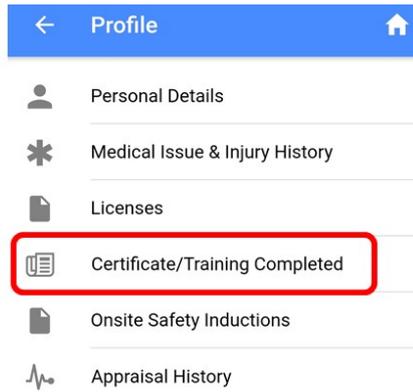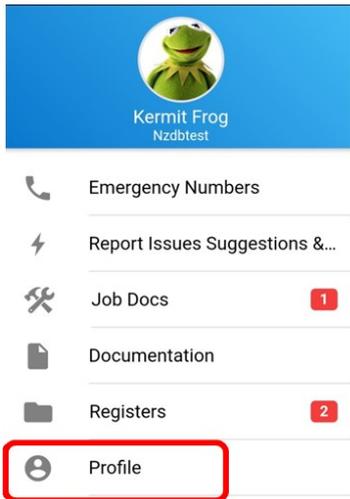These can be found in your Profile under Certificates/Training Completed.
All except the "Fire & Emergency Evacuation Drill" use the following workflow.
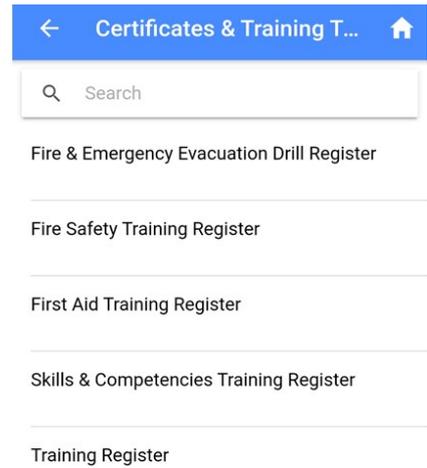

To Sign Off Items

1. Click 👁View Details.
2. Scroll down and tick the box for "Instructors Signature" if this is a historical item, just complete the fields.
3. Have the instructor type in their Name & the organisation code.
4. Sign the box and click ✓**Done**. This is to save the signature and required before completing the next steps
5. Click **+ ADD FILE**. If you don't have the certificate yet simply add any photo.
   This can be updated in the web app later on when the certificate comes through.

6. Click 🗸 to sign off.
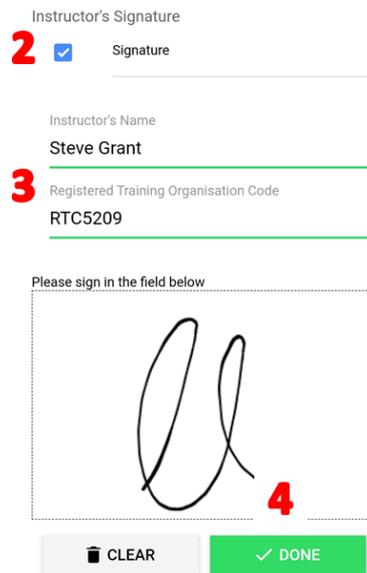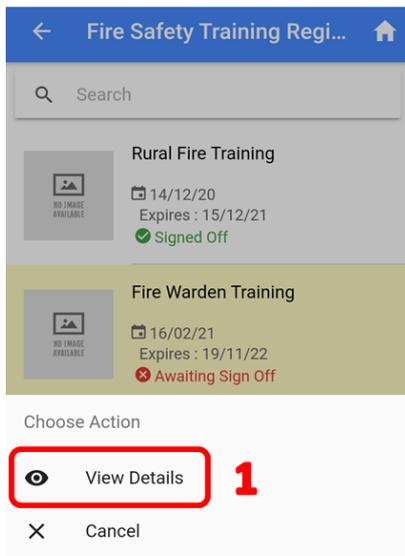
To add new items to any register

7. Click ➕.
   Fill in & complete steps 2-4 above.
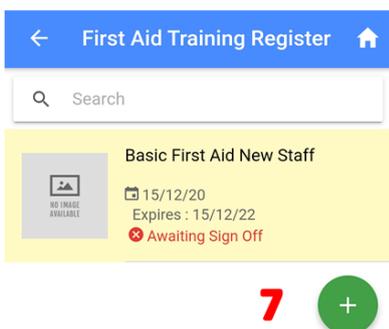
8. Click **+ADD FILE**
9. Click Save

10. Click Sign Off

NOTES:

- In the Fire Safety & First Aid training registers, once an item has been signed off a new task will be created in the system using the expiry date.

- There will be now 2 entries in the mobile app for the item.

- When the 2nd item is signed off the original will no longer show.

- You can search field at the top of them screen to narrow down the items displayed.