NOTE: Remember to have your technicians download and install the new version from Google Play or Apple Store.
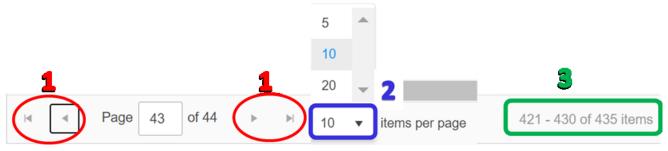
General Navigation on Web App Pages

Here are some notes on finding entries in web app registers or grid lists:
1. Use the arrows to flick between pages one by one or use the outside ones to move to the last or first page.
2. By default each grid list only displays 10 items.
   To change this click on the down arrow beside the 10 and select your choice.
3. In the bottom right corner it will tell you exactly how many items are in this grid.

You can also use the filters or search box in the top bar to find what you are looking for.
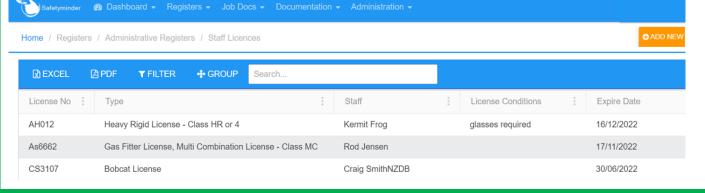Filters and Exporting - Safetyminder

Home / Registers / Administrative Registers / Staff Licences

There is a new register which displays all your Staff Licences, as per below.
This allows you to filter, sort and export lists as required.

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
CS3107	Bobcat License	Craig SmithNZDB		30/06/2022

Home / Administration / Staff

In Staff – Personal Details you can now enter a Date of Birth. This will now trigger a new notification 3 days prior, should you wish to acknowledge this.
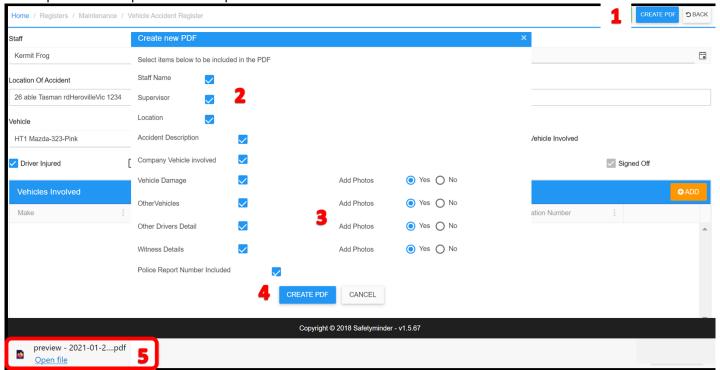
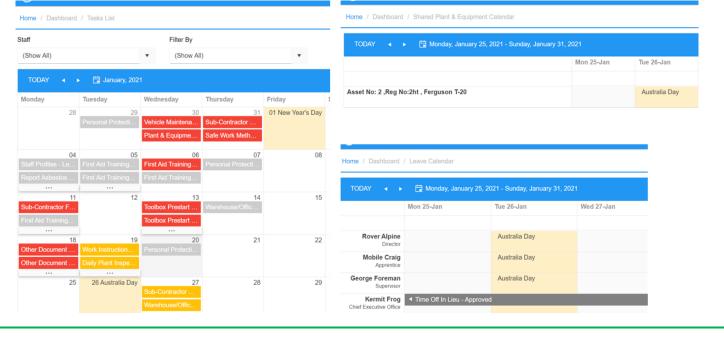## Home / Registers/ Maintenance/ Vehicle Accident Register

You can now generate a Vehicle Accident Report from any entry in the register:

1. Click **CREATE PDF** top right corner next to Back.
2. Untick items that are not required on the report.
3. Select whether photos for each section should be included.
4. Click **CREATE PDF.**
5. In the bottom left corner of your screen you will now have a PDF report to open, which can then be saved, emailed or uploaded as required. An example is attached.

