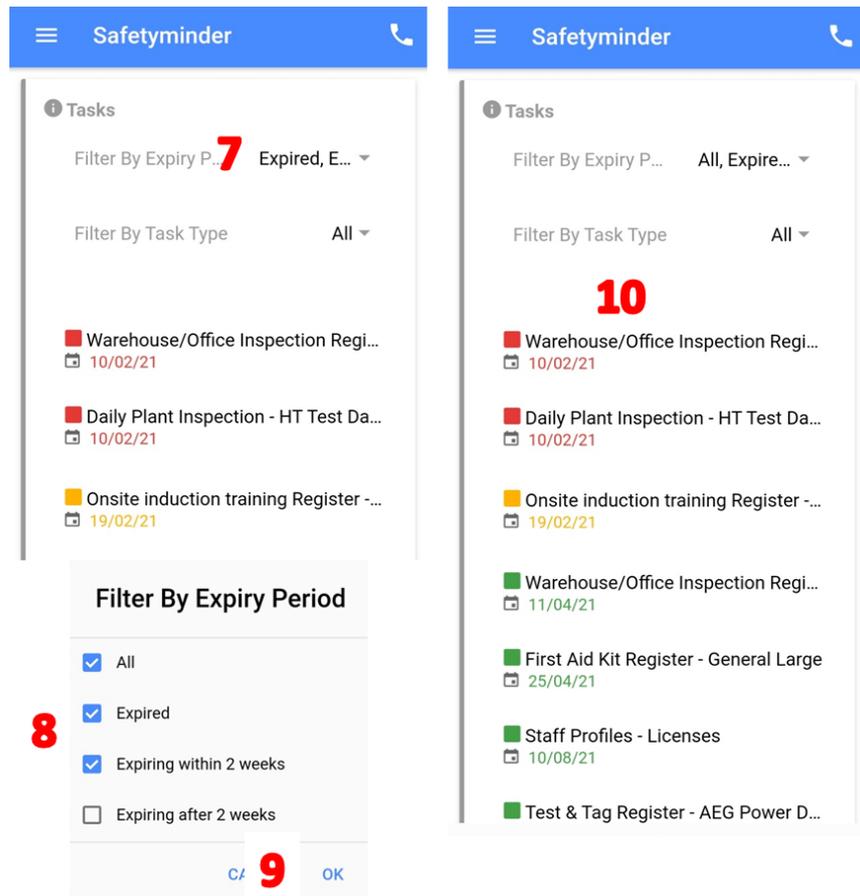




Your administrator will send you login details:

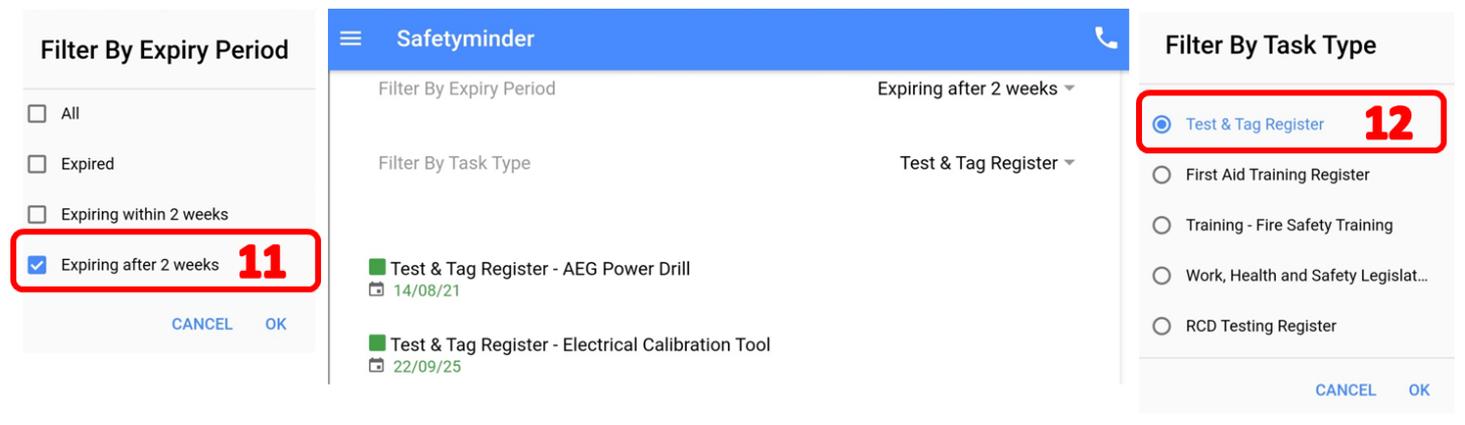
1. Type in the Company ID.
2. Click **NEXT**.
3. Type in your username.
4. Type in the password.
5. Use the  to view the password.
6. Click **LOGIN**.



