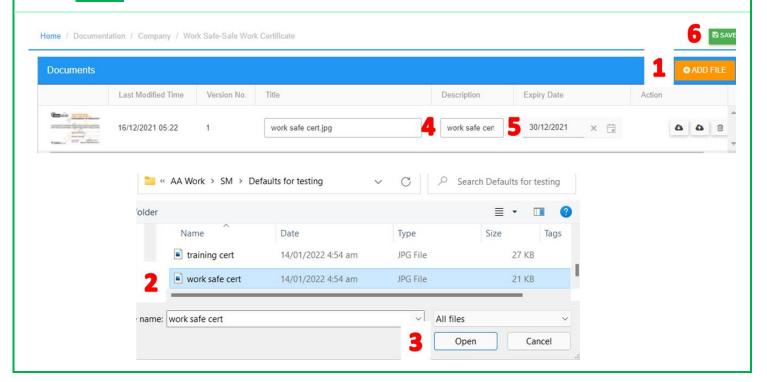# Work Safe-Safe Work Certificate

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

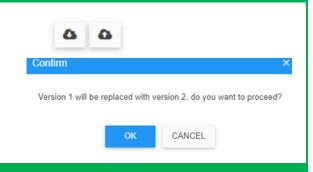1. Click **+ADD FILE**.
2. Navigate to the file you wish to upload & click on it.
3. Click OPEN.
4. Type in a Description.
5. Select an Expiry Date – if required.
6. Click **💾 SAVE**.

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.

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