Home / Dashboard Tasks List

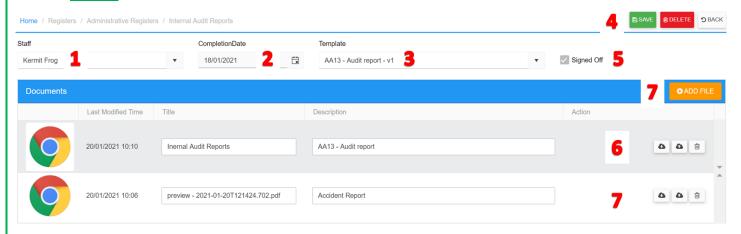Public Holidays will now show on all the calendar views, as per below.

Home / Registers / Administrative Registers / Internal Audit Reports

Using the bespoke forms builder you can now complete Internal Audits as per below. From the above menu select +ADD NEW.

1. Select the Staff member who will complete the internal audit.
2. Select the date it should be conmpleted by.
3. Choose the Template to be used. Note only Forms with the template type "Audit Report Internal" will show in the list.
4. Click 💾 SAVE

5. Signed Off will show as ticked once the form has been completed on the Mobile App.
6. The completed form will populate once completed on Mobile App.
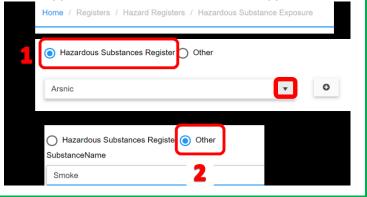7. Click +ADD FILE if you need to attached more files as shown.

Home / Registers / Hazard Registers / Hazardous Substance Exposure

There is a new option to enter other substances into this form. This applies to both the web and mobile app.

1. Selecting the radio button for Hazardous Substances Register will allow you to select from the dropdown list of substances in your companies register.

   Alternatively:
2. You can now select Other and type in the substance you have been exposed to.

Home / Registers / Maintenance / Plant & Equipment Register

In the plant & equipment register you can select a License Type that is required to operate this machinery.
If you are assigning to this item to staff who do not have a valid version of this licence type entered, an error message will display bottom left after clicking 💾 SAVE.
Safetyminder cross checks with the Staff Licences Register e.g. only Rover & George can be assigned to this item.

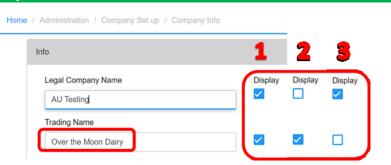## Home / Administration / Company Set up / Company Info

You can now change the Legal Company Name if required.
There is a new option to add a Trading name to your company information.
The following options can be chosen:
1. Both names will be displayed.
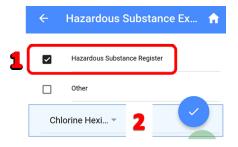2. Trading name only displayed.
3. Legal Company Name only displayed.
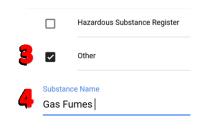
This will affect forms headers and other documents.

Home / Administration / Company Set up / Company Info

Info

Legal Company Name
AU Testing

Trading Name
Over the Moon Dairy

	1 Display	2 Display	3 Display
	☑	☐	☑
	☑	☑	☐

Mobile / Report Issues Suggesstio…/ Hazardous Substance Exposure

There is a new option to select the register or type in another substaance.
1. Click Hazardous Substance Register.
2. Select a substance from the drop down list.

