



## Adding QR Codes to Plant & Equipment

1. To add codes to plant & equipment click on QR Codes P&E from the Register menu.
2. For items that do not have QR Codes type in the search field to narrow down the selection.
3. Click on the item you wish to add a QR Code to and select View Details.
4. Click on QR Icon and scan the code.
5. Click to save.

## Using QR Codes

1. On the home page click the QR Scan button.  
This will open your camera to scan the assets QR Code.
2. The P&E Summary will display with any tasks assigned to you for this item.

3. When you click on the asset description a list of actions will be displayed.  
Clicking on them will open the appropriate register for you to complete as normal.

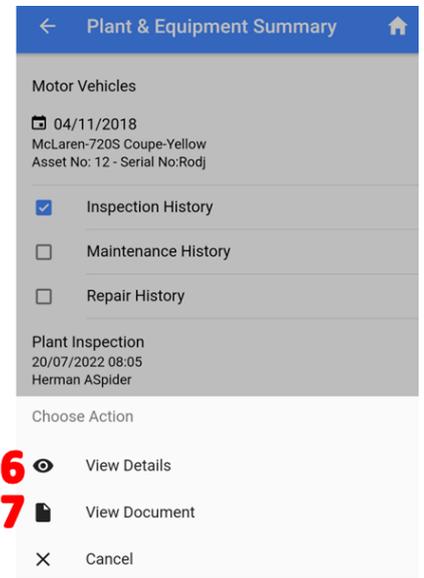
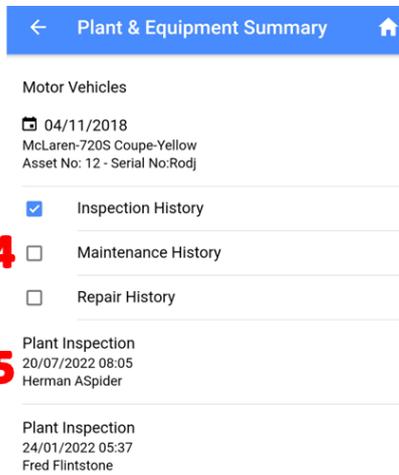
4. Tick any of the History boxes and any tasks completed in that register will be displayed.

5. The tasks are displayed in descending order with the latest entries at the top.

Clicking on a task will show actions:

6. Click  to view details of the task.

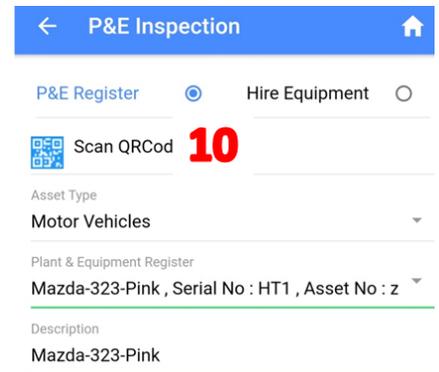
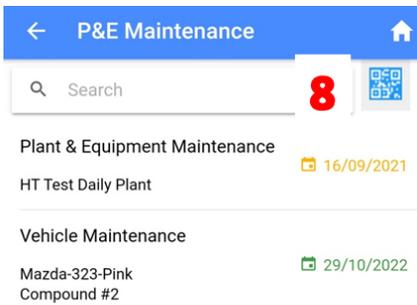
7. Click  to view any documents attached.



8. In each of the P&E registers you can now click on the QR Code icon & scan the asset.

9. Safeyminder will then show you a list of tasks in that register for this asset.

10. When creating new tasks in these registers you can also click and scan the QR Code to populate the asset details.



## NOTES:

- QR Codes needs to be turned on in Company Settings – to do this please contact us at [support@safeyminder.co](mailto:support@safeyminder.co)
- QR Codes can be used in the following mobile app P&E registers:
  - Inspections
  - Maintenance
  - Repairs
  - Share P&E

