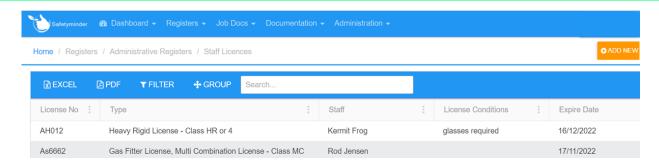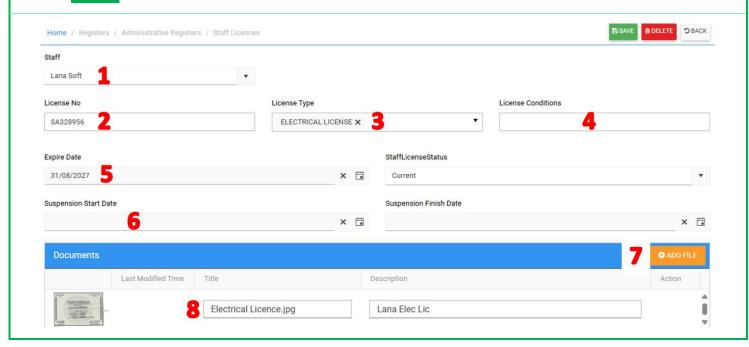This register displays all your Staff Licences, as per below. This allows you to **filter, sort and export** lists as required.

From Registers/Administrative Registers/Staff Licences select **+ADD NEW**:

1. Select the Staff Member.
2. Type in the Licence No.
3. Select the type of licence from the drop down list.
4. Type in any conditions that apply to the licence
5. Select the expiry date of the licence.
6. Suspension dates would not normally be added at this stage, they might occur at a later date.
7. **Add Documents** by clicking **+ADD FILE**.
8. Click 💾 **SAVE**.

They show in the Mobile App under Staff member's profile.

NOTES:

- When a new licence is issued change the expiry date and load a new document. Old ones can be kept or deleted as required.

- To push Licences and their updates into SIMPRO you will need to have SIMPRO Employee Id's loaded into Safetyminder as shown.

simPRO – Employee Details