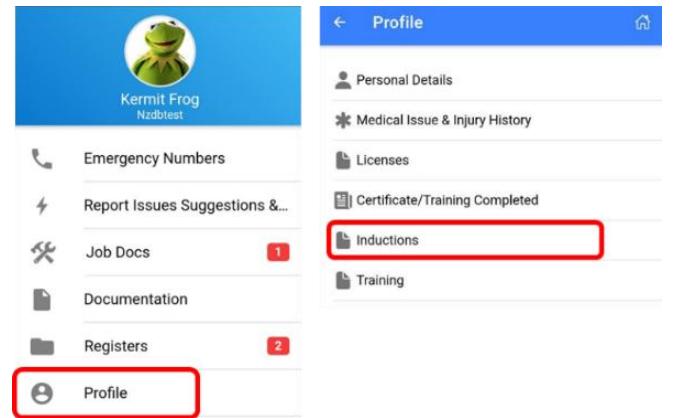




Tasks will usually come through from the [web app](#) and appear on your task menu to complete as per section A.

To create a new item from the Main Menu :

- Select Profile.
- Select Inductions
- Click  and follow instructions in section C.



A. External Link Induction

1. Use the search box to find the task to be completed.
2. Click on the item and select View Details.
3. Check the details are correct.
4. Click External Link to complete a 3rd party website induction. Once completed use your phones back button to return to Safetyminder.
5. Click **+ADD FILE..** to [upload](#) your certificate from mobile device.
6. Click to save and exit i.e. if you are waiting for the documentation to come through in an email.
7. After your file is added you can click to sign off the task.
8. When an internal form is attached click **COMPLETE CHECKLIST**, fill out as required and click **COMPLETE**.

This will automatically attach the completed form to the task and you can click to sign off.

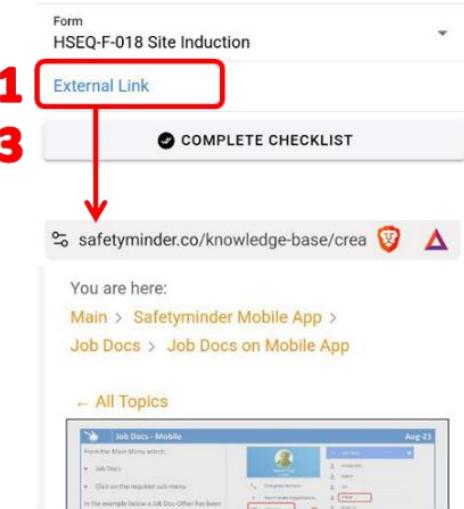
The screenshots illustrate the following steps:

- 1** Inductions screen with a search bar containing 'Beach'.
- 2** Task details screen for 'Beach, Mary 83 Jolly St Hollywood - true' by 'Kermit Frog' (Signed Off). It shows a thumbnail, date (28 Feb 2023), and an 'Awaiting Sign Off' status.
- 3** Task details screen for 'Customer Beach, Mary' with fields for Worksite (83 Jolly St Hollywood), Job No (47958), Job Name, Staff (Kermit Frog), Date (16 Oct 2023), and Expire Date (31 Oct 2024).
- 4** Task details screen with an 'External Link' button.
- 5** Task details screen with a '+ ADD FILE ...' button, a 'Tap arrow to see' note, and a 'Tap to' note with a green checkmark icon.
- 6** Task details screen with a 'Tap arrow to see' note.
- 7** Task details screen with a 'Tap to' note and a green checkmark icon.
- 8** Task details screen with a 'COMPLETE CHECKLIST' button, a checked checkbox, and a 'COMPLETE' button.

B. External Link with Form

An induction can have both an external link and a form to completed:

1. Click on the External Link and read the contents.
2. Click the required back buttons on your device and return to Safetyminder.
3. Click **COMPLETE CHECKLIST**.
4. As per step #8 above, Fill out the form as required, then click **COMPLETE** and  to sign off.



C. Site Authorised Person Sign Off

The screenshot shows a mobile application screen for 'Site Authorised Person'. It includes a checkbox labeled '1' (checked), a note 'Tap on circle to open pop up field for sign...', a text input for 'Full Name' containing 'Fred Hold' (labeled '2'), a text input for 'Position' containing 'Manager', and a signature input field labeled '3' containing a handwritten signature. At the bottom are 'CLEAR' and '4' buttons, and a green 'DONE' button.

NOTE: this step is optional

1. Tick the box for the site person conducting the induction.
2. Have the person type in their Full Name & Position.
3. They need to sign in the box.
4. Click  **DONE**.

D. Create New Task

5. Select a Customer.
6. Select the Worksite.
7. Select a Job No if required.
8. Your name will auto populate.
9. Date will default to current date.
10. Select an Expiry Date if required.
11. If required select a Group.
12. Select from the dropdown list of Safety Inductions.
13. If required select an internal form to be completed.
14. When a form is selected, click **COMPLETE CHECKLIST**. When the induction has an external link, then click this to complete and then upload files. Or as above click on the link to complete an external form and upload the file.

When done click  to sign off the task.

The screenshot shows a mobile application screen for 'Inductions'. It includes fields for 'Customer' (labeled '1' as 'Gotham City Police Academy Parkside'), 'Worksite' (labeled '2' as '1 Birriwa Street, Greystanes NSW, Australia'), 'Job No' (labeled '3' as '48129'), 'Job Name' (labeled '4' as 'Michael Fitzmaurice'), 'Staff' (labeled '5' as 'Fred Flintstone'), 'Date' (labeled '6' as '29 Aug 2023'), 'Expire Date' (labeled '7' as '30 Apr 2024'), 'Group' (labeled '8' as 'Sunshine'), 'Safety Induction Completed' (labeled '9' as 'Dangerous Goods Drivers license'), and 'Form' (labeled '10' as 'AA-IND01 SITE INDUCTION with SWMS list'). At the bottom is a grey button labeled 'COMPLETE CHECKLIST'.

NOTES:

- A new task will automatically show once the item is signed off using the expiry date. They will show with a green date for completing in the future.
- Due dates are shown as follows:
Red – Overdue
Orange - due in next 2 weeks
Green – due after 2 weeks
Signed Off current items are grey.
- Only [Training Courses](#) that are set to Induction, will appear in the list for step #8.
- If you currently don't have the document to upload then click  to save and exit.

← Onsite Safety Induction 

 Search

 Jack Field Ltd - Greenfields Herman ASpider  11 Feb 2019	 Signed Off
 Kermit Frog - 89 Pond Lane Forrest Hill Herman ASpider  30 Jun 2023	 Awaiting Sign Off
 Eveready Orchards - Packing Shed Herman ASpider  04 Aug 2023	 Awaiting Sign Off
 Jack Field Ltd - Greenfields Herman ASpider  05 Jun 2030	 Awaiting Sign Off

