



- To open any task, you can either click on the task in the calendar or select the task in the list.
- The task will be opened in edit mode in a new tab. This enables you to review multiple tasks, once finished close the tab to return to the calendar.
- GREY items represent completed tasks and will only show in the calendar.

1. Click on the SafetyMinder Icon to refresh the Dashboard and reset all your filters back to the original setting
2. The calendar will open with your user by default in the staff list – select (Show All) to see tasks.
3. Use the forward and backward arrows to move between the months.
4. Click on the month to [navigate](#) to a required month.
5. Clicking Export will generate an ICS file that can be imported into another calendar.

The screenshot shows the SafetyMinder interface with several numbered callouts:

- 1**: Points to the SafetyMinder logo in the top navigation bar.
- 2**: Points to the 'Staff' dropdown menu set to 'Rover Alpine'.
- 3**: Points to the 'TODAY' button with navigation arrows.
- 4**: Points to the 'MONTH' button, which is currently set to 'January, 2025'.
- 5**: Points to the 'EXPORT' button in the top right corner.

 The interface also shows a 'Filter By' dropdown set to '(Show All)', a 'Filter By Expiry Period' dropdown set to '(Show All)', and a list of tasks with color-coded expiry periods: red (expired), yellow (due within 2 weeks), and green (due beyond 2 weeks).

6. Use the filter dropdowns to search for specific task, expiry periods or items outstanding for a staff member. Any combinations of these can be used to create specific lists.

This screenshot shows the 'Filter By' dropdown set to 'P&E Inspections' (callout **6**) and the 'Filter By Expiry Period' dropdown set to 'Expiring within 2 weeks'. The task list below shows a single yellow task: 'P&E Inspections / P&E Inspections - Honda-Civic-Silver / Kermit Frog / 28-01-25'.

This screenshot shows the 'Filter By Expiry Period' dropdown set to '(Show All)' (callout **7**). The 'EXCEL' button is highlighted in blue. The task list below shows four tasks with different expiry periods: red, yellow, yellow, and green.

7. To create a spreadsheet, click the **EXCEL** button.
8. Expiry Periods:
 - RED: expired, past due date
 - YELLOW: due within 2 weeks
 - GREEN: due date is beyond 2 weeks

