

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 Birthdays
- Staff Licences
- Combinded Training registers

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

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

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

Please arrange refresher course to completed as soon as possible

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

- Administration/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	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kermit Frog	HT1 Mazda-323-Pink	78 High St, Melbourne	Rover Alpine	20/01/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Contd/...

Home / Administration / Staff

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

[Home](#) / [Administration](#) / [Staff](#) / [\(Happy Gilmore\)](#) / Edit

PERSONAL DETAILS ▾

User Settings

Username	Password	Employee ID
HGilmore	Set new password	SM368

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](#)

[Home](#) / [Registers](#) / [Training Registers](#) / [Onsite induction training Register](#)

EXCEL PDF FILTER GROUP Search...

Customer	Work ...	Date	Group	Induction E...	Staff	Signed Off
A2 Drive Ltd	Blue St	26/07/2021	Yellow Fileds	26/08/2021	Rod Jensen	<input checked="" type="checkbox"/>

[Home](#) / [Registers](#) / [Training Registers](#) / [Onsite induction training Register](#) [SAVE](#) [DELETE](#) [COPY](#) [BACK](#)

Date: 26/07/2021 Induction Expiry Date: 26/08/2021

Customer: A2 Drive Ltd Work site: Blue St

Safety Induction Completed: Jo brill Group: Yellow Fileds

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.

Test job

11	Review of this SWMS	People signed onto SWMS are not familiar with content	2	SWMS is 1 reviewed Talks or si
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SAVE DRAFT LOCK COMPLETE

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.

Customer Document

Q Pd

Purple Submarine Ltd
Growing Fish - 2909ht
pdr MCNab NQ-Danton Rd-IBS 71110
30/03/21

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.

SWMS

Search

NEW DRAFT LOCK SIGN OFF REVISION

Doc No:85, Job No:8956

Choose Action

- Add Additional Signatures
- Add Staff to Read & Sign Off List
- Email the Form**
- Job Completed
- Re-assign Job Doc

Contacts

Company

- ☐ Purple Submarine Ltd
accounts@safetyminder.co

Contacts

- ☐ Jo Block
heidit@celoces.com

Job's Supervisor

- ☐ David AASign
accounts@safetyminder.co

ADD NEW EMAIL ADDRESS:

SEND AND CLOSE CANCEL

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.

New Contacts

First Name

Ben

Last Name

Email Address

Ben@celoces.com

Mobile Phone

SAVE

CANCEL