

**NOTE:** Remember to have your technicians download and install the new version from Google Play or Apple Store.

## Change to Templates inside Registers:


If you are using any of the registers below you will need to make sure the Forms you are using have been locked.

- Registers/Administrative Registers/Internal Audit Reports
- Registers/Administrative Registers/Warehouse-Office inspection Register
- Registers/Maintenance/Daily Plant Inspection

1. Check that you have locked versions of the required forms.

[Home](#) / [Administration](#) / [Templates](#) / [Forms](#)


<a href="#">EXCEL</a> <a href="#">PDF</a> <a href="#">FILTER</a> <a href="#">+ GROUP</a> <a href="#">Superseded</a> <input type="checkbox"/> <a href="#">Hide Versions</a> <input type="checkbox"/>			
Search...			
Document ID	Full Title	Template Type	Template S...
AA13	Audit Report Simple-v1	Audit Report Internal	Locked
HSEQ-F-014	INTERNAL AUDIT FORM & REPORT-v1	Audit Report Internal	Locked
D10	Daily Plant-v1	Daily Plant & Equipment inspections	Locked
EDSA002	Plant Checklist Post Use-v1	Post Use Check List	Locked
EDSA001	Pre-Use Plant Checklist-v1	Pre Use Check List	Locked
AWI10	Warehouse Inspect-v1	Warehouse/Office Inspections	Locked

2. Open ALL Internal Audit Report tasks that are NOT signed off.  
Click in the drop down menu and select the required Template. Click  **SAVE**

[Home](#) / [Registers](#) / [Administrative Registers](#) / [Internal Audit Reports](#)

 **SAVE**  **BACK**

Staff	CompletionDate	Template
Kermit Frog	3/02/2021	AA13 - Audit Report Simple - v1

3. Open ALL Warehouse/Office Inspection Tasks that have NOT been signed off.  
Click in the drop down menu and select the required Template. Click  **SAVE**

[Home](#) / [Registers](#) / [Administrative Registers](#) / [Warehouse/Office inspection Register](#)

 **SAVE**  **DELETE**  **BACK**

Inspection Date	Staff	Location Inspected	Template
11/04/2021	Kermit Frog	Chemical Storage Shed	AWI10 - Warehouse Inspect - v1

4. For the Daily Plant Inspection these are load in the Plant & Equipment Register as shown below.  
Also, check if you are using Pre & Post Use Check Lists for shared plant & equipment.

[Home](#) / [Registers](#) / [Maintenance](#) / [Plant & Equipment Register](#)

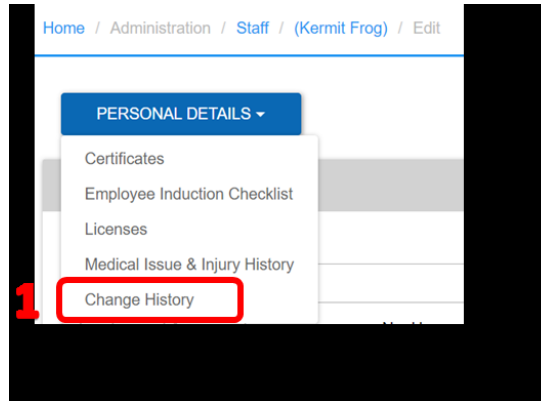
Asset Type	Asset No	Registration/Serial No	Date Added
Plant	2	2ht	4/02/2020
Asset Description			
Ferguson T-20			
Asset Status	Test & Tag Identification Number		
Current			
<input checked="" type="checkbox"/> Is this item shared Plant & Equipment? <input checked="" type="checkbox"/> Safety Data Sheet Available <input checked="" type="checkbox"/> Equipment Manual Available <input type="checkbox"/> Is a Risk Assessment required?			
Assigned To		License Type	Daily Inspection Template
<input type="radio"/> Staff <input checked="" type="radio"/> Location Stored		Heavy Combination License - Class HC or 5	D10 - Daily Plant - v1
Rear Shed			
Pre Use Check List		Post Use Check List	

## Home / Administration / Staff (Kermit Frog) / Change History

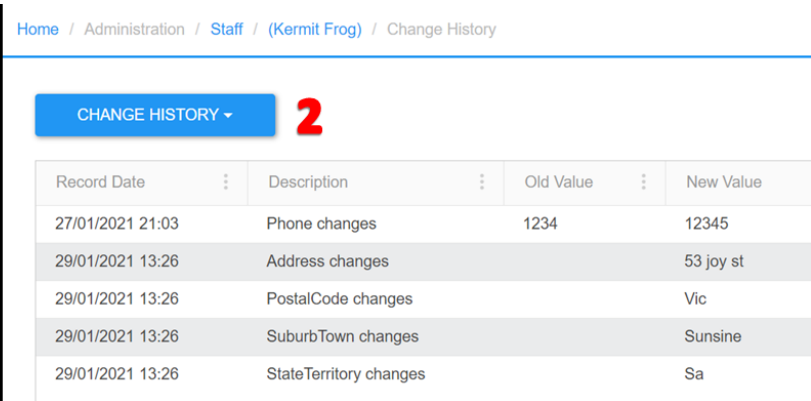
Exciting New Feature – when a user makes any change in the mob app under Profile/Personal Details (as per below) e.g. change their phone number or address.

