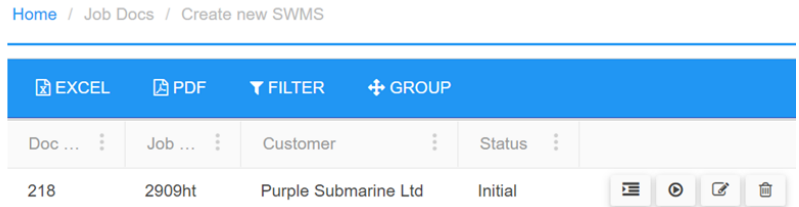




Remember to have your technicians download and install the new version from Google Play or Apple

**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.
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:

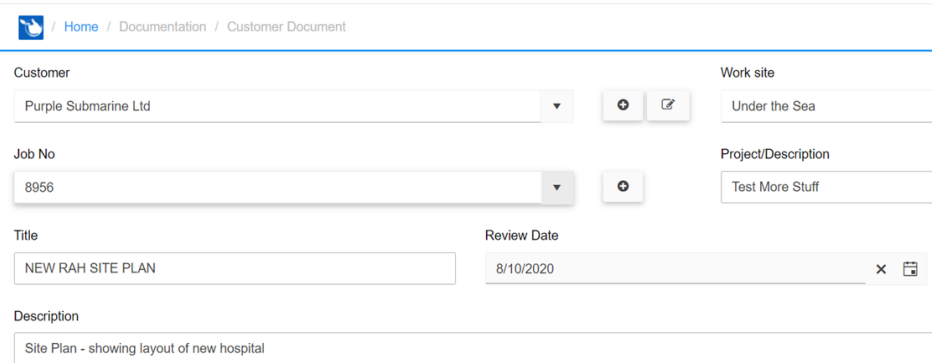
[Job Docs Completed - Safetyminder](#)

**Home / Documentation / Customer Documents**

There are new fields in the Customer Documents section to include or add customer details worksite and Job No information.

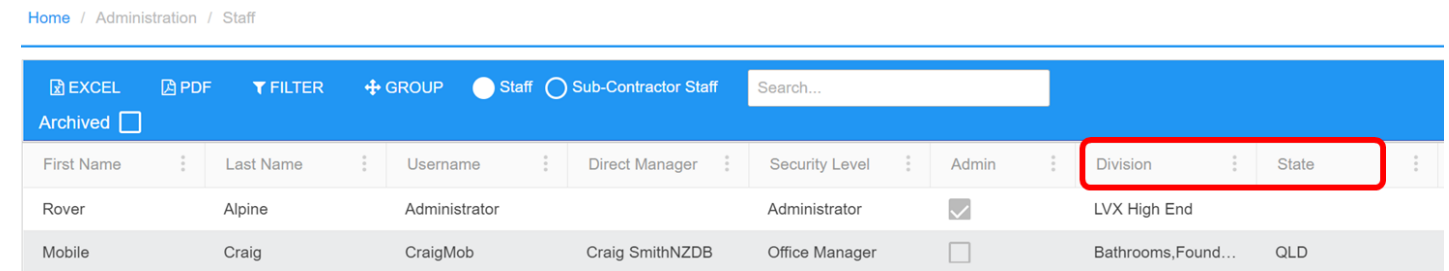
All these fields are optional.

[Customer Documents - Safetyminder](#)



**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 / 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](#)

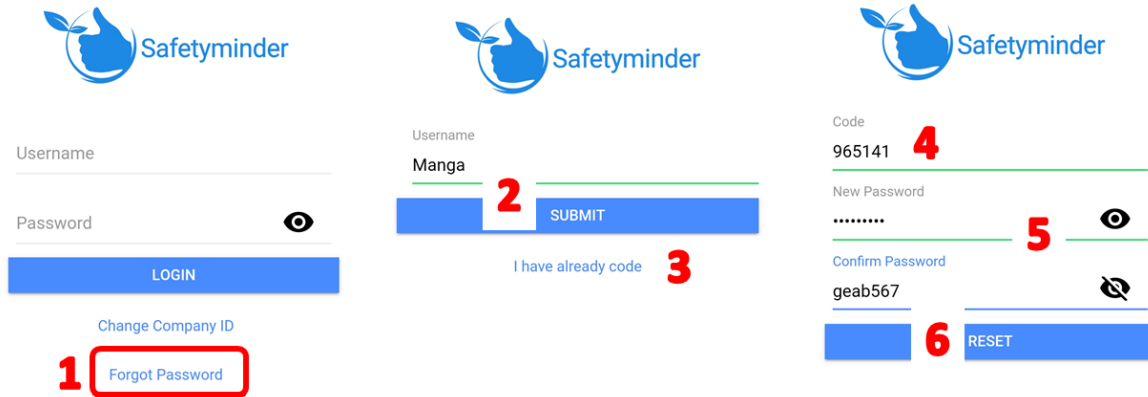
[Daily Plant Inspection Mob App - Safetyminder](#)

Contd/...

## Mobile / Forgot Password

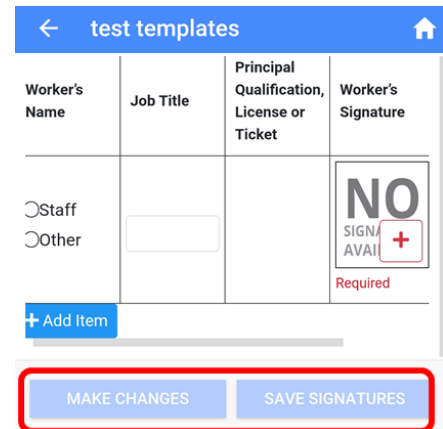
Users can now [reset their passwords](#) from the mobile app.

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 rotate the image use the .
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.

