



NEW: Copy Job Docs

Home / Create Job Docs / Completed Jobs



A new option to copy completed SWMS has been added. This will create a new draft job doc with the original data ready to be edited as required from either the web or mobile app. Changes will need to be made in the signature widgets to clear these in the new job doc. Please contact us at support@safeyminder.co for further instructions on how to do this.

Home / Create Job Docs / Completed Jobs

EXCEL

PDF

FILTER

GROUP

Search...

X

Doc No	Date Creat...	Customer	Job No	Template Type	Supervisor	Signed Off	
494	10/08/2022	Frog Holdings Ltd	47981	SWMS	Penolpe Pink		<div><div><div></div><div></div><div></div><div></div></div></div>

Home / Create Job Docs / SWMS

EXCEL	PDF	FILTER	GROUP	Search...	X
Doc No	Job No	Supervisor	Customer	CreationD...	Status
496	47981	Penolpe Pink	Frog Holdings Ltd	11/08/2022	Assigned

Home / Create Job Docs / Draft Email

The process to email Draft Job Docs to customers has been changed.

When you select the email option the email sent to customers will now have a full PDF version of the SWMS (or other form) attached, along with SDS for any Hazardous Substance selected.

The Customer Contact selection is now optional, so you can email the documents to yourself and forward an email with any text you may require.

See the updated KB article [Draft Job Docs - SafetyMinder](#).

NOTE: The 24 hour link and print function have been removed.

482 - SWMS - 98 Jet Lane Melbourne – 47788 – Simpro Tech Pull



noreply@safeyminder.com.au

To

If there are problems with how this message is displayed, click here to view it in a web browser.

 SimproTechPull.pdf 294 KB	 Ammonium Nitrate .pdf 63 KB
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From NZ DB Test
Project Name: Simpro Tech Pull
Project Address: 98 Jet Lane Melbourne

Dear A3 May Ltd

Attached are the following documents for Job 47788-Simpro Tech Pull at 98 Jet Lane Melbourne:

- Job Doc 482 – SWMS
- Ammonium Nitrate

Please review and email your acceptance or rejection of these documents to the email address below.

If rejecting provide feedback on changes required.

Company Settings – Alternative Email

Do you want to send the admin notifications to a different email address? A new feature has been added for this e.g. your administrator is setup as paul@working.co however you wish the emails to be sent to office@working.co which is not assigned to a staff member in SafetyMinder.

To implement this please contact us at support@safeyminder.co.

Home / Create Job Docs – Sign Off in Web App

Job Docs can now be signed off in the web app, this function is intended for job docs like Plans that do not require staff on site to sign off.

After you click **SIGN OFF** a signature box will open for completion use your mouse or screen pen to sign, tick the message and click **SAVE**.

The Job Doc will be sent straight to Completed Jobs with a Signed Off date

NOTE: This feature is only available if you are using Project Management.

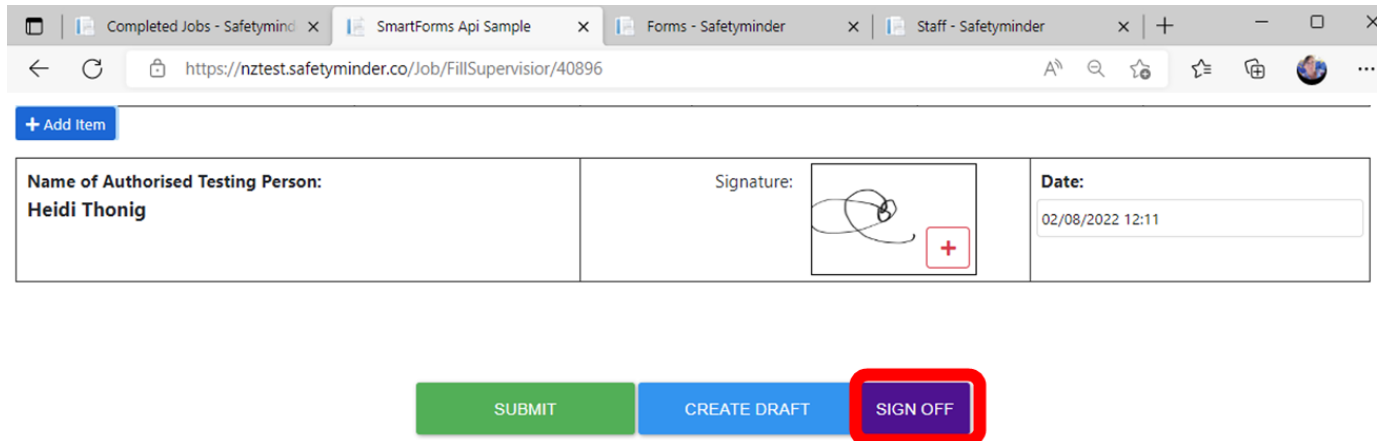
Contact our us at sales@safetyminder.co for more information.



