

# New Register General Tasks



## General

When there are updates to Formsminder a message confirmation will pop up on which you will need to click CONFIRM.  
This can also be forced by holding down the CTRL+F5 on your keyboard.

updating to new version

update available for the app please confirm

Cancel **Confirm**

## Home / Task List

For Job Docs that have been sent out to multiple staff for sign off the tasks now show with the Doc & Job numbers so they are easier to find in the Completed Job Docs list.

Filter By

Job Multi staff

Filter By Expiry Period

(Show All)

TASKS EXCEL

Job Multi staff **DocNo - 606 / JobNo - 1234** (New) / Kermit Frog / 11-02-23

## Home / Registers / Administrative Registers / General Tasks

New register for creating general tasks that do not fall into one of the other registers e.g. Mowing the lawn or stocking the tearoom etc. Full instructions can be found on the links below:

[General Tasks - Safetyminder](#)

[General Tasks - Mobile - Safetyminder](#)

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

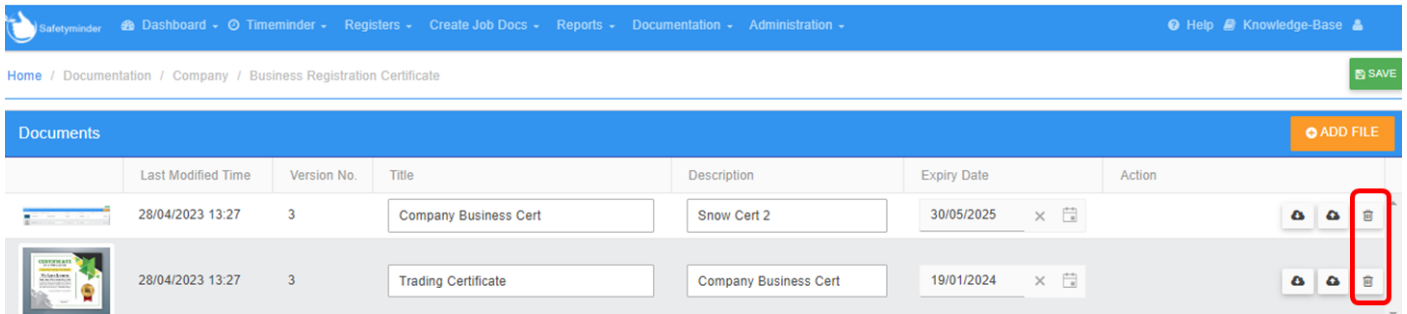
Home / Registers / Administrative Registers / General Tasks ADD NEW

EXCEL PDF FILTER GROUP mow

| Date       | Task Description | Task Due Date | Staff       | Signe...                            | States | Divisions |
|------------|------------------|---------------|-------------|-------------------------------------|--------|-----------|
| 04/05/2023 | Mow the Lawns    | 04/05/2023    | Kermit Frog | <input type="checkbox"/>            |        |           |
| 27/04/2023 | Mow the Lawns    | 27/04/2023    | Kermit Frog | <input checked="" type="checkbox"/> |        |           |

## Home / Documentation / Company / Business Registration Certificate

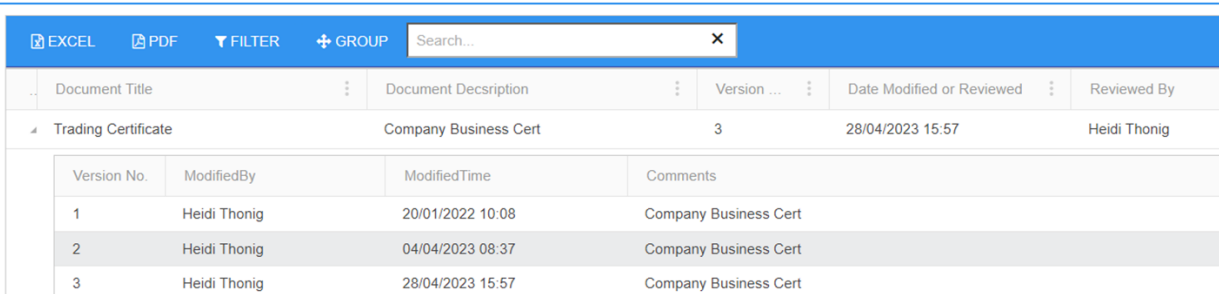
An option to Delete Company Documentation has been added.



