NOTE ➡ Remember to have your technicians download and install the new version from Google Play or Apple

Home / Administration / Organisation Chart / State or Territories

These have been populate with the default set of entries for Australia and will be used as per below in the following:
- User Settings
- Template/Forms
- Customers & work sites

Currently they will be used in conjunction with Divisions in Job Docs to limit the number of forms displayed for a user.

Home / Administration Staff (XX) User Settings

We've added State to the user settings – multiples can be selected & they can be deleted by clicking on the **X**.
Divisions have also been changed to allow multiple selection and deletion if required.

Home / Administration / Templates / Forms

On the information page of template forms you can now set a State/District along with Division.
Multiples can be choosen for both and clicking **X** will delete any item.

Home / Job Docs

If you have set Divisions and/or State/District in User Settings & Forms then this will limit the number of Templates available for selection in all the Job Doc Create screens as per the example: user Mobile Craig (above) has division Bathrooms & Foundations with State QLD, therefore these are the only two forms that match.
Where NO divisions or states are set for a user all forms will be available for selection.

Home / Administration Staff (XX) EmployeeLeaving

Additional functions on the Employee Seperation tab now allow you to reassign Plant & Equipment, Key Roles, Job Docs and Tasks as per this link:

[Staff - Employee Separation Checklist - Safetyminder](#)

Home / Job Docs – Create PDF

After a Job Doc has been saved when you click on the ✏️ (edit) button there is now an option to create a **PDF DRAFT** report.

This will populate any customer details that are on the form e.g. Customer Name, Worksite etc.
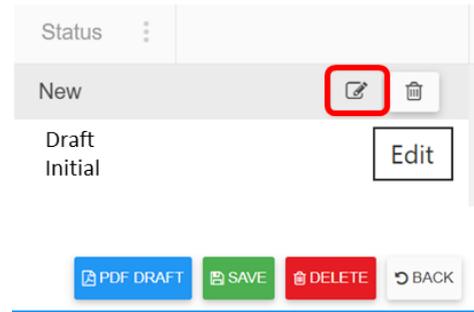
Home / Registers/Maintenance/Maintenance Register

There is a new tick box in the Maintenance Register to view "Signed Off" tasks. Once ticked you can use the filters to easily create a list of completed items for a given asset and/or maintenance type.
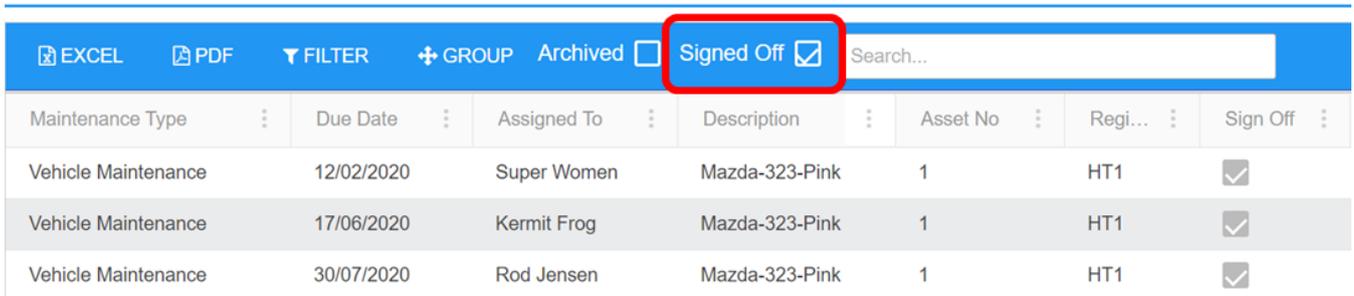

Maintenance Type	Due Date	Assigned To	Description	Asset No	Regi...	Sign Off
Vehicle Maintenance	12/02/2020	Super Women	Mazda-323-Pink	1	HT1	☑
Vehicle Maintenance	17/06/2020	Kermit Frog	Mazda-323-Pink	1	HT1	☑
Vehicle Maintenance	30/07/2020	Rod Jensen	Mazda-323-Pink	1	HT1	☑

