

## Exciting New Feature

Search Field Text saves while you are logged in.

### General – Search Box Update

Any text you type in the search box will now save permanently even after you open a task and return to the grid or navigate to a different register and return.

- You can clear it by clicking the X or back spacing.
- It will be cleared when you log off and back on.

### General – Customer Selection

In registers where customers are added you can now type in the selection to make it easier to find the correct customer:

Including:

- Creating Job Docs
- Customer Document
- P&E Inspections
- Environmental Conditions Register
- Asbestos Exposure Register
- Hazardous Substance Exposure

Home / Registers / Hazard Registers / Asbestos Exposure Register

Effected Worker's Name  
0

Customer  
a2  
A2 Drive Ltd  
A2 Drive PTY Ltd

### Home / Administration / Injury Management / First Aid Kit

When editing First Aid Kits there are two new features:

1. There is a search bar so you can easily find items already in the kit.
2. When you click **+ADD ITEM** the new line appears at the top of the list of items.

After you save the kit the newly added items will show in alphabetical order.

Home / Administration / Injury Management / First Aid Kit

SAVE DELETE COPY BACK

First Aid Kit Code: Container 50  
Supplier: Any First Aid company  
State: Select State

1 in

2 +ADD ALL ITEMS +ADD ITEM

First Aid Item	Description	Issue Date	Expire Date	Required Quantity	
Instant Cold Pack (1 per kit)		27/09/2021	31/10/2024	1	X DELETE

### Home / Registers / P&E

The Maintenance register has been renamed to P&E – Plant & Equipment, with sub menus as shown.

Daily Inspections has been changed to work the same as P&E-Maintenance where you choose how often the inspections should occur.e.g daily, weekly, monthly.

See the new [P&E-Inspections](#) article.

Registers Job Docs Report Documentation

- Administrative Registers
- Document Distribution
- Hazard Registers
- Injury Management Registers
  - P&E
  - Inspections
  - Maintenance
  - Plant & Equipment
  - Repair
  - Vehicle Accident

Contd/...

## Home / Registers / Training Registers / Training Register

**Groups** can now also be added to the Training register entries, the field is optional. All the usual search and **filtering** options are available. Use this link to see the full knowledge base article: [Training Register - Safetyreminder](#)

[Home](#) / [Registers](#) / [Training Registers](#) / [Training Register](#)

EXCEL	PDF	FILTER	GROUP	Search...		
Training Course / Subject	Date	Name of Trainee	Description	Group	Training Type	
	19/11/2018	Cinderalla BPumpkin	Level 1 mig welding	Sunshine	Approved/Accredited Courses	
	20/02/2019	Cinderalla BPumpkin		Green Fields	Approved/Accredited Courses	
	06/05/2019	Cinderalla BPumpkin	Lawn Mower Training	Green Fields	Short Courses	
Test	19/06/2019	Cinderalla BPumpkin	Doing stuff		Short Courses	

## Home / Registers / Training Registers

When loading items to the training registers there is now an option for the Administrator to sign off the training. The tick box is only active after you load a document and will then automatically tick the boxes for Instructor Signed off & Signed off. The complete date will populate after you save the entry.

The function can be found in the following registers:

- Fire Safety Training Register
- Fire Safety Training Register
- Onsite induction training Register
- Training Register

[Home](#) / [Registers](#) / [Training Registers](#) / [Training Register](#)

SAVE DELETE COPY BACK

Date	7/08/2021	Training Course / Subject	AED Training	Training Type	Certificate/License Courses
Name of Trainee	Mobile Craig	Duration (Hours)	40	Group	
Training Provided by (Third Party)	A1 Training Ltd	Instructor	TBA	Refresher Due Date	7/08/2022
Description		<input checked="" type="checkbox"/> Instructor Signed Off		<input checked="" type="checkbox"/> Signed Off	<input checked="" type="checkbox"/> Administrator Signed Off
CompletedDate					

Documents

Last Modified Time	Title	Description	Action
	certificate train.jpg		

## Home / Job Docs / Create Other

In all of the Create job screens you will now see the Template/Form name in the grid.


