



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.

1 GET JOBS simPRO

show simPRO Jobs 6 x

Job Name: Search... 2

Stage: PENDING x PROGRESS x

Job No: 3 APPLY

No	Job No	Name	Stage	Customer	Work site	
1	47963	project job name pull	Pending	Beach, Mary	83 Jolly St Hollywood	<input checked="" type="checkbox"/>
2	47962	Prepaid Job	Pending	Beach, Mary	83 Jolly St Hollywood	<input checked="" type="checkbox"/>
3	47961	Put it in here where to find	Pending	Beach, Mary	83 Jolly St Hollywood	<input checked="" type="checkbox"/>

<<PRE 4 NEXT>>

Stage: PENDING x PROGRESS x

Pending

Progress

Complete

Invoiced

Archived

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.

Home / Job Docs / Create JSA

GET JOBS

Customer: A3 May Ltd

Work site: 98 Jet Lane Melbourne

Doc No: 110

Job No: 47672

Project/Description: Same Coy Job

SAVE BACK

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

NOTE:

Currently only Job Docs are pushed back into simPRO.

Test Company Job #47672 - Same C...

Jobs / Project Job #47672 - Same Coy Job

Details Cost Center List Project Overview Gantt Chart

Summary Info Settings Forms Tasks Attachments 1 Logs

Customer: A3 May Ltd [change] Site: 98 Jet Lane Melbourne [change] Job Total: \$0.00

Attachments

Search

Home Click o

Name
<input type="checkbox"/> 110-V1-JSA-JSA Standard

Select All Delete Attach to Email Set as Public Set as Private

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 ▾
<input type="checkbox"/> Heidi Thonig	Full, Mobility	Tester / Web Developer	accounts@safetyminder.co	4789