Mobile / Job Docs - Add Multi Staff

When creating Job Docs on the mobile app you can now create Multi User Sign Off documents, click +ADD STAFF :
   a. Tap in the Staff field.
   b. Select Staff member to add
   c. Click OK
   d. Click +
   e. Once all staff have been added click ▶SAVE AND CLOSE
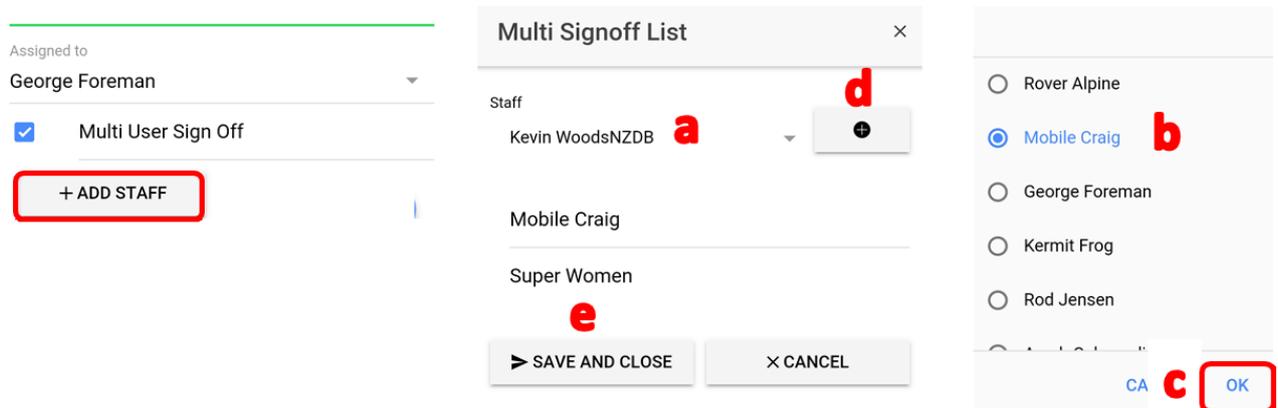
Mobile / Job Docs – Add Customers & Sites

You can now search and add Customers and worksites directly in the mobile app. After you click on select ▼:

1. Start typing the name of the customer.

2. If you find the right customer click on it

3. Select OK.

4. If the required customer is not in the list click **+ADD** to create a new one

Customer

1 🔍 Purpl

○ Purple Submarine Ltd - Andy
39 Green Water Lane, Seaside , VIC

2 ◉ Purple People Eater Ltd - Ken
92 Monster Lane, Hilvale , VIC

4 + ADD   CAN   **3** OK

.

New Client   ×

Name
Purple People Eater Ltd

Street Address
92 Monster Lane

Suburb / Town
Hilvale

State / District
VIC

Post Code
7890

Contact First Name
Ken

Contact Last Name
Green

Contact Mobile
90123387

Contact Email
Ken@purplemon.org.au

5 ⊕ SAVE
× CANCEL

5. Fill in the required data and click **+Save.**

6. A default worksite with these address details will be created.
If a different worksite is required follow the same process above, click ▼ to display the list and +ADD to create a new one.

NOTE: ALL fields are Mandatory and will show with RED underlines until completed.

Worksite **6**

🔍 Search

○ Default
92 Monster Lane, Hilvale , VIC

○ Green Grunge
90 Gross Rd, Horrowville , VIC

+ ADD   CANCEL   OK

New Client Site   ×

Site Name
Monster Garage

Street Address
90 Gross Rd

Suburb / Town
Horrowville

State / District
VIC

Post Code
9087

⊕ SAVE
× CANCEL

Mobile / Pin Code Reset

If a pincode has been entered then it will be cleared if a user clicks Logout from the main menu.

It can be reset under Settings/Security.

Kermit Frog
Nzdbtest

📞 Emergency Numbers

⚡ Report Issues Suggestions &...

🛠 Job Docs   [1]

📄 Documentation

📁 Registers   [2]

👤 Profile

⚙ Settings

👥 About

→ Logout