



Click on the task from the home page or navigate from the main menu to Registers – Safety Memo Register

The screenshot shows the 'Safetyminder' app interface. At the top, there's a 'Scan QR Code' button. Below it, a 'Tasks' section lists filters: 'Filter By Expiry Period' (Expired, Expi...), 'Filter By Task Type' (Safety Memo), and 'Filter By Job No' (All). A task entry 'Safety Memo - Recall of Bostix Glue - please ...' dated '11 Apr 2025' is highlighted with a red box. On the right, a user profile for 'Kermit Frog' is shown. Below the profile are menu items: 'Emergency Numbers', 'Report Issues Suggestions & Le...', 'Job Docs', 'Documentation', 'Registers' (highlighted with a red box and a '4' notification), and 'Profile' (with a '1' notification).

1. Click on memo you wish to view.
2. Click on the icon to read the document, then return to Safety Memo Register.
3. Now the Sign Off button is active and can be clicked.
4. You can open any safety memo entry and read the document again.

The first screenshot shows the 'Safety Memo Register' screen with a search bar and a list of tasks. The task 'Recall of Bostix Glue - ...' dated '11 Apr 2025' is marked 'Not Signed Off' and has a red '1' next to it. The second screenshot shows the details of the selected memo, including 'Title: Recall of Bostix Glue - please return all items to hea...', 'Date: 11 Apr 2025', and 'Version Number: 0'. A PDF icon for 'Plant Inspection.pdf' is shown with a red '2' next to it. The third screenshot shows the same details, but the 'Sign Off' button is now active (green) and has a red '3' next to it.

NOTES:

- Click the link for help viewing [PDF Documents](#) on Android devices.