Clear

☒ I have read & understand the content of this document


SAVE BACK



Completed Jobs - Safetyminder x SmartForms Api Sample x Forms - Safetyminder x Staff - Safetyminder x

https://nztest.safetyminder.co/Job/FillSupervisor/40896

+ Add Item

Name of Authorised Testing Person: Heidi Thonig	Signature: 	Date: 02/08/2022 12:11
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SUBMIT CREATE DRAFT **SIGN OFF**

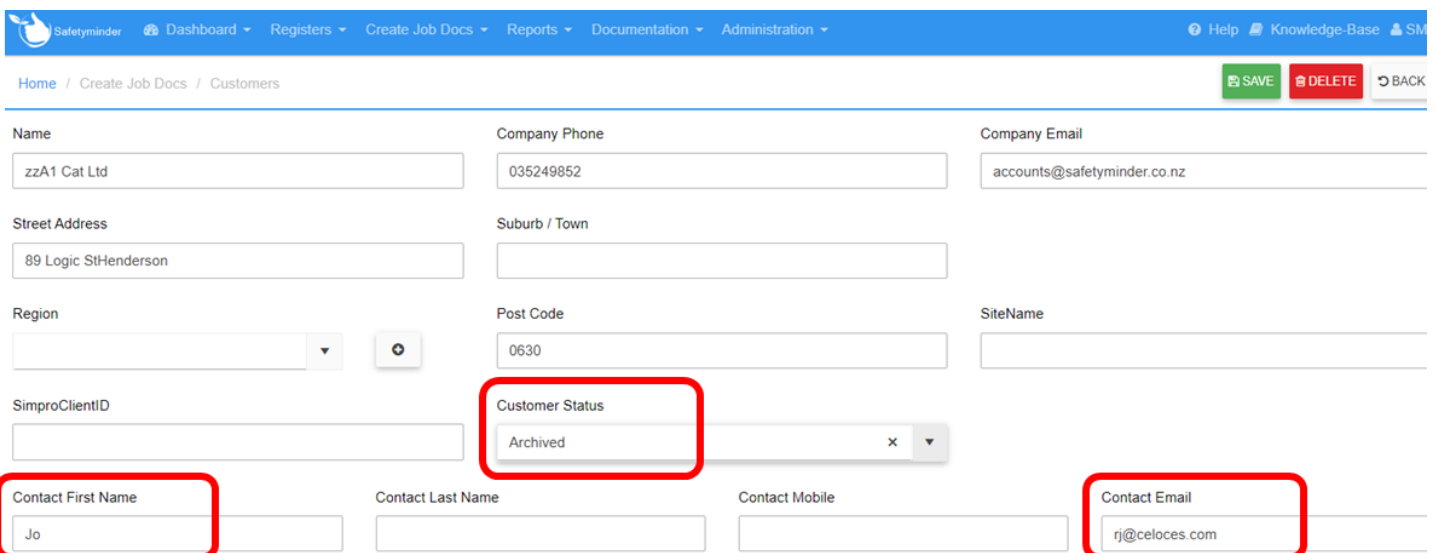
Home / Create Job Docs / Customers

We've made some changes to the Customer setup:

- A Customer "Status" field has been added, so you can archive any that are no longer being used.
- Clicking the "Archive" box on the grid will display these.
- When adding contacts to customers the only mandatory fields are first name & email.

Home / Create Job Docs / Customers

EXCEL	PDF	FILTER	GROUP	Archived <input checked="" type="checkbox"/>
Name	Street Address	Suburb		
A1 Flower Ltd	90 Green St	November		
zzA1 Cat Ltd	89 Logic St	Henderson		



Safetyminder Dashboard Registers Create Job Docs Reports Documentation Administration Help Knowledge-Base SM

Home / Create Job Docs / Customers

SAVE DELETE BACK

Name zzA1 Cat Ltd	Company Phone 035249852	Company Email accounts@safetyminder.co.nz
Street Address 89 Logic StHenderson	Suburb / Town	
Region	Post Code 0630	SiteName
SimproClientID	Customer Status Archived	
Contact First Name Jo	Contact Last Name	Contact Mobile
		Contact Email rj@celoces.com

Home / P&E / Plant & Equipment

Two new fields have been added to P&E type motor vehicles:

- VIN numbers
- Toll Tags id's.

Home / Registers / P&E / Plant & Equipment

SAVE BACK

Asset Type: Motor Vehicles

Asset No: 11

Registration/Serial No: jkl562

Date Added: 13/02/2020

Asset Description: Nissan-Xtrail-gray

State: SA

QR Code: [Image]

RoadWorthy Certificate Number: [Field]

RoadWorthy Expire Date: 20/06/2023

VIN: [Field]

Go Via/Toll tags: [Field]

VEHICLE MAINTENANCE

Home / Administration / Staff

When creating new staff their Time Zone will auto populate using the Time Zone set in the Company Info.

It can be changed as required.

Home / Administration / Company Set up / Company Info

Info

Legal Company Name: NZ Main Test DB

Trading Name: Over the Moon Dairy

Industry Type: Air Conditioning

Business Registration Number: 56-562-8556

Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney

Home / Administration / Staff

Personal Info

First Name: [Field]

Employment Agreement: Apprentice - Full time

No. Hours Per Week: 0

Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney

NOTE

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

Mobile / Job Docs – New Customers

When creating new customers or contacts the only mandatory fields for the contact will now be:

- First name
- Email.

