



- Once the Job Doc is on the Lock tab in the mobile app it will move to the Job Docs/Completed Jobs in the web app. Refer to [Job Docs on Mobile App - Section C](#).
- If the user selects Make Changes from the Lock Tab in the mobile app, then the Job Doc will move back to Create Job Doc menu i.e. SWMS will show in Job Docs/Create New SWMS with a status of "Assigned".
- A Signed Off date will show once the user has archived the Job Doc on the mobile app – [Section F](#)
- Use the [filters](#) and grouping to narrow down the job docs displayed.

Home / Job Docs / Completed Jobs

Doc ...	Customer	Job No	Work site	Supervisor	Signed ...	
161	Bobby Mail	1003CS	New Building	George Foreman	20/04/2021	
153	ACNE Construction	1234	Another One Bites	George Foreman	20/04/2021	

## A. Icons Explained

1. [Multi Sign Off](#) – section B.
2. Reassign – section C.
3. Print – generates a PDF report complete with Headers & Footers.
4. View – shows you the completed job doc in Formsminder.
5. Copy – creates a new Job Doc – section D.



## B. Multi Sign Off

From here you can see who has viewed & Signed Off the Job Doc.

You can also add other staff

1. Select from the dropdown list.
2. Click
3. Delete staff that are no longer required by click
4. Click [SAVE](#).

**NOTE:** only staff who have **NOT** signed off can be deleted.

Edit Item

Assigned To <input type="text" value="George Foreman"/>	Customer <input type="text" value="Yellow Submarine Ltd"/>	Work site <input type="text" value="Hope Centre"/>
Doc No <input type="text" value="212"/>	Job No <input type="text" value="78a"/>	Project/Description <input type="text" value="Garden"/>
Staff <input type="text" value=""/> <span style="float: right;">-2 </span>		
Staff	Viewed On App	Signed Off
Mobile Craig	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Super Women	<input type="checkbox"/>	<input type="checkbox"/>
Kevin WoodsNZDB	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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## C. Reassign Job Doc

1. Select from the "Reassign To" list.
  2. Click [SAVE](#).
- A notification will be sent to this person.

Edit Item

Assigned To <input type="text" value="George Foreman"/>	Reassign To <input type="text" value="Kermit Frog"/>
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2

## D. Copy Job Doc

1. From the Completed Jobs screen click .
2. A message will appear at the bottom of your screen that the operation has been completed successfully.
3. Depending on the form type a new job doc will be created with all the existing information in it e.g. SWMS. The status will be assigned, and all other functions are available to edit, create drafts and complete the job doc.

Home / Create Job Docs / Completed Jobs

Doc...	Date Created	Customer	Template Type	Template	Supervisor	Signed Off	
595	07/12/2022	Mountain Dew Ltd	JSA	JSA Expending Questions	Kermit Frog		   
591	29/11/2022	George Jungle Ltd	Checklists	RISK ASSESSMENT WORKSHEET	Super Women		   
590	27/11/2022	Chick & Hen Pty Ltd	SWMS	BLUBUILT CONSTRUCTIONS SWMS	Penolpe Pink		<b>1</b>    

**2**  The operation has been completed successfully.

**3**  Create Job Docs / SWMS 

Doc No	Job No	Project/Descr...	Supervisor	Customer	Work site	CreationDate	Status	
598	2205	Ordinary Stuff	Penolpe Pink	Chick & Hen Pty Ltd	ChickHen	17/01/2023	Assigned	      

4. In the Job Doc you can edit all the existing fields, add extra data etc as required.
5. To clear data when copying you need to select "Clear on Copy" for the specific repeater widget e.g. for Signature repeaters. This will be in either Administration/Templates/Forms or Administration/Templates/Widgets.

Company Name:

Contact Person:

Principal Contractor:

Person(s) involved in the development of this SWMS:

Consultation with workers on SWMS (including HSR if present):  Yes  N/A

Person responsible for SWMS compliance and review:

We, the undersigned, confirm that we have been consulted regarding the above SWMS and that its content is current and that we are competent to complete the work safely and without risk to our controls in this SWMS must be applied as documented, otherwise work is to cease immediately and we will ensure the public remain.

<b>5</b> Worker's Name	Job Title	Principal Qualification, License or Ticket
Other Names	Job Title	Principal Qualification, License or Ticket

Design View Preview

Repeater

General

Min Width (px)

Allow Add Item

Delete Item

Responsive

Visible

Show Header

**5**  Clear on Copy

We, the undersigned, confirm that we confirm that our required qualifications risk to our own health or the health work is to cease immediately and we

Worker's Name

Other Names

Page > Repeater

