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

New Summary Notifications

These will now be automatically sent to your Administrator(s) and Office Managers for the registers below.
These will be Daily for expired items and weekly for items due in the next 3 months.

- Onsite Inductions
- Staff Licences
- Staff Birthdays
- Combinded Training registers

Hi Lucy Lawless ,
The following Training Register items have expired:

Training Type	Training Course / Subject	Date	Staff	Description	Supplier
Fire Saftey Training Register	Fire Safety Training	09/11/2018	Bilbo Baggins	on a train to nowhere	St Johns First Aid

Please arrange refresher course to completed as soon as possible

Hi Heidi Thonig ,
The following Staff Licences are expiring in the next 3 months:

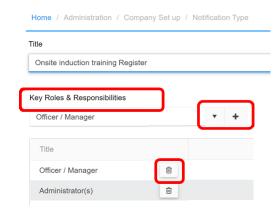| Staff	Date	Description
David AASign	07/08/2021	Chainsaw : CS8956

Renewals should be arranged as soon as appropriate

You can change which key roles receive these notifications by navigating to:

- Admimiration/Company Set up / Notification Type

To add select a role from the list and click ➕ .
Or use the 🗑 to remove one.

To see who has been assigned in a role go to:

- Registers/Administrative Registers/Key Roles & Responsibilities

Home / Administration / Company Set up / Notification Type

Title
Onsite induction training Register

Key Roles & Responsibilities
Officer / Manager ▼ +

Title	
Officer / Manager	🗑
Administrator(s)	🗑

Home / Registers / Training Registers / Training Register

The training register has been updated to work the same as the First Aid / Fire Training registers, including:

- Ability to copy entries for other employees.
- Creating new tasks if refresher dates are added.

See new Knowledge Base article: Training Register - Safetyminder

Home / Registers/ Maintenance/ Vehicle Accident Register

This register grid now displays the vehicle involved, which allows you to search and filter to find a specific event.

Home / Registers / Maintenance / Vehicle Accident Register

📊 EXCEL | 📄 PDF | ▼ FILTER | ✛ GROUP | Search...

Staff	Vehicle	Location Of Accident	Supervisor	Date	Driver Injured	Signed Off
Kermit Frog	HT1 Mazda-323-Pink	90 Miller St, Grand View, SA 8900	Rover Alpine	18/02/2021	☐	☑
Kermit Frog	HT1 Mazda-323-Pink	78 High St, Melbournce	Rover Alpine	20/01/2021	☑	☑

Home / Administration / Staff

In Staff – Personal Details in the User Settings you now have the option to add an Employee ID number:

Home / Administration/Training Management /Groups

There is now the option to add a Training Group in the Onsite Induction Training Register, see the full Knowledge Base: Training Groups - Safetyminder

Mobile / Faded out buttons

When you click on any of the buttons in forms they will now fade out to let you know they have been selected.

This will apply for all buttons in Job Docs and other areas where forms are completed e.g. Daily Plant Inspections, Shared Plant checklists etc.

Mobile / Documentation / Customer Documents

When customer and job details are added these will now display in the mobile app.

Remember you can use the search field to narrow down the documents displayed.

Contd/…

Mobile / Job Docs Emailing

Headings & email accounts have been added to the customer contacts for the emailing options in Job Docs/Sign Off tab.

Only those who are selected will receive the completed document in PDF format.

Mobile / Job Docs – New Contact

When creating new contacts on the mobile app the Last Name & Mobile phone number fields are now optional.

User only has to enter a First Name & Email Address and click SAVE.