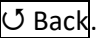
[Home](#) / [Job Docs](#) / [Create Other](#)

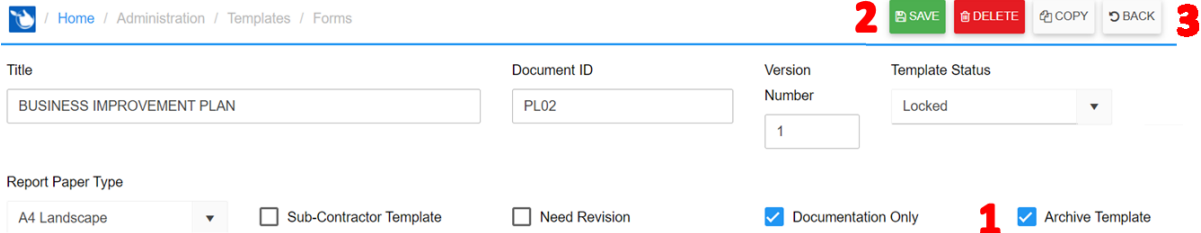
EXCEL	PDF	FILTER	GROUP		
Doc ...	Job No	FormName	Project/Description		
95	47680	FOR037a - PTA Pre Start Risk Assessment notes	Show customer in mob app		

Contd/...





## Home / Administration / Templates / Forms – Archive Froms

There is a new function to archive locked forms that are no longer required i.e. you do not use this form anymore and a new version is not required. Open the form you need to archive:

1. Tick the “Archive Template” box.
2. Click .
3. Click .



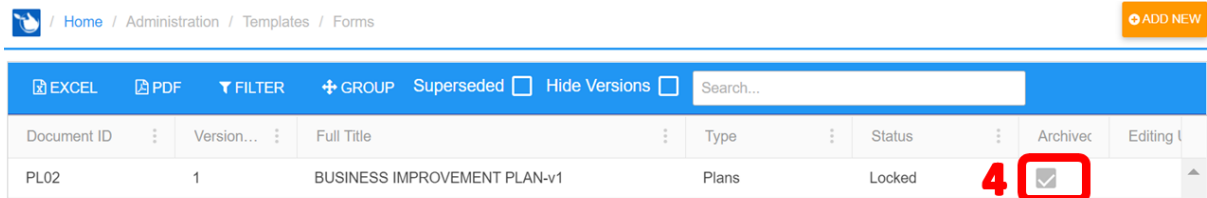
Home / Administration / Templates / Forms

2     3





Title: BUSINESS IMPROVEMENT PLAN Document ID: PL02 Version Number: 1 Template Status: Locked

Report Paper Type: A4 Landscape  Sub-Contractor Template  Need Revision  Documentation Only **1**  Archive Template

4. In the grid this form will now have a tick in the Archived column.

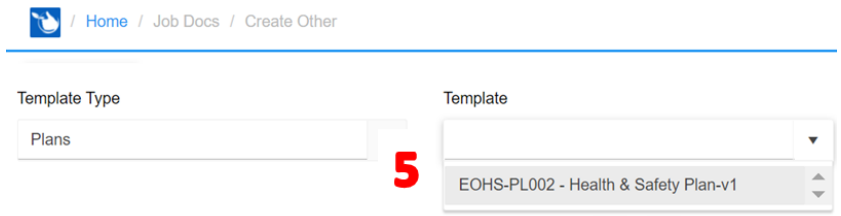


Home / Administration / Templates / Forms

    Superseded  Hide Versions  Search...

Document ID	Version...	Full Title	Type	Status	Archiver	Editing t
PL02	1	BUSINESS IMPROVEMENT PLAN-v1	Plans	Locked	<b>4</b> <input checked="" type="checkbox"/>	