Contact First Name: Matt

Contact Last Name: [Field]

Contact Mobile: [Field]

Contact Email: Matt@digger.com.au

Mobile / Job Docs - simPRO Get Jobs

Get Jobs

Job Name Job No Stage

Get job Job No Pending, Pro...

1_ Job No: 48181, Job Name: New Get Job NZDBTest, Stage: Pending, A1 Mowing Ltd, 23 Jacob St Melbourne

Please wait...

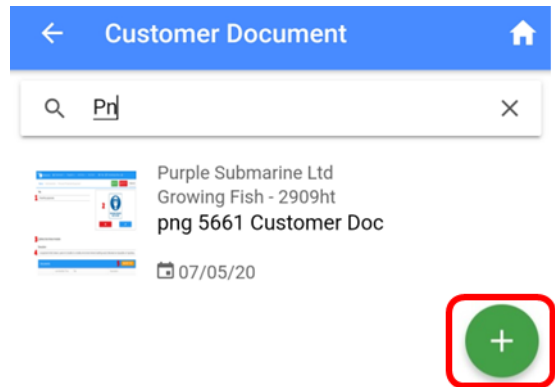
When you select a job from the simPRO get jobs list you will now see a "⌚ Please Wait..." icon, so you know that a job has been chosen.

Mobile / Documentation / Customer Documents

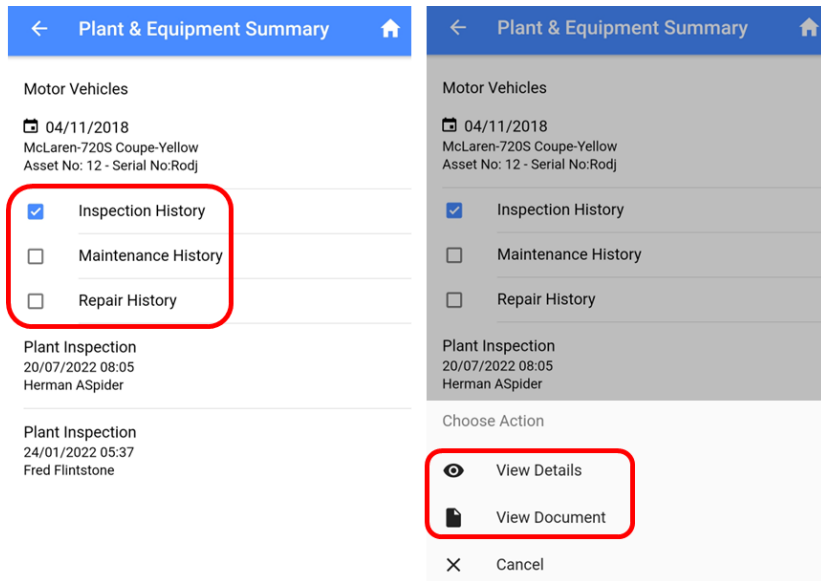
New function has been created so users can add Customer Documents in the Mobile App.

Simply click  and fill in the required information to add files.

[Customer Documents - Mobile - Safetyminder](#)



Mobile / P&E QR Codes



If you are using QR codes for Plant & Equipment you can now view all tasks completed for the displayed item.

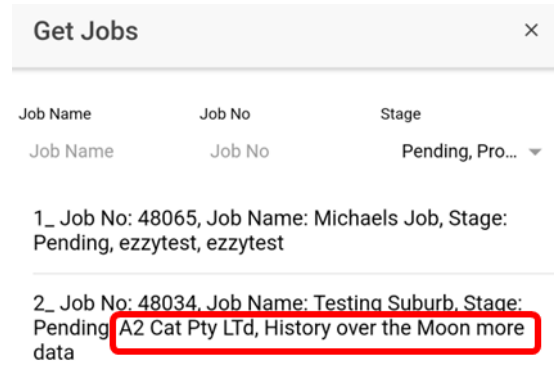
Simply tick one of the boxes and scroll through the entries.

Clicking on an entry will give you the option to view details or documents attached.

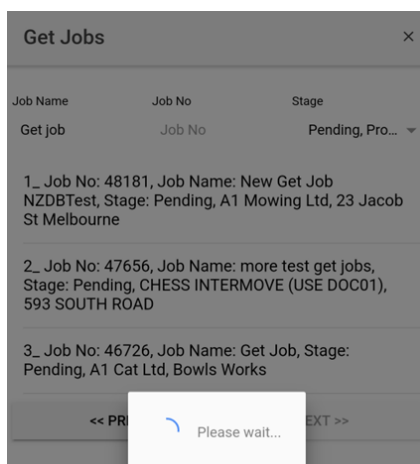
[QR Codes - Mobile - Safetyminder](#)

Mobile / Job Docs

Get Jobs from simPRO now displays the customer name & worksite.



Mobile / simPRO Get Jobs



You will now see a "Please wait..." as soon as you select a simPRO job number from the list.

This should avoid any confusion on whether you have selected a job or not.