Safetyminder New Release Notes V1.7.52 Feb-21

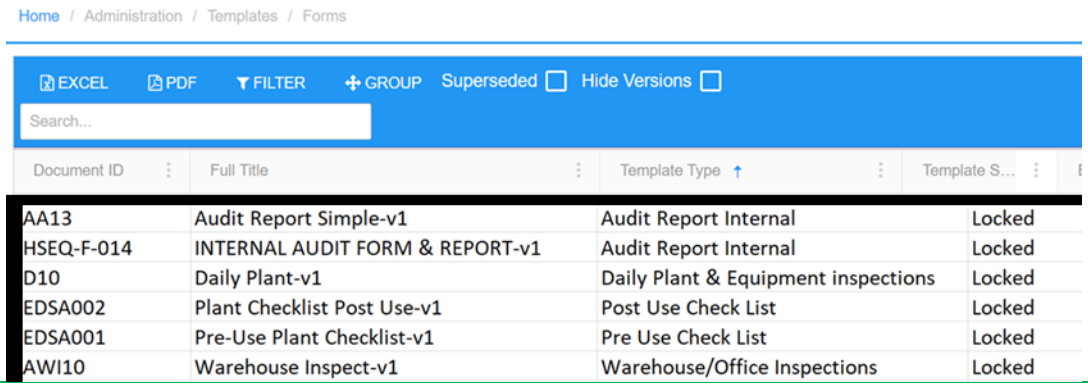
NOTE: Remember to have your technicians download and install the new version from Google Play or Apple Store.

Change to Templates inside Registers:

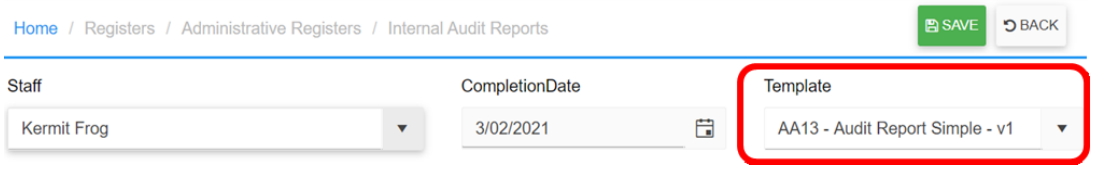
If you are using any of the registers below you will need to make sure the Forms you are using have been locked.

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

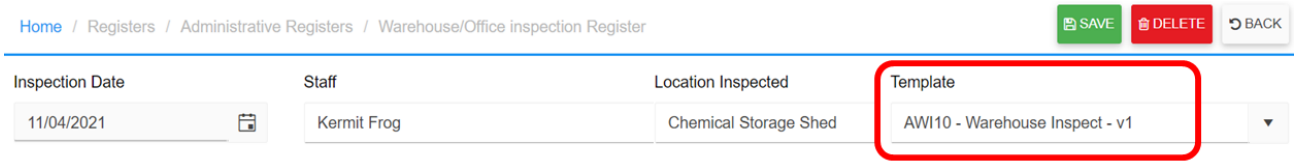
1. Check that you have locked versions of the required forms.



