Job Doc – Adding Steps

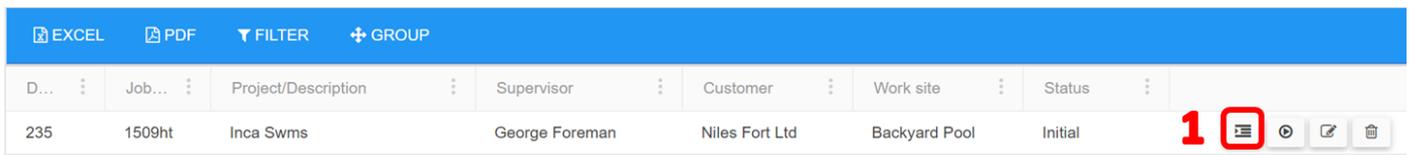**This gives you the option to include additional steps into a SWMS form.**
The Template/Form will require the appropriate widget for this to work, see notes below.

Create your Job Doc as usual and make sure to click YES to fill in the form on the web app.
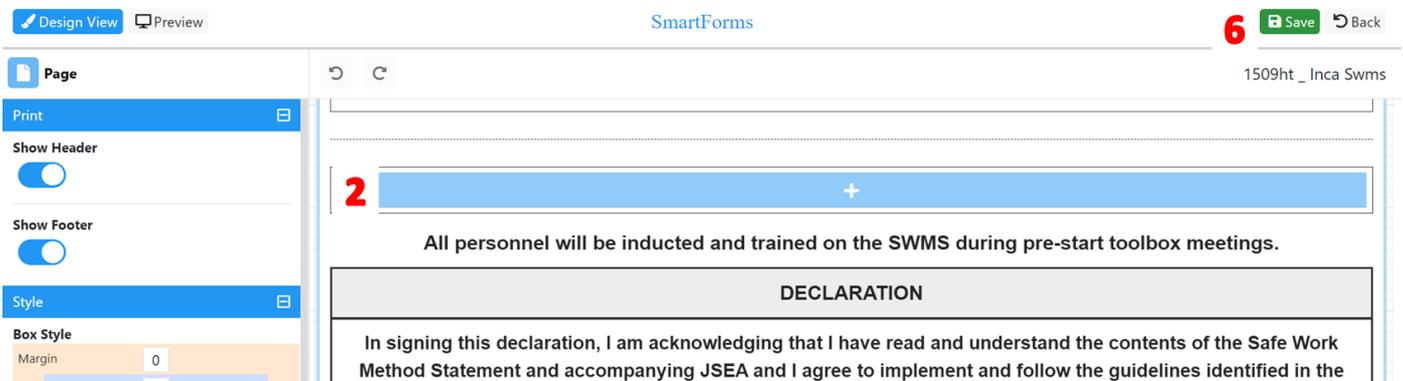
1. From the grid page click the "Steps" icon.

Home / Job Docs / Create new SWMS

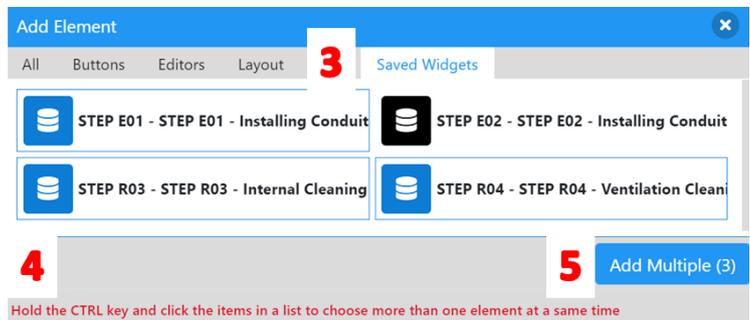|	EXCEL		PDF		FILTER		GROUP					
D...		Job...		Project/Description		Supervisor		Customer		Work site		Status
235		1509ht		Inca Swms		George Foreman		Niles Fort Ltd		Backyard Pool		Initial

1 🔲

2. This will open the Job Doc in Edit mode – only the container can be edited. All other data will appear in black. Scroll down to the Container and click **+**.

Design View Preview   SmartForms   **6** Save Back

Page   1509ht _ Inca Swms

Print

Show Header

Show Footer

Style

Box Style
Margin   0

2 **+**

All personnel will be inducted and trained on the SWMS during pre-start toolbox meetings.

DECLARATION

In signing this declaration, I am acknowledging that I have read and understand the contents of the Safe Work Method Statement and accompanying JSEA and I agree to implement and follow the guidelines identified in the

3. Click the Saved Widgets tab.

4. Click on the required widget or hold the CTRL key to select multiple widgets.

5. Click **Add Multiple**.

Add Element   ✖

All   Buttons   Editors   Layout   **3** Saved Widgets

🗄 STEP E01 - STEP E01 - Installing Conduit   ⬛ STEP E02 - STEP E02 - Installing Conduit

🗄 STEP R03 - STEP R03 - Internal Cleaning   🗄 STEP R04 - STEP R04 - Ventilation Cleani

4 _____ **5** Add Multiple (3)

Hold the CTRL key and click the items in a list to choose more than one element at a same time

test.safetyminder.com.au says

Close the Designer?

6 OK   Cancel

6. Click 💾 **SAVE** (as above).

7. Click OK to close and return to Create Job Docs.

Once assigned these are completed in the mobile app under Job Docs

1. The Template/Form must have a container in order to add steps. This will appear blank when creating the form.
2. In the properties scroll down to the binding section and add "Steps" to the tag.

- Only Widgets with type STEPS will be displayed under Saved Widgets for inclusion.