|  | Last Modified Time | Version No. | Title                 | Description           | Expiry Date | Action |
|--|--------------------|-------------|-----------------------|-----------------------|-------------|--------|
|  | 28/04/2023 13:27   | 3           | Company Business Cert | Snow Cert 2           | 30/05/2025  |        |
|  | 28/04/2023 13:27   | 3           | Trading Certificate   | Company Business Cert | 19/01/2024  |        |

These are tracked in the Document Review Register should copies be required at a later date.

Home / Registers / Administrative Registers / Documents Review Register



| Document Title      | Document Description  | Version | Date Modified or Reviewed | Reviewed By  |
|---------------------|-----------------------|---------|---------------------------|--------------|
| Trading Certificate | Company Business Cert | 3       | 28/04/2023 15:57          | Heidi Thonig |

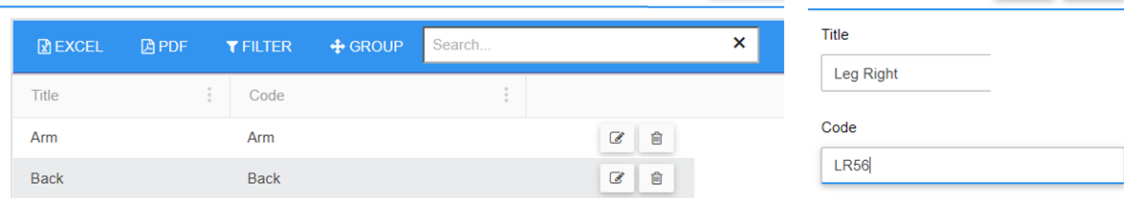
| Version No. | ModifiedBy   | ModifiedTime     | Comments              |
|-------------|--------------|------------------|-----------------------|
| 1           | Heidi Thonig | 20/01/2022 10:08 | Company Business Cert |
| 2           | Heidi Thonig | 04/04/2023 08:37 | Company Business Cert |
| 3           | Heidi Thonig | 28/04/2023 15:57 | Company Business Cert |

## Home / Administration / Injury & Health Management / Body Parts

You can now add entries to the body parts list that is used when reporting injuries in the Incident Reporting Register. Entries can be changed and Codes added if required.

The full help file can be found here: [Body Parts - SafetyMinder](#).

Home / Administration / Injury & Health Management / Body Parts



| Title | Code |
|-------|------|
| Arm   | Arm  |
| Back  | Back |

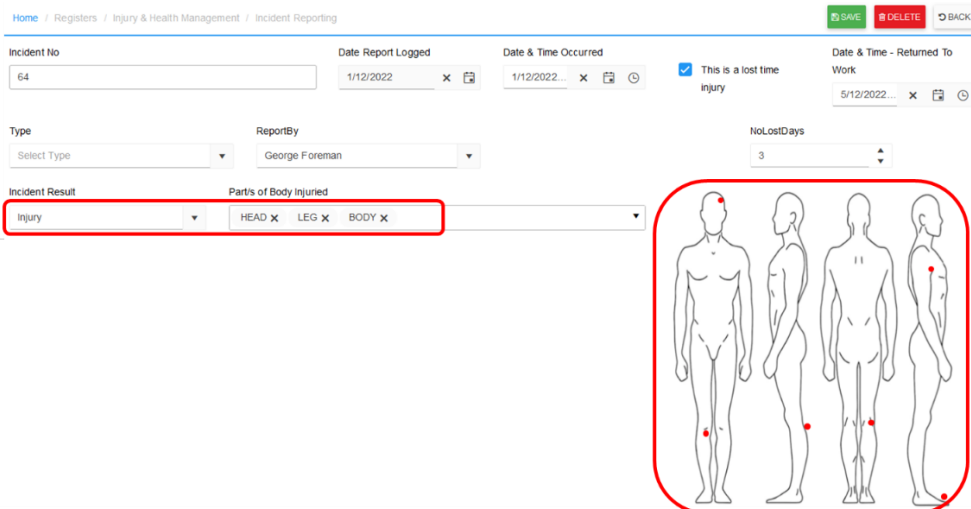
Title: Leg Right

Code: LR56

## Home / Registers / Injury & Health Management / Incident Reporting

Along with adding your own list of body parts above when Injury is selected as Incident Type a body image will display for you to mark where the person was injured. See the full help file on the link below:

[Incident Reporting - SafetyMinder](#)



Incident No: 64

Date Report Logged: 1/12/2022

Date & Time Occurred: 1/12/2022...