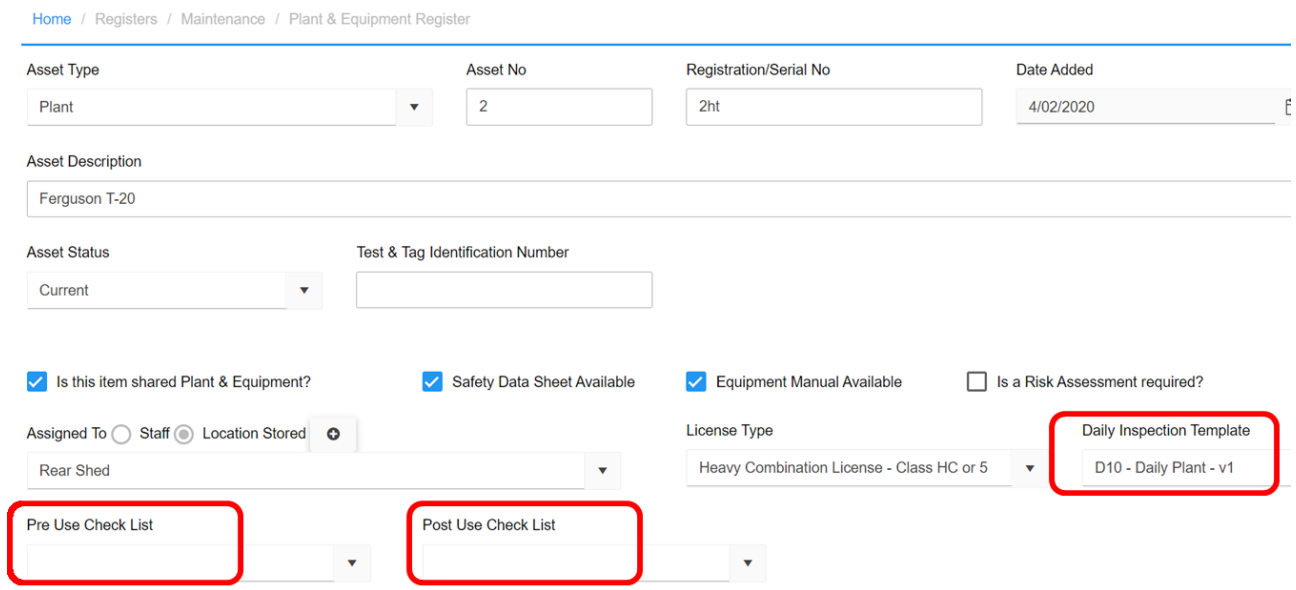
2. Open ALL Internal Audit Report tasks that are NOT signed off.
   Click in the drop down menu and select the required Template. Click **SAVE**



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**



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.



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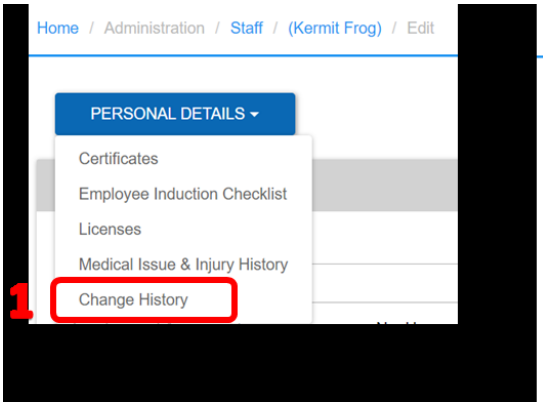
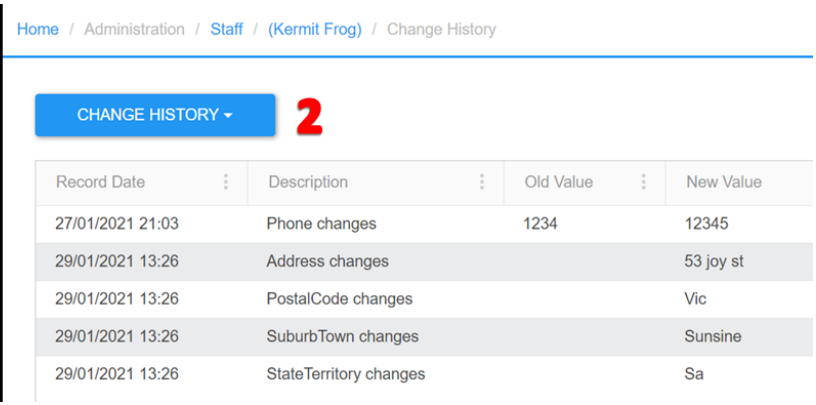
Home / Administration / Staff (Kermit Frog) / Change History

Exiciting 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:
  1. There is a new tab for “Change History”
  2. The history displays all changes made.

