



This register displays all your Staff Licences, as per below. This allows you to [filter, sort and export](#) lists as required.

<a href="#">SafetyMinder</a> <a href="#">Dashboard</a> <a href="#">Registers</a> <a href="#">Job Docs</a> <a href="#">Documentation</a> <a href="#">Administration</a>					
<a href="#">Home</a> / <a href="#">Registers</a> / <a href="#">Administrative Registers</a> / <a href="#">Staff Licences</a> <a href="#">ADD NEW</a>					
<a href="#">EXCEL</a> <a href="#">PDF</a> <a href="#">FILTER</a> <a href="#">GROUP</a> <input type="text" value="Search..."/>					
License No	Type	Staff	License Conditions	Expire Date	
AH012	Heavy Rigid License - Class HR or 4	Kermit Frog	glasses required	16/12/2022	
As6662	Gas Fitter License, Multi Combination License - Class MC	Rod Jensen		17/11/2022	

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**.

[Home](#) / [Registers](#) / [Administrative Registers](#) / [Staff Licences](#) [SAVE](#) [DELETE](#) [BACK](#)

Staff  
Lana Soft **1**

License No  
SA328956 **2**

License Type  
ELECTRICAL LICENSE x **3**

License Conditions  
**4**


Expire Date  
31/08/2027 **5**

StaffLicenseStatus  
Current

Suspension Start Date  
**6**

Suspension Finish Date

**Documents** **7** [+ADD FILE](#)

	Last Modified Time	Title	Description	Action
		Electrical Licence.jpg <b>8</b>	Lana Elec Lic	

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.

[Home](#) / [Administration](#) / [Staff](#) / [\(Aaron Hodgen\)](#) / [Edit](#)

PERSONAL DETAILS

Simpro Info

Connection\_1 : SimproTechnicianID

4789

## simPRO – Employee Details

\* Employee Name

Aaron Hodgen

Position

Tester / Web Developer

Street Address

Search Address

Click here to upload photo

Created on: 19/04/2021  
Employee ID: 4789