5. In Create Job Docs the form will no longer appear in the selection list



Home / Job Docs / Create Other

Template Type: Plans **5** Template: EOHS-PL002 - Health & Safety Plan-v1

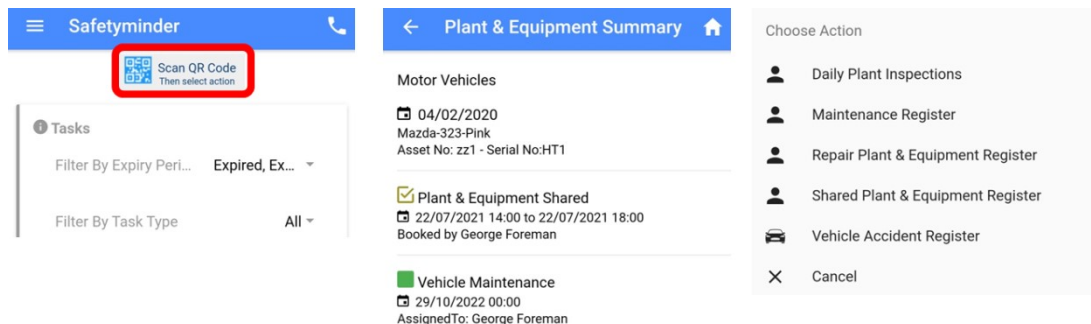
## SCAN QR Codes for assets from Mobile App Home Page

### Mobile / QR Code Scan

If you are using QR Codes for your plant & equipment you can now use the new Scan QR Code button from the home screen of the mobile app. This will open the associated asset, show you any tasks assigned to the user logged on and allow them to create new tasks as shown.

See the new Knowledge Base Article below for a full run down and how to add QR Codes to your P&E:

[QR Codes - Mobile - Safetyfinder](#)



Safetyfinder

**Scan QR Code**  
Then select action

Tasks

Filter By Expiry Peri... Expired, Ex... ▾

Filter By Task Type All ▾

Plant & Equipment Summary

Motor Vehicles

04/02/2020  
Mazda-323-Pink  
Asset No: zz1 - Serial No:HT1

Plant & Equipment Shared  
22/07/2021 14:00 to 22/07/2021 18:00  
Booked by George Foreman

Vehicle Maintenance  
29/10/2022 00:00  
AssignedTo: George Foreman

Choose Action

- Daily Plant Inspections
- Maintenance Register
- Repair Plant & Equipment Register
- Shared Plant & Equipment Register
- Vehicle Accident Register
- Cancel

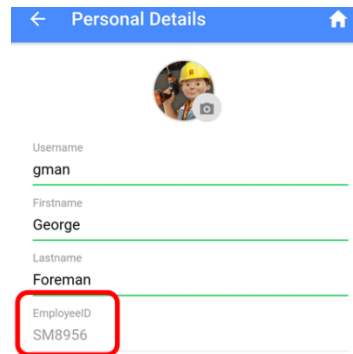
Contd/...

## Mobile / Personal Details – Employee ID

The new Employee ID field can be viewed in your Personal Details:

- From the home screen select the main menu
- Select Profile
- Personal Details

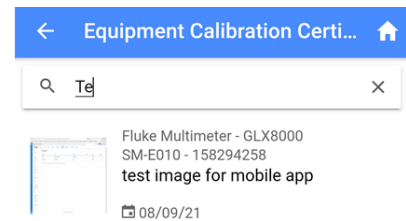
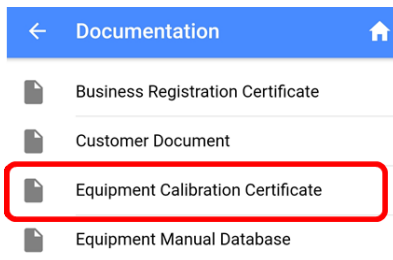
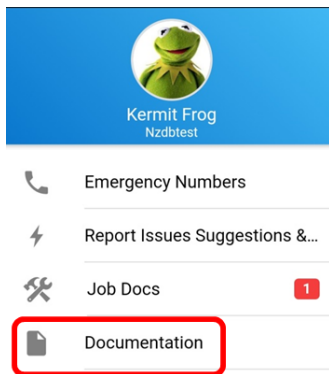
[Personal Details - Safetyfinder](#)



## Mobile / Documentation / Equipment Calibration Certificates

You can now load calibration certificates for P&E type = “Equipment – Calibration” under documentation and these will now be available in the mobile app. See the new Knowledge Based Article from the link below:

[Equipment Calibration Certificates - Mobile - Safetyfinder](#)



**NOTE**

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