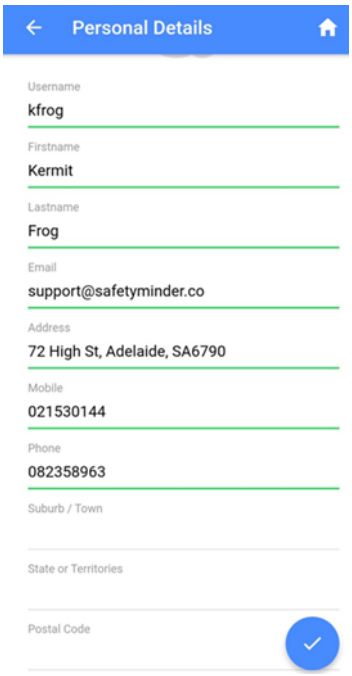




Mobile / Profile / Personal Details

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

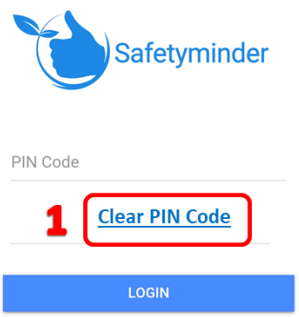


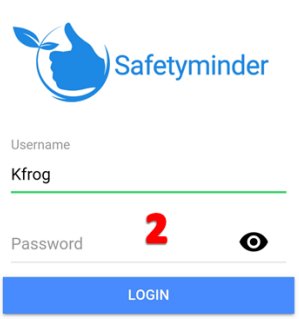
Mobile / Login

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

1. Click on **Clear PIN Code**
2. 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.



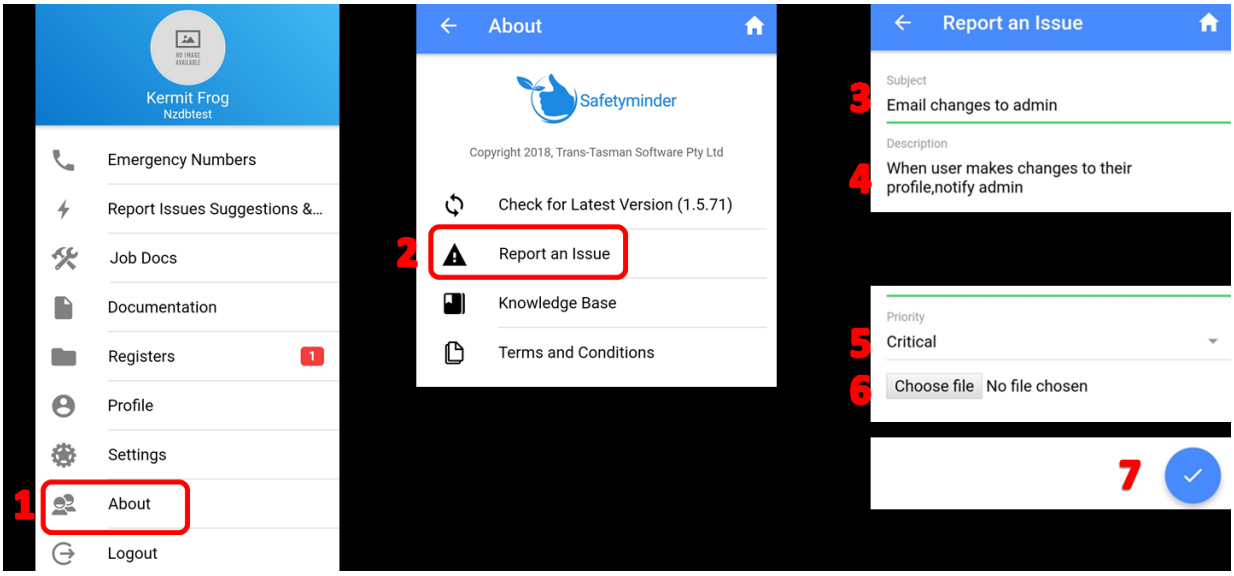


Mobile / About / Report an Issue

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

From the main menu:

