

Jul-21

NOTE

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

Home / Job Docs / Create New – Icon Explanation

- 1. Add Steps to Job Doc
- 2. Fill in the Job doc on Web App when you click YES after saving the Job Doc.
- 3. Edit change the supervisor or other details before sending it to mobile app.
- Home / Job Docs / Create new SWMS

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 Image: GROUP

 Doc ... :
 Job ... :
 Customer
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 Purple Submarine Ltd
 Initial
 Image: Green and Gre

4. Delete the Job Doc

Home / Job Docs / Completed Jobs

There is a new help article with notes and icon explanations for completed jobs, see the link below: Job Docs Completed - Safetyminder

Home / Documentation / Customer Documents

There are new fields in the Customer	V Home / Documentation / Customer Document							
Documents section to include or add customer details worksite and Job No information.	Customer Purple Submarine Ltd			ľ	Work site Under the Sea			
	Job No				Project/Description			
All these fields are optional.	8956 💌				Test More Stuff			
	Title	Review Date						
Customer Documents - Safetyminder	NEW RAH SITE PLAN 8/10/2020					× 🗄		
	Description							
	Site Plan - showing layout of new hospital							

Home / Administration / Staff

This grid layout has been changed so that you can now see any Divisions or States that have been set for employees.

Home / Adminis	stration /	Staff											
EXCEL	🔁 PDF	▼ FILTER	÷	GROUP	Staff (Sub-Contractor Staff	Search						
First Name	:	Last Name	:	Usernar	ne	Direct Manager	Security Level	:	Admin	:	Division	:	S
Rover	Alpine Administrator			Administrator		\checkmark		LVX High End					
Mobile		Craig		CraigMo	b	Craig SmithNZDB	Office Manager				Bathrooms,Fou	und	C

Home / Registers / Maintenance / Daily Plant Inspection

Two exciting new features in this register include:

- 1. The ability to create tasks for Hire Equipment.
- 2. Adding Customer / Work Site / Job Details to the task.

Along with this Safetyminder will now automatically schedule a task for the next day.

Full details can be found on the following Knowledge Base Articles:

Daily Plant Inspection Web - Safetyminder

Daily Plant Inspection Mob App - Safetyminder

Contd/....

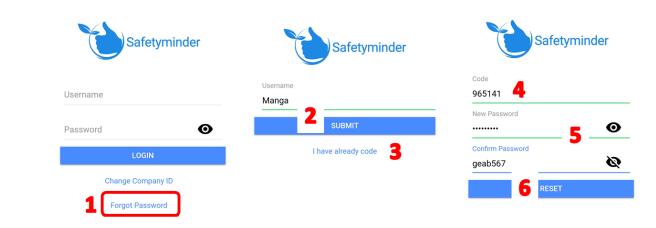
State

QLD

Mobile / Forgot Password

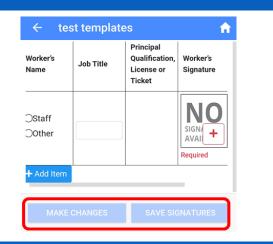
Users can now reset their passwords from the mobile app.

- 1. From the login screen click on Forgot Password.
- 2. Type in your Username & click SUBMIT an email will be sent to the address in your staff profile.
- 3. Or if you have a code click "I already have a code".
- 4. Type in the code from the email
- 5. Type the same details into New Password & Confirm fields, click 👁 to view what has been typed.
- 6. Click **RESET**, which will return you to the login screen. Now you can logon with the new password.



Mobile / Job Docs – Faded Buttons

So you know that you've clicked any of the option buttons when completing your forms in Job Docs they now fade out to make it clear you have selected an action.



Mobile / Job Docs - Images

There are new editing tools for images that are added into forms from the mobile e.g. in Job Docs, Warehouse Office Inspections or Daily Plant Inspections etc.

Click on the Image:

- 1. To rorate the image use the \circ .
- 2. Use to zoom out.
- 3. Use + to zoom in.
- 4. When finished click +SAVE.

The final image size will also depend on what has been set in the Template/Form.

You can also click on 🕹 to upload a different image.

