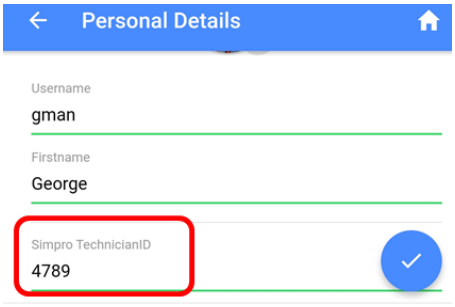
# simPRO Job Docs

Once your database has been configured you will be able to pull jobs that are scheduled or assigned to you from simPRO to create Job Docs in Safetyminder.

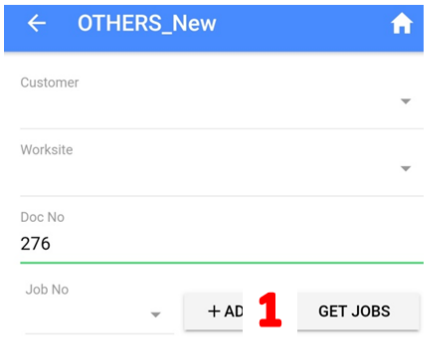
You will need to add your simPRO Employee ID# into your Safetyminder Profile.

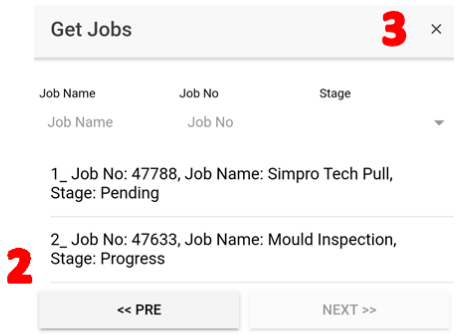
From the main menu select Profile, Personal Details, scroll to the bottom & enter your ID#. Click ✓ Save.

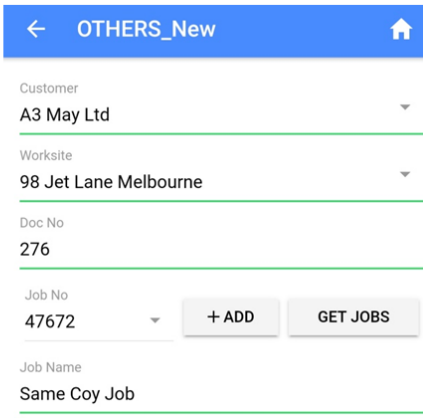



1. Open any Create Job Doc screen and click GET JOBS. The list will only display jobs assigned to you.
2. Click on the required Job.
3. Click x to leave the screen without selecting a job.

Safetyminder will automatically create the customer, worksite and job details ready for you to select the required form and complete the job doc as normal.



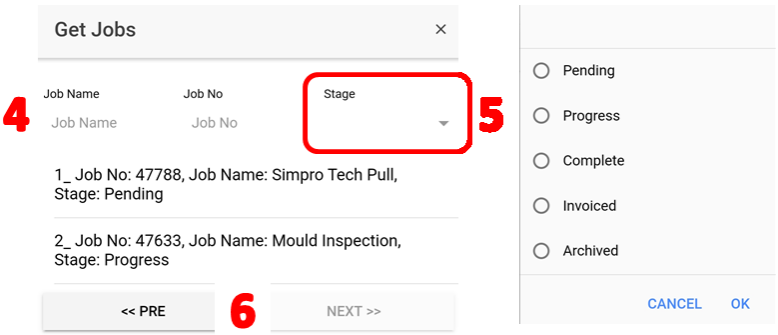




4. Type in the Job Name or No boxes to narrow down the selection.

5. To view jobs with a specific Stage click ▼. Select the required one from the list & click OK.

6. You can also use the **<<PRE** & **NEXT>>** buttons to move through the list.

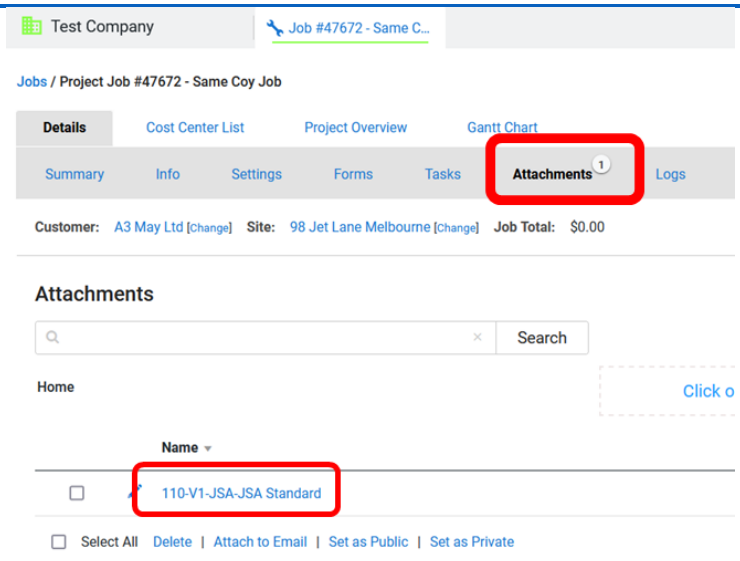



When the Job Doc is signed off in the Safetyminder mobile app it pushes the completed PDF form back into your simPRO database.

***NOTE:***

Due to constraints with the simPRO API:

- Only job number and name can be displayed in the list.
- Only 250 jobs can be shown in the list.
- Only Job Docs are pushed back into simPRO.




**Contd/...**

**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.
- Simpro Tech ID's can also be entered in the web app in **Staff Personal Details** in the User Settings section.
- In the web app the user will see all Jobs from Simpro and can use the filters to narrow down the selection.