1. Select About
2. Click Report an Issue
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 Tips

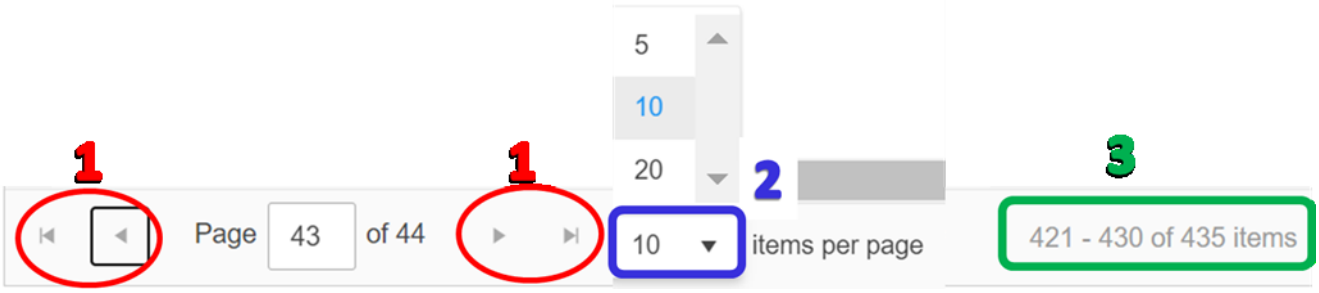
Feb-21

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.

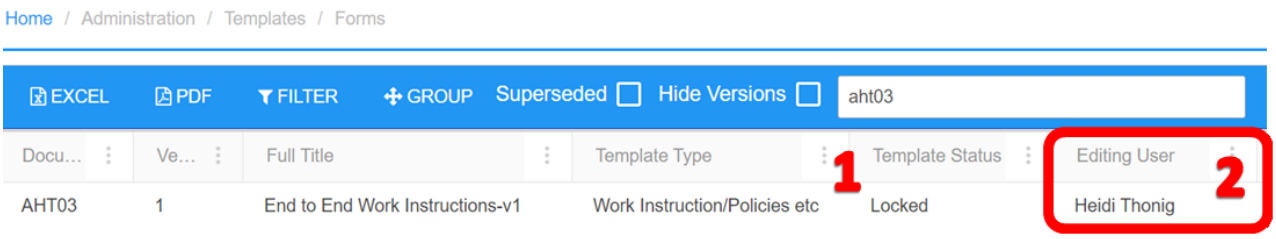
You can also use the filters or search box in the top bar to find what you are looking for.
Filters and Exporting - Safetyminder



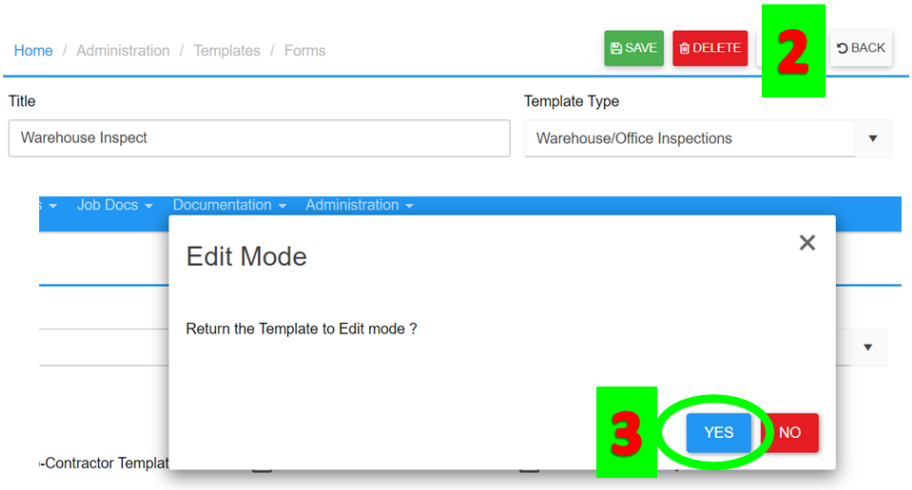
Return the Template to Edit mode

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.



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.