

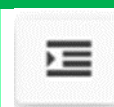


This gives you the option to edit tables and include additional steps into a SWMS form.
The Template/Form will require the appropriate widget for this to work, see notes below.

A. Adding Steps

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

1509ht _ Inca Swms

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 Clean

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** (see above).

7. Click **OK** to close and return to Create Job Docs. Continue through the Job Doc process as normal.

B. Editing Steps Tables

As per above on the Job Doc Create grid page you will need to click “Steps” icon.

1. Edit Text by clicking on the field the table. It will show as a Text Block top left. Click **EDIT**.
2. When you have finished amending your text click **X** to save and exit.

A Text Block

General

Text

HSEQ-SWMS-301-Rev-2-Operate a MEWP

Visible

1

Subject to the outcome of a risk assessment, the upward.

ate relevant SWMS:

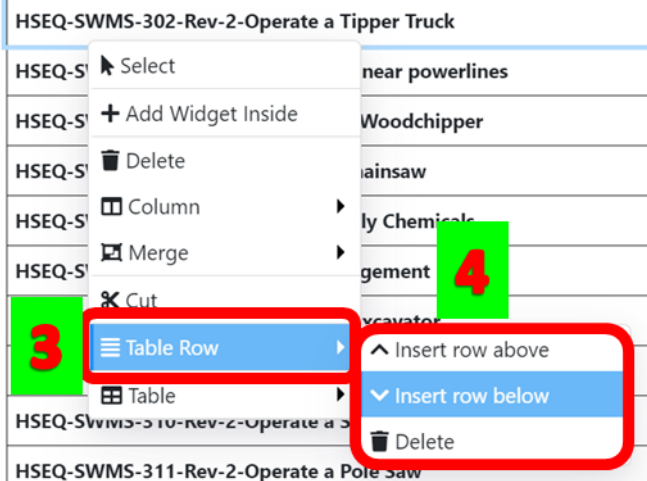
HSEQ-SWMS-301-Rev-2-Operate a MEWP

HSEQ-SWMS-302-Rev-2-Operate a Tipper Truck

Rich Text

2

HSEQ-SWMS-301-Rev-2-Operate a MEWP



3. To add or delete rows, click on a line in the table, move your mouse down to Table Row.
4. From the options on the right select to either Insert row above, Insert row below or Delete as required.

When you are finished editing the table as per above Click **SAVE** & OK to close and return to Create Job Docs.

Once assigned these are completed in the mobile app under [Job Docs](#)

NOTES:

1. The Template/Form must have a container 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.
- Steps tables can also be directly setup in Containers so they can be edited before assigning. This includes editing text, removing or inserting rows etc.

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

Document ID	V...	Title	Type
STEP E01	1	STEP E01 - Installing Conduit Prior to Pouring Concrete	STEPS
STEP E02	1	STEP E02 - Installing Conduit in the Ground	STEPS
STEP R03	1	STEP R03 - Internal Cleaning Of Ductwork	STEPS

- For more assistance using containers and steps please contact us at support@safetyminder.co

