1 Inductions					Sep-23
<ul> <li>From the Main Menu select: <ul> <li>Profile</li> <li>Inductions</li> </ul> </li> <li>These will ususally come through from the web appapear on your task menu.</li> <li>Click on the item and it will open with details, then proceed to step 7.</li> <li>Or click (+) to add a new item.</li> </ul>	<mark>p</mark> and	<ul> <li>Emer</li> <li>Repo</li> <li>Job I</li> <li>Docu</li> <li>Regis</li> <li>Profil</li> </ul>	Kermit Frog Nzdbleat         rgency Numbers         rt Issues Suggestions &         Docs       1         imentation         sters       2         le	<ul> <li>Profile</li> <li>Personal Details</li> <li>Medical Issue &amp; Injury History</li> <li>Licenses</li> <li>Certificate/Training Completed</li> <li>Inductions</li> <li>Training</li> </ul>	۵
<ol> <li>Select a Customer.</li> <li>Select the Worksite.</li> <li>Select a Job No if required.</li> <li>Your name will auto populate.</li> <li>Date will default to current date.</li> <li>Select an Expiry Date.</li> <li>If required select a Group.</li> <li>Select from the dropdown list of Safety Induction</li> <li>If required select an internal template form to completed.</li> <li>If a form is selected, click COMPLETE CHECKLIS</li> </ol>	ions. be T.	1 2 3 4 5 6 7 8 9 10	<ul> <li>Induction</li> <li>Customer Gotham City Police</li> <li>Worksite 1 Birriwa Street, Gro Job No 48129</li> <li>Job Name Michael Fitzmauric</li> <li>Staff</li> <li>Fred Flintstone</li> <li>Date 29 Aug 2023</li> <li>Expire Date 30 Apr 2024</li> <li>Group Sunshine</li> <li>Safety Induction Complet Dangerous Goods I Form</li> <li>AA-IND01 SITE IND</li> <li>Contemport</li> </ul>	S Academy Parkside eystanes NSW, Australia e e d Drivers license UCTION with SWMS list	
Site Authorised Person 11. 11  Tep on circle to open pop up field for sign Site Authorised Person 13. Full Name 13. 12. Fred Hold Position 14. Manager NO 13 CLEP 14  VONE	Tick the b Have the p They need Click ✓ D TE: this ste	ox for the s person type d to sign in f ONE. ep is optiona	ite person condu e in their Full Nar the box. al	uction the induction. me. & Position	

15. Click +ADD FILE	15	+ ADD FILE	• VIEW FILE
16. Click save 💟 .		16 🕑	
17. Click 🖤 to complete.		Tap green circle to sign off	Photo and signature are needed <b>17</b>

## NOTES:

- If there is no document to add then simple attach any picture to the task.
- A new task will automatically show once the item is signed off using the expiry date.
   Previous items will be archived.
- 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 <u>Training Courses</u> that are set to Induction, will appear in the list for step #8.

⊱ Onsite Safety Induction 🛛 🖓				
Q Se	earch			
	Jack Field Ltd - Greenfields Herman ASpider I 1 Feb 2019	Signed Off		
II (60) Alexant	Kermit Frog - 89 Pond Lane Forrest Hill Herman ASpider 30 Jun 2023	Awaiting Sign Off		
A Market Market	Eveready Orchards - Packing Shed Herman ASpider 1 04 Aug 2023	Awaiting Sign Off		
III TRUL HOLANI	Jack Field Ltd - Greenfields Herman ASpider 05 Jun 2030	Awaiting Sign Off		

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Sep-23