7. The Expiry Filter defaults to show items that are expired and expiring in 2 weeks.
8. Clicking on the drop down and select items as required, select ALL.
9. Click OK.
10. All task assigned to you will now show.

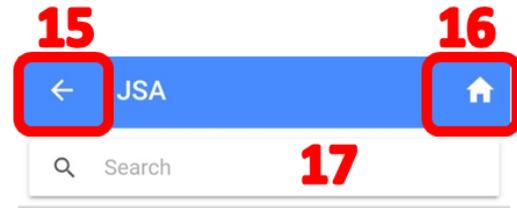
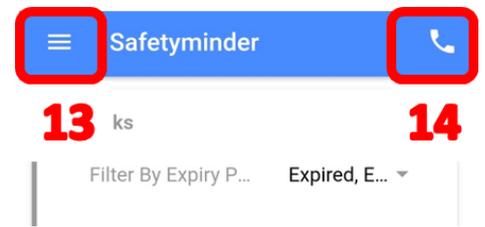
11. To view future tasks select Expiring after 2 weeks to see future items.

12. Click the Filter by Task to see specific tasks.



13. On the Home Page click  to access the Main Menu.

14. Clicking the  will open th Emergency Numbers loaded.



15. From any menu you can click  to go back one menu.

16. Click  to return to the Home Screen.

17. You can use the search field to narrow down what is displayed on many screens.

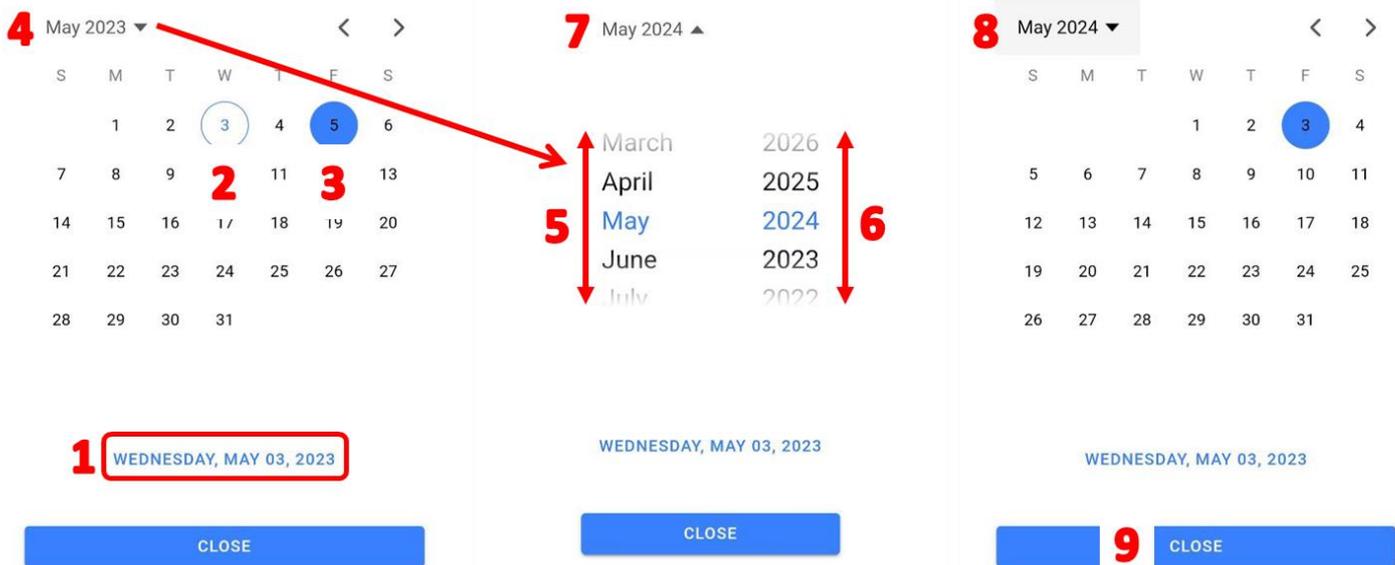
18. Click on your profile picture or the image box will open your Personal Details information.



A. Date Selector

When you click on any date field in the mobile app the date selector below opens:

1. Today's date will show at the bottom of the calendar and can be clicked at any stage to select.
2. It will also have a clear circle around it which you can select and click **CLOSE**.
3. Select any other date and click **CLOSE**.
4. To select a different month or year click the month/year.
5. Scroll thru the months to the one required.
6. Scroll thru the years to the one required.
7. The selection will show at the top, click this to select this month & year.
8. Click on the day required.
9. Click **CLOSE** to populate the date you have selected.



NOTES:

- To make logging in quicker click this link to see how to set a [Pin Code](#).
- Click this link [Forgotten Password - Mobile - SafetyMinder](#) for help to reset your password.

