



Navigate to Documentation/Company/Work Safe-Safe Work Certificate

1. Click **+ADD FILE**.
2. Navigate to the file you wish to upload & click on it.
3. Click OPEN.
4. Type in a Description.
5. Select an Expiry Date – if required.
6. Click **SAVE**.

Home / Documentation / Company / Work Safe-Safe Work Certificate

Documents

	Last Modified Time	Version No.	Title	Description	Expiry Date	Action
	16/12/2021 05:22	1	work safe cert.jpg	work safe cert	30/12/2021	

Folder: AA Work > SM > Defaults for testing

Name	Date	Type	Size	Tags
training cert	14/01/2022 4:54 am	JPG File	27 KB	
work safe cert	14/01/2022 4:54 am	JPG File	21 KB	

Name: work safe cert

File type: All files

Buttons: Open, Cancel

Documents can be viewed on Mobile App in the Documentation Menu

NOTES:

- Use the actions buttons to Upload or Download files as required.
- When you upload a new version, SafetyMinder will automatically update the version number and ask you to confirm this.



Confirm

Version 1 will be replaced with version 2, do you want to proceed?

OK CANCEL