This is a lost time injury

Date & Time - Returned To Work: 5/12/2022...

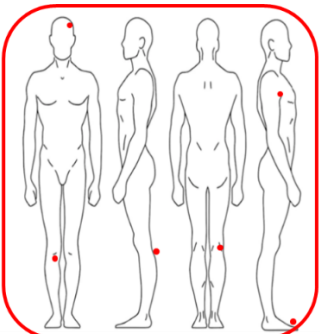
Type: Select Type

ReportBy: George Foreman

NoLostDays: 3

Incident Result: Injury

Parts of Body Injured: HEAD x LEG x BODY x



New Location Types now also available. Users can now choose between Local, Customer Sites & Other.

- Local: refers to locations you have setup for your business and are created in Administration/Company Set up/Location Stored.
- Customers: allows you to select from current entries or create a new customer site.
- Other: allows you to enter a manual address and in the mobile app use GPS location.

### Home / Registers / P&E / Plant & Equipment

A field has been added to select PPE Required for when using an asset.

This field is multi choice and items can be removed by clicking the X beside them.

Is this item shared Plant & Equipment?  Safety Data Sheet Available

Assigned To  Staff  Location Stored  Customer

Kermit Frog

PPE Required

SAFETY BOOTS x SAFETY VEST x

### Home / Administration / Staff (XX) Employee Leaving

This new section under the Employee Separation Checklist will remove staff from Document Distribution tasks that they have not yet signed off:

1. Click on SELECT ALL or
2. Tick the boxes as required.
3. Click to remove the staff member from these tasks.

| Document Distribution Register |                               |            |                          |             |            | 3 | DELETE FROM LIST                    |
|--------------------------------|-------------------------------|------------|--------------------------|-------------|------------|---|-------------------------------------|
| Report Type                    | Title                         | Issue Time | Signed Off               | Reviewed By | Review D.  | 1 | SELECT ALL                          |
| Safety Memo                    | V25 test Task on IOS          | 03/03/2023 | <input type="checkbox"/> |             |            | 2 | <input checked="" type="checkbox"/> |
| Safe Work Method Statement     | E27-V2-WORKING WITH BATTERIES | 27/02/2023 | <input type="checkbox"/> |             | 30/09/2025 |   | <input checked="" type="checkbox"/> |

### Home / Administration / Company Set up / Company Info

There are two new fields under Contact Info for: Main Contact Name & Secondary Contact Name.

These can be used in template forms as required with the following widgets in text fields:

[CompanyContact]

[CompanyContact2]

Home / Administration / Company Set up / Company Info

Info

Legal Company Name: NZ Main Test DB  Display  CompanyID: NZDBTest

Contact Info

Phone: 9132041267

Main Contact Name: Sir Lancelot

Main Contact Mobile: 99998883333

Secondary Contact Name: Madam Currie

Main Contact Email: admin@celoces.com

Secondary Contact Mobile:

Secondary Contact Email:

## Home / Administration / Staff

We've added position to the staff grid layout and moved Security Level & Admin column to the right of State/Region.

Home / Administration / Staff

NEW S

EXCEL PDF FILTER GROUP Staff Sub-Contractor Staff rove X

Archived

| First Name | Last Name | Username      | Direct Manager | Position          | Division     | Region | Security Level | Admin                               |
|------------|-----------|---------------|----------------|-------------------|--------------|--------|----------------|-------------------------------------|
| Rover      | Alpine    | Administrator |                | Project Estimator | LVX High End | VIC    | Administrator  | <input checked="" type="checkbox"/> |
| George     | Foreman   | gman          | Rover Alpine   | Service Manager   |              |        | Supervisor     | <input type="checkbox"/>            |
| Kermit     | Frog      | kfrog         | Rover Alpine   | Account Executive |              |        | Technicians    | <input type="checkbox"/>            |
| Sam        | Hunt      | HuntS         | Rover Alpine   | General Manager   |              |        | Administrator  | <input checked="" type="checkbox"/> |

## Home / Administration / Templates / Forms

When you first open a template form the  LOCK button will be greyed out, once all the data has loaded the button will go blue and you will be able to click it. If the template is large or complicated this could take a few minutes.