- The administrator will now receive an email notification.
- The changes will also be tracked on the web app as per below:
  - There is a new tab for “Change History”
  - The history displays all changes made.

Home / Administration / Staff / (Kermit Frog) / Edit




Home / Administration / Staff / (Kermit Frog) / Change History




Record Date	Description	Old Value	New Value
27/01/2021 21:03	Phone changes	1234	12345
29/01/2021 13:26	Address changes		53 joy st
29/01/2021 13:26	PostalCode changes		Vic
29/01/2021 13:26	SuburbTown changes		Sunsine
29/01/2021 13:26	StateTerritory changes		Sa

## Mobile / Profile / Personal Details

In Profile – Personal Details if you make changes this will now be recorded in the web app under your staff profile (see above).

i.e. update your email, phone numbers or address and click 

← Personal Details


Username  
**kfrog**

Firstname  
**Kermit**

Lastname  
**Frog**

Email  
**support@safetyminder.co**

Address  
**72 High St, Adelaide, SA6790**


Mobile  
**021530144**

Phone  
**082358963**

Suburb / Town

State or Territories

Postal Code



## Mobile / Login

If a mobile user forgets their PIN Code there is now an option to clear it.

- Click on [Clear PIN Code](#)
- This will return you to the logon screen where you can enter your password again.

If the user can't remember their password this can be reset in the Staff profile in the web app.



PIN Code

1

[Clear PIN Code](#)

LOGIN



Username

Kfrog

Password

2



LOGIN

## Mobile / About / Report an Issue

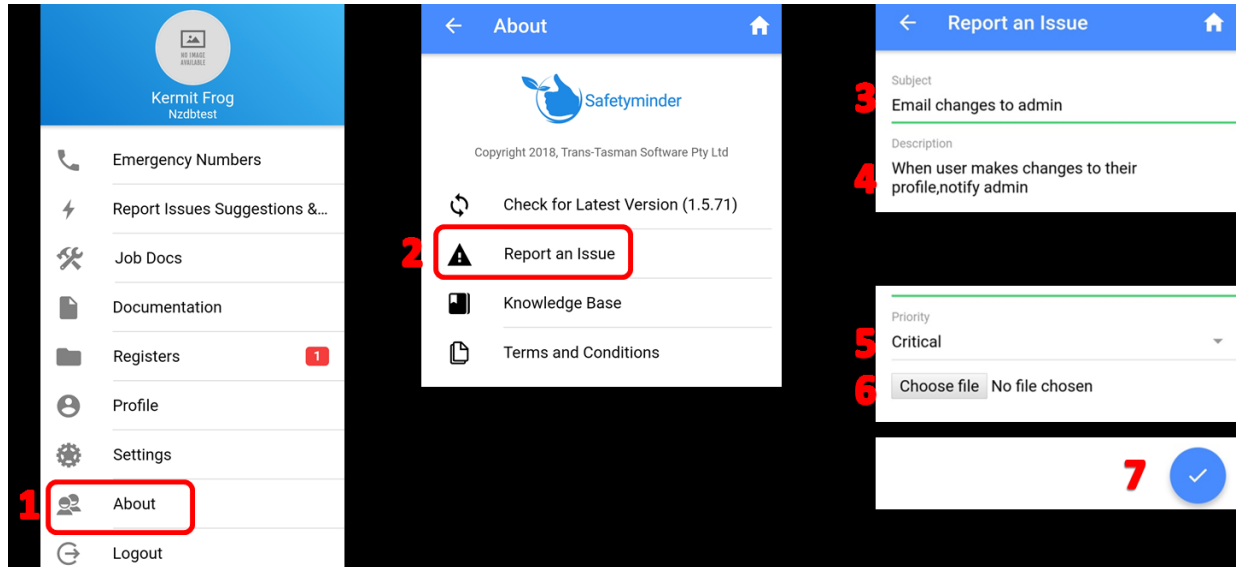
This is for documenting any changes or technical issues in the Safetyfinder Software.

From the main menu:

1. Select About
2. Click Report an Issue

reporting

3. Type in a subject
4. Type in a detail description of the issue.
5. Select the Priority from the list.
6. If you have any screenshots or files click "Choose file" to upload.
7. Click Save



## 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](#)



## 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 Distrution 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](#)

Docu...	Ve...	Full Title	Template Type	Template Status	Editing User
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.

