Here you can enter all fitness and welfare checks completed in your organisation either internally using templates forms or externally by adding the number of passes & fails.

Navigate to Registers / Injury & Health Management / Fitness & Welfare Check:

1. To create a new entry click **+ADD NEW**.

2. Change date if required.
3. Select the Supervisor.
4. Internal Testing will default to Yes – see notes to record tests done externally.
5. Select the Check Type – see notes.
6. Select the Check Template – see notes.
7. Schedule Regular Checks will default to YES. Select NO if this is a one off.
8. Select the frequency – when the task is completed on the mobile app, this will automatically create a new task for the **frequency selected**, e.g. daily, weekly, monthly etc.
9. If using **Project Management**, select Customer, Work site & job details – these fields are otherwise optional.
10. Click **SAVE**.

11. Completed will be ticked after the form and task are completed on the mobile app.
12. This also applies to the Quantities.
13. The form will also be attached after the task is completed on mobile app.

Forms are completed in the mobile app and task will need to be signed off in **Registers/Fitness & Welfare Checks**

- If testing has been completed by an external company complete as follows:
  1. Click NO to Internal Testing - no task will be sent to the mobile app.
  2. Completed will now be ticked.
  3. The Check Template does not need to be selected.
  4. Enter the No of Pass & Fails records manually, the Qty will calculate once you save.
  5. To add any **documents** click **+ADD FILE**.

- Change or create new check types in:
  Administration / Injury & Health Management / Fitness & Welfare Check Types

- To add a Check Template you will need to have a locked form with type Fitness & Welfare Check.
- These templates will need to have a repeater widget in them in order to calculate the numbers. Contact us at support@safetyminder.co for assistance.