Once you are in the Warehouse/Office Inspection Register click **+ADD NEW**

1. Select the Inspecation Date.
2. Select the Staff member who will be completing the inspection.
3. Choose the location that requires inspecting or click + to add a new one.
4. Pick the Template to be used (note only Template/Forms that have been locked with appear in the list).
5. To create a reoccuring task select the Inspection Interval. Once this is signed off in the mobile app Safeyminder will automatically recreate a new task.
    Note: New Intervals can be added under Administration/Asset Management/ Service-Test Interval Type.
           For one off tasks select NA from the menu.
6. Click 🖫 **SAVE** the task can now be completed on the Mobile App.

7. The Completed Date & Signed Off will populate once the task has been completed on the Mobile App.
8. Corrective Actions added in the mobile app will appear here or click **+ADD** for any additional items required.
9. The form completed in the mobile app will populate in the Documents section.
    Click **+ADD FILE** to load any other documents.