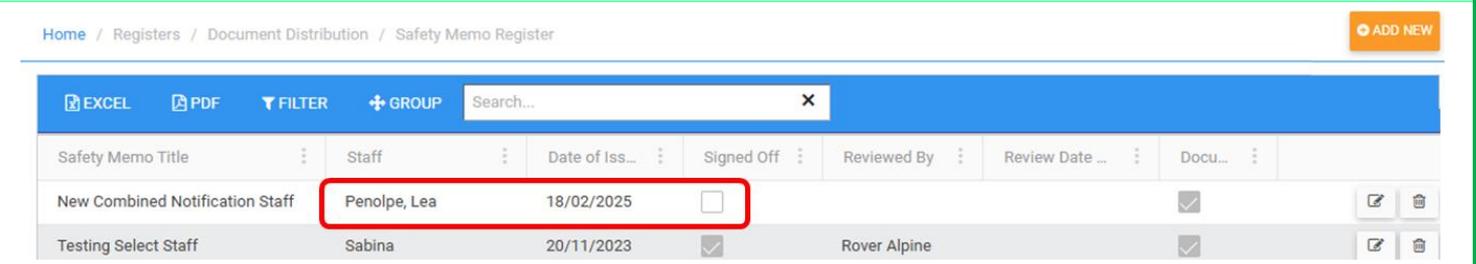
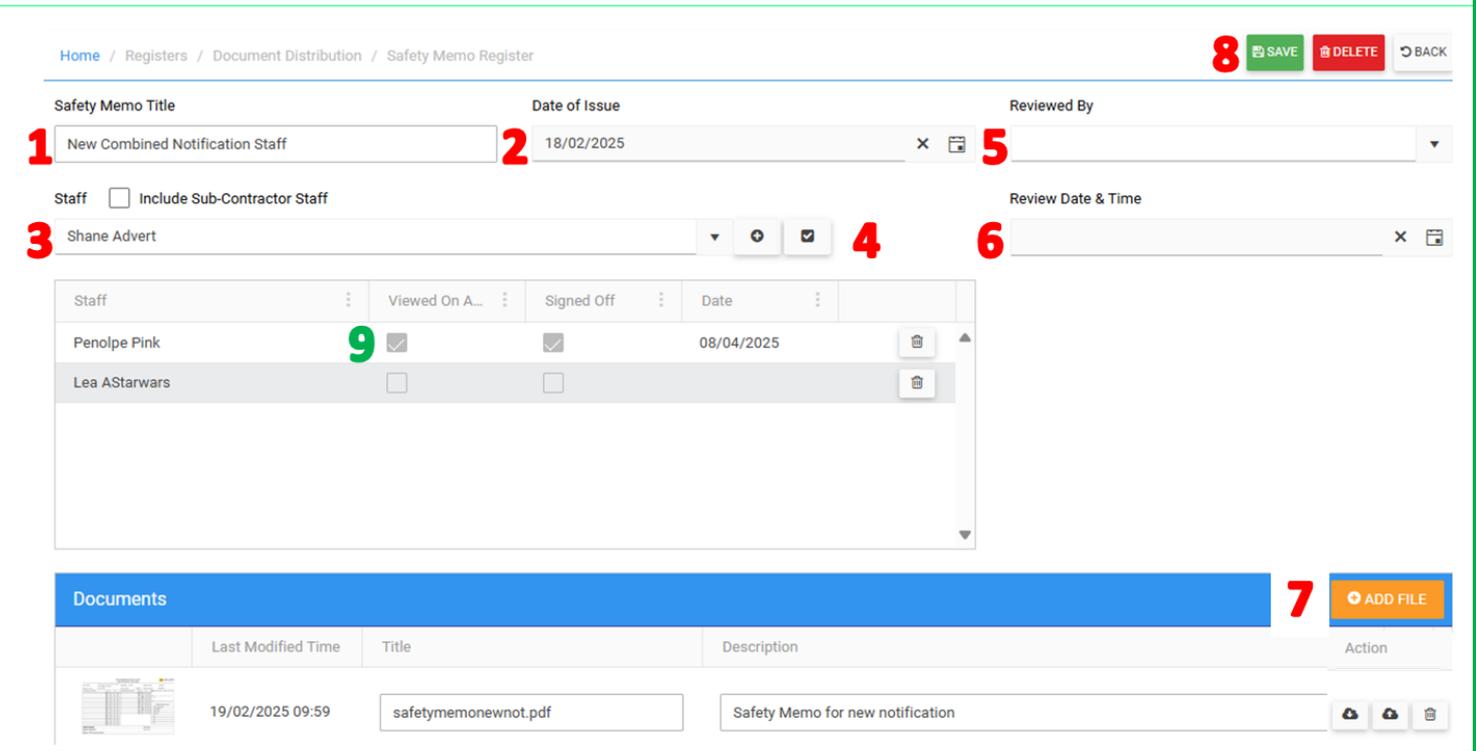




These can be found in Registers/Document Distribution/Safety Memo Register. Click **+ADD NEW** to create new ones. Use the filter and search bar to find specific entries. Entries will show as Signed Off once all staff have completed the task in the mobile app.



1. Type in a Title.
2. Date of Issue will auto populate, click the calendar icon to change the date.
3. Select individual staff members by selecting them from the drop-down list of staff and clicking .
4. Or, click **+** to add all team members to the list.
5. If required select "Reviewed by" from the drop-down list – this field is optional.
6. If required select a Review Date & time – this is optional.
7. Click **+ADD FILE** to load a [document](#) – this is optional.
8. Click **SAVE**.
9. When staff have viewed and signed off the task in the mobile app ticks will show in the grid, along with the date.



Tasks will need to be viewed and signed off in the Mobile App in [Registers/Safety Memo Register](#)

