staff profile and <u>Registers/Training/Onsite induction training Register.</u>			Home / Administration / Staff / (David AASign) / Edit PERSONAL DETAILS -		
From Administration/Staff menu do member.	1	Appraisal History Certificates Employee Induction Checklist			
1. From the selection list choose C	nsite Safety Induction.	1(Employee Separation Checklist Leave Requests Licenses Medical Issue & Injury History Onsite Safety Inductions Change History		
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.					
Image: Mome / Administration / Staff / (David AASign) / Onsite Safety Inductions 2 OADD 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 3 15/10/2021	David AASign	Using Ladders on site	\checkmark	
A1 Flower Ltd Roses	15/10/2021	David AASign	Using Ladders on site	🗆 🐥 🕯	

Task are signed off in the Mobile App under Profile/Certifcate/Training Completed/<u>Onsite Induction Training</u>

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Mar-21