Once your database has been configured you will be able to pull job details from simPRO.

1. Click GET JOBS from any Create Job Docs screen (top left corner).
2. By default simPRO stages of Pending & Progress will be display, click the down arrow to select other options. Use the X to delete a stage
3. To narrow down the selection enter details into the Job Name, Job No or change the stag. Click to APPLY the changes.
4. Use the **<<PRE** & **NEXT>>** to scroll thru the list.
5. Click ✔ on the required Job you wish to create a job doc for.
6. Or click X to leave without selecting a job.



Safetyminder will automatically create the customer, work site and contact along with the Job No & Description.
If the customer/worksite already exists in Safetyminder it will simply add the new job.



When the Job Doc is signed off in the Safetyminder mobile app it pushes the completed PDF form back into your simPRO database.

**<u>NOTE:</u>**
Currently only Job Docs are pushed back into simPRO.

**This can also be done from the Mobile App in any of the Create Jobs screens.**

**NOTES:**

- There is a one off setup fee to configure SimPRO Integration for more details contact us at sales@safetyminder.co
- The logon details for simPRO are saved in encrypted format which can only be accessed by Safetyminder.
- To Get Jobs in the mobile app Staff will need to have their simPRO Employee loaded into their **Personal Details** in Safetyminder.
- By default in the mobile app staff will only see jobs that have been assigned to them in simPRO.
  To change this so employees can see all jobs please contact us at support@safetyminder.co

**simPRO employee ID's can be found as per below:**

| Name ▼ | Licenses Applied ▼ | Position ▼ | Email ▼ | Employee ID ▼ |
|--------|--------------------|-----------|---------|---------------|
| ☐ Heidi Thonig | Full, Mobility | Tester / Web Developer | accounts@safetyminder.co | 4789 |