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

Home

LOCK  SAVE  DELETE  COPY  BACK

Title: COMPRESSED AIR Document ID: OSS-T008 Version Number: 1 Template Status: Creating Template Type: SWMS

Home

LOCK  SAVE  DELETE  COPY  BACK

Title: COMPRESSED AIR Document ID: OSS-T008 Version Number: 4 Template Status: Creating Template Type: SWMS

## Mobile / General – New Date Selector

When you click on any date field in the mobile app the date selector below opens:

1. Today's date will show at the bottom of the calendar and can be clicked at any stage to select.
2. It will also have a clear circle around it which you can select and click **CLOSE**.
3. Select any other date and click **CLOSE**.
4. To select a different month or year click the month/year.
5. Scroll thru the months to the one required.
6. Scroll thru the years to the one required.
7. The selection will show at the top, click this to select this month & year.
8. Click on the day required.
9. Click **CLOSE** to populate the date you have selected.

4 May 2023 < >

7 May 2024 ▲

8 May 2024 ▼ < >

1 WEDNESDAY, MAY 03, 2023

WEDNESDAY, MAY 03, 2023

WEDNESDAY, MAY 03, 2023

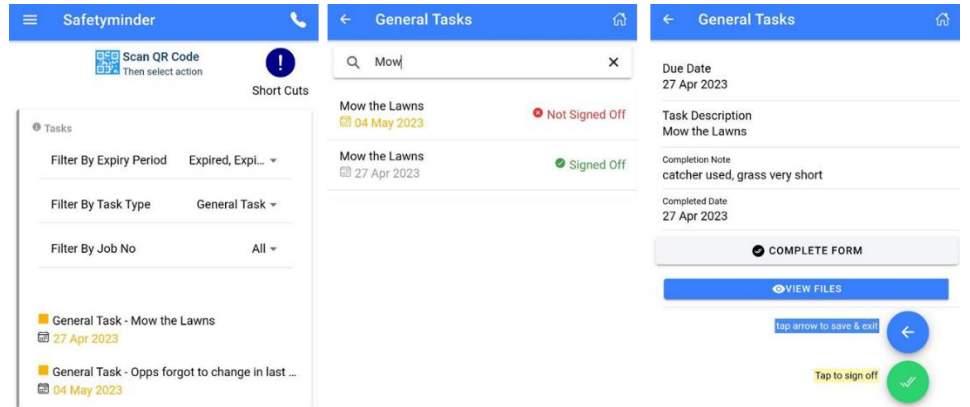
CLOSE CLOSE CLOSE

## Mobile / Registers / General Tasks

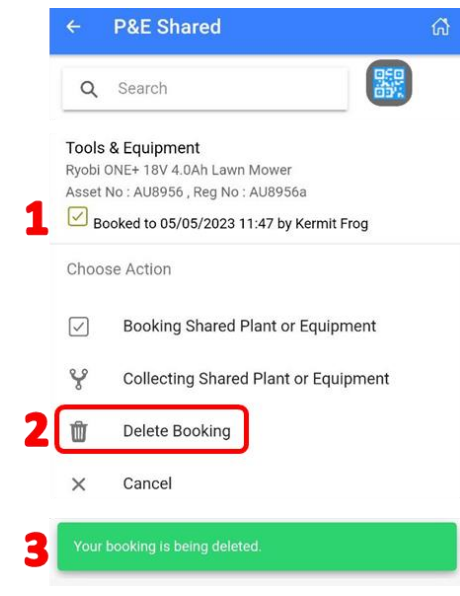
A new register for general tasks has been created.

Full details on link below:


[General Tasks - Mobile - Safetyminder](#)



## Mobile / Register / P&E Shared



There is a new option to Delete Bookings in the shared plant & equipment register.

1. Click on the booking you wish to delete.
2. Select  Delete Booking from the menu.
3. A notification will show at the bottom when it has been removed.

