



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

Home / Reports / Custom

There is now the ability to create reports that are customised for your business. These can include data from any registers and be format specifically for you. Once created they can be generate for any given period, copied and signed off to keep as permanent records. Click this link for more information - [Custom Reports - Safetyminder](#)

ReportNo	Creation D...	Report Template	PreparedBy	Dates	Status
3	21/05/2022	AQ-R01 - EOM Safety Report	SM FullAdmin	This Month = 01-05-2022 to 31-05-2022	Signed Off
4	23/05/2022	AQ-R01 - EOM Safety Report	Heidi Thonig	Last Month = 01-04-2022 to 30-04-2022	Draft

Home / Registers / Meetings & Minutes

This has been changed to allow you to schedule meetings for a given day of the week or month

e.g. 1st Monday of the month etc. You can view the updated KB article on this link:

[Meeting & Minutes Register - Safetyminder.](#)

Schedule Regular Meeting
 Yes No Meeting Frequency

SCHEDULE

Schedule

Type
 Yearly Monthly Weekly Daily

Day
 WEDNESDAY X

StartDateTime: 6/09/2022 16:00 NoEnd EndDate: 6/09/2023 FinishTime: 17:00

SAVE **CANCEL**

Home / Meeting & Minutes – new Widget

When you are using a form for minutes in meetings on the mobile app there is a new widget which now also pushes a task out to the corrective actions register. Contact us at support@safetyminder.co if you would like this added to your meeting forms.

Home / Reports / Registers / P&E History

A new report for plant & equipment history can now be generated. When emailing you can now also choose to include any calibrations, inspection or maintenance forms completed, along with any other documents/images added to the tasks. Once you've selected all the required data, click generate then **EMAIL**.

Report

Dates: Last Year = 01-07-2021 to 30-06-2022

Asset Type: Plant

Asset Description: Asset No : 5623 , Reg No : JD5623 , Description : John Deer 310SK Blackhoe Loader

Completed By: ALL

Type:

Signed Off: No Yes All

Include Other Documents: No Yes ALL

Include Registration & Insurance Documents: No Yes ALL

Include Task Document: No Yes ALL

GENERATE

EXCEL PDF **EMAIL**

Dates	Type	Asset Type	Asset Description	Completed By	Signed Off
09/11/2021	Maintenance	Plant	AssetNo : 5623 , SerialNo : JD5623 , Description : John Deer 310SK Blackhoe Loader	George Foreman	<input checked="" type="checkbox"/>

Safetyminder - Your Report has been completed

noreply@safetyminder.com.au
To: heidit@celoces.com

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

- P&E History.pdf 42 KB
- JD5623 21092021 Plant Inspection.pdf 42 KB
- JD5623 20102021 Plant Inspection.pdf 41 KB
- JD5623 09112021 Maintenance.JPG 2 MB
- JD5623 09112021 train first aid.jpg.jpg
- JD5623 18112021 Maintenance.JPG

From NZ DB Test
Dear User
Please find attached completed document P&E History

You can now add Complete Template to be completed in the Skills & Competencies Register. These will need to have competency type "Competency Checks" selected and be a locked form in Administration/Templates/Forms.

Home / Registers / Training Registers / Skills & Competencies Register

SAVE DELETE COPY BACK









Staff: Kermit Frog Training Course / Subject: Chemical Handling TrainingLocation: Strand Lane, Melbourne

Duties / Skills: Correct Handling of Chemicals Project Name: High Rise No 3 Date: 6/09/2022

Certificate Competency Type: Short Courses Certificate Reference No: CH8956 Signed Off

Competency Template: AA-SK001 - Skills and Competencies Verification Record-v1

Documents

	Last Modified Time	Version No.	Title	Description	Action
	06/09/2022 08:08	1	Skills Competencies	Kermit Frog-Correct Handling of Chemicals	  
	06/09/2022 08:09	1	Skills Competencies	Kermit Frog-Correct Handling of Chemicals	  

Mobile / Task List Job No Filter

Safetyminder

Tasks

Filter By Expiry Period: Expired, Expi...
Filter By Task Type: All
Filter By Job No: 230689

Filter By Job No

All
 22020901
 230689
 8923

CANCEL OK

- Job SWMS - Willow Lane (Draft) 01/09/22
- Job SWMS - Willow Lane (New) 07/09/22
- Job Forms - Willow Lane (New) 07/09/22
- Job JSA - Willow Lane (New) 07/09/22

On the Task List you can now filter using Job No. Click on the down arrow and select from the list shown or select "ALL".

When you select a job no only job docs for this projec will now be displayed in the task list.