

To distribute a new document to staff click **+ADD NEW** from the grid.

1. Select the Type - this will determine the documents that are display in #2.
2. Select the document – these are loaded in [Documentation/Other](#)
3. Date will populate with today’s day – this can be changed if required.
4. If required select who will review this document – this can be left blank.
5. [Select Staff](#) as required by using the + or ✓ options.
6. Review Date & Time will automatically populate.
7. Click **SAVE**

[Home](#) / [Registers](#) / [Document Distribution](#) / [Other](#)

7 **SAVE**

1 Type Plans 2 DocumentOther D01-V1-Disaster Plan 3 Date of Issue 2/12/2020 4 Reviewed By Rod Jensen

Staff Include Sub-Contractor Staff

Rover Alpine 5 **+** **✓** 6 Review Date & Time 31/05/2021

Staff	Viewed On App	Signed Off	
Rover Alpine	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile Craig	<input type="checkbox"/>	<input type="checkbox"/>	
George Foreman	<input type="checkbox"/>	<input type="checkbox"/>	
Kermit Frog	<input type="checkbox"/>	<input type="checkbox"/>	
Rod Jensen	<input type="checkbox"/>	<input type="checkbox"/>	
Arash Oshnoudi	<input type="checkbox"/>	<input type="checkbox"/>	

8 **Documents**

Last Modified Time	Title	Description	Action

8. After you click Save the document will load.

These can viewed and signed off in the mobile app in [Registers/Other Documents](#)

NOTE:

- When a new document is uploaded Documentation/Other for this item a new task will be automatically created to distribute this to ALL staff who are enabled i.e. non archived
- When staff members have viewed and signed off the Document in the mobile app ticks will appear in the columns

Staff	Viewed On App	Signed Off
Kermit Frog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>