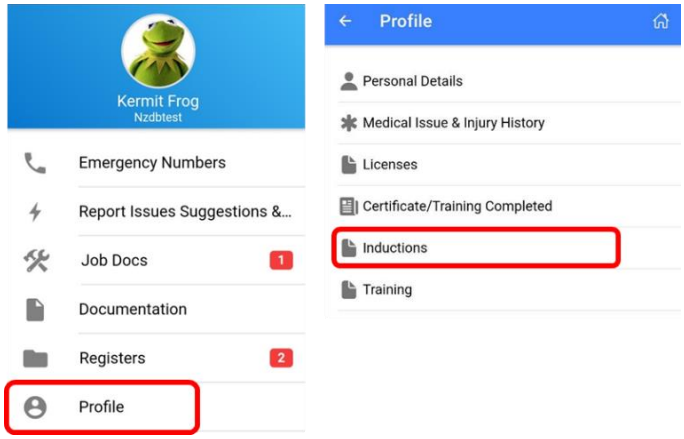
From the Main Menu select:

- Profile
- Inductions

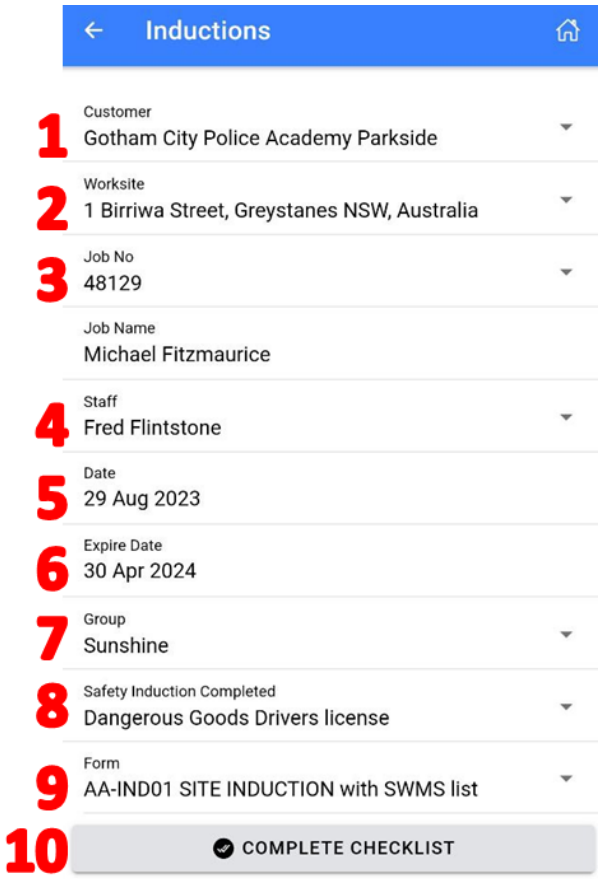
These will ususally come through from the web app and appear on your task menu.

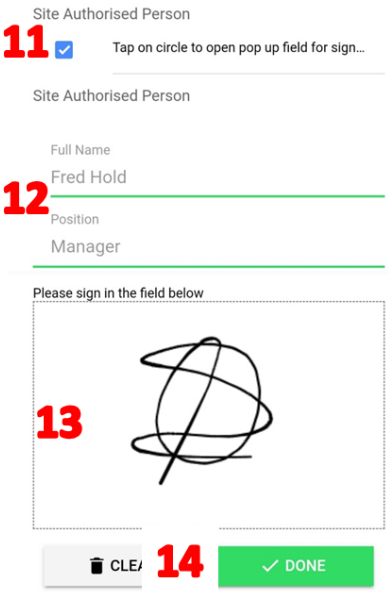
Click on the item and it will open with details, then proceed to step 7.

Or click + to add a new item.



1. Select a Customer.
2. Select the Worksite.
3. Select a Job No if required.
4. Your name will auto populate.
5. Date will default to current date.
6. Select an **Expiry Date**.
7. If required select a **Group**.
8. Select from the dropdown list of **Safety Inductions**.
9. If required select an internal template form to be completed.
10. If a form is selected, click **COMPLETE CHECKLIST**.

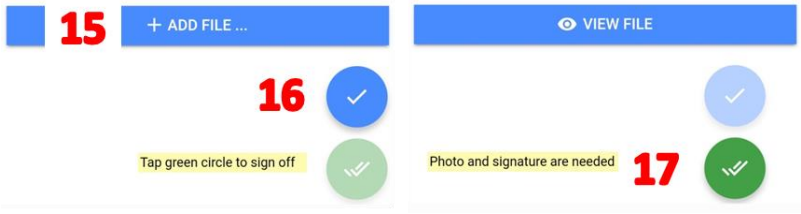




11. Tick the box for the site person conduction the induction.
12. Have the person type in their Full Name. & Position
13. They need to sign in the box.
14. Click ✓ DONE.

NOTE: this step is optional

15. Click **+ADD FILE..**.
16. Click save .
17. Click to complete.



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 **Training Courses** that are set to Induction, will appear in the list for step #8.