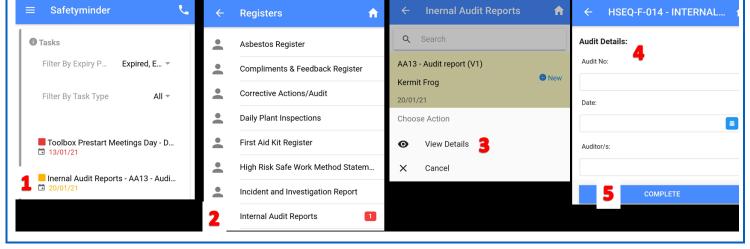3. Alternatively click Other.
4. Type in the substance name.

← Hazardous Substance Ex… 🏠

1 ☑ Hazardous Substance Register
☐ Other
Chlorine Hexi… ▾ 2 ✓

☐ Hazardous Substance Register
3 ☑ Other

Substance Name
4 Gas Fumes

Mobile / Register / Internal Audit Report

Task will be created and assigned in the web app, as per above.
1. On the home screen a new task will show.
2. You can either click on it to go straight to the Internal Audit Reports register or from the main menu click Registers, then Internal Audit Reports.
3. Click on the item to be completed and select View Details from the Actions.
4. Fill in all the required details.
5. Click **COMPLETE** when the report is finished. This will mark the task as signed off in the web app and attached the completed Form to the task.

☰ Safetyminder 📞

ⓘ Tasks
Filter By Expiry P… Expired, E… ▾
Filter By Task Type All ▾

🟥 Toolbox Prestart Meetings Day - D…
📅 13/01/21

1 🟧 Inernal Audit Reports - AA13 - Audi…
📅 20/01/21

← Registers 🏠
👤 Asbestos Register
👤 Compliments & Feedback Register
👤 Corrective Actions/Audit
👤 Daily Plant Inspections
👤 First Aid Kit Register
👤 High Risk Safe Work Method Statem…
👤 Incident and Investigation Report
2 Internal Audit Reports 🔴 1

← Inernal Audit Reports 🏠
🔍 Search
AA13 - Audit report (V1) ⊕ New
Kermit Frog
20/01/21
Choose Action
👁 View Details 3
✕ Cancel

← HSEQ-F-014 - INTERNAL…
Audit Details: 4
Audit No:
Date: 📅
Auditor/s:
5 COMPLETE

NZ DB Test
Vehicle Accident Report

Staff Name	Mobile Craig
Supervisor	Rover Alpine
Date	09/11/2020
Location	Add google map here with a pin showing current location
Accident Description	Test
Company Vehicle	HT1 Mazda-323-Pink
Vehicle Damage	Test
PoliceReport Number	
Vehicle Accident	
Other Vehicle	
Witness Detail	
Other Driver	

Other Vehicles

Make	Model	Color	Year Manufacture	Registeration Number
Mitsubishi	Pajero	Silver	2011	Hanshi

Other Drivers

Name	Gender	Post Code	Date of Birth	Address
Joe blow	Male	0000	01/06/1995	Any street

Return the Template to Edit mode

Forms are "locked" in 2 different ways.
1. Template Status – where they are locked so they can be used in Job Docs and sent out for Distribution to staff.
2. Editing User – this locks the template to the user displayed. This requires the steps below to put it back into edit mode for another user.

Home / Administration / Templates / Forms

EXCEL	PDF	FILTER	GROUP	Superseded ☐	Hide Versions ☐	aht03	
Docu...	Ve...	Full Title		Template Type	**1** Template Status	Editing User	**2**
AHT03	1	End to End Work Instructions-v1		Work Instruction/Policies etc	Locked	Heidi Thonig	

From Administration/Template/Forms

1. Double Click to open the Template

2. Click Back, top right.

3. Click YES to return to edit mode.

This will remove the editing user and allow someone else to make changes or create new versions etc.

Home / Administration / Templates / Forms

SAVE   DELETE   **2**   BACK

Title
Warehouse Inspect

Template Type
Warehouse/Office Inspections ▼

Job Docs ▾   Documentation ▾   Administration ▾

Edit Mode   ✕

Return the Template to Edit mode ?

3   YES   NO

-Contractor Templat