



At any stage you can create support issues to make change requests for the SafetyMinder software or report issues you may be having.

1. On the left side of the blue menu bar click **?Help**, this will open a new page to lodge your request or issue.
2. Type a brief description in the Subject box.
3. Type the details of what the suggestion or issue is in the Description box.
4. Select a Priority from the list.
5. Click **Choose File** to upload any supporting documents or screen shots.
6. Click **SUBMIT**.

The screenshot shows the 'Report Issue' form in the SafetyMinder application. The top navigation bar is blue with links: SafetyMinder, Dashboard, Registers, Create Job Docs, Report, Documentation, Administration, **?Help** (highlighted with a red box and number 1), Knowledge-Base, and heidik. Below the navigation bar is a breadcrumb trail: / Home. The form fields are as follows:

- Subject:** A text box containing 'No templates in list for P&E Inspection' (labeled with a red 2).
- Description:** A large text area containing 'When I go to select a template in P&E inspections there are no forms in the list' (labeled with a red 3).
- Priority:** A dropdown menu set to 'Critical' (labeled with a red 4).
- File Upload:** A 'Choose File' button and 'No file chosen' text (labeled with a red 5).
- Submit:** A blue 'SUBMIT' button (labeled with a red 6).

Below the form, a green notification box displays a checkmark and the text 'Report Submitted'.

After clicking SUBMIT a notification will appear at the bottom of your screen and a new blank form will come up.

An email will be sent to our support team with all the details including your database name and an issue is raised in our support tracker.

### Report Issue



SafetyMinder <noreply@safetyminder.com.au> (SafetyMinder vi  
To: Support@SafetyMinder

[Reply](#)



We could not verify the identity of the sender. Click here to learn more.  
The actual sender of this message is different than the normal sender. Click here to learn more.

Subject: No templates in list for P&E Inspection

Description: When I go to select a template in P&E inspections there are no forms in the list.

Priority: Critical

Domain: SMDemo

Bug\_Id: 10347

