



This is where documents and other register entries are collated for a specific job no (see below), they include:

- All Job Docs – including those in draft mode.
- Hazardous Substances Stored
- Plant Inspections
- Fitness & Welfare Checks
- P&E Assigned
- Other Documents – these are added in [Documentation/Customer Document](#)

From here you can email documents and create new job numbers, click **+ADD NEW**.

Use the filters and search box to narrow down the selection and help you find a particular job, double click to see what is loaded against this project.

The screenshot shows the 'Project Management' page with a table of job entries. A search filter 'purple s' is applied to the 'Customer' column. The table contains two entries:

Job No	Job Name	Customer	Work site	Managers	Supervisors
0701cs	HSEQ-F-019	Purple Submarine Ltd	Growing Fish		
2909ht	other testing	Purple Submarine Ltd	Growing Fish	Heidi Thonig	Craig SmithNZDB

A. Create New Job No

1. Select the Customer.
2. Select the Work Site.
3. Type in a Job No.
4. Type in a Job Name.
5. Select a manager – multiples can be selected.
6. Select a supervisor – multiples can be selected.
7. Select any sub-contractors who might be working on the project.
8. Click **+ADD FILE** to add any documents required.
9. Click **SAVE**.

The screenshot shows the 'Create New Job No' form with the following fields and values:

- 1** Customer: Frog Holdings Ltd
- 2** Work site: Frog
- 3** Job No: 8923
- 4** Job Name: Fixing Fog Lane
- 5** Manager(s) Notified: KERMIT FROG
- 6** Supervisors: GEORGE FOREMAN
- 7** Sub-Contractors: JIM'S EVERYTHING

At the bottom, the 'Project Documents' section shows a table with columns for 'Last Modified Time', 'Title', and 'Description'. A document 'Contract.jpg' with title 'Service Contract' is listed. A **8** **+ADD FILE** button is visible in the top right of this section. A **9** **SAVE** button is visible in the top right of the main form area.

B. Email Documents

In each of the sections you can email completed documents to customer contacts or internally to staff:

1. Click either **SELECT ALL** or tick the box for each item required.
2. Click **EMAIL**.

Hazardous Substances Stored						2	EMAIL
Type/Name of Hazardous Substance or Chemical	Size & Weight	QTY Stored	Location Stored	GHS - Global Harmsination Standard	Risk Assessment Required	SELECT ALL	
Granular Chlorine	200 Grams	3	Customer: Purple Submarine Ltd_Growing Fish		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	
Ammonium Nitrate	1 Litres	6	Customer: Purple Submarine Ltd_Growing Fish		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chlorine Hexide	100 Grams	2	Customer: Purple Submarine Ltd_Growing Fish		<input type="checkbox"/>	<input type="checkbox"/>	

Send Email

Customer Contacts

PURPLE SUBMARINE LTD - HEIDIT@CELOCES.COM x

3

Staff Contacts

ROVER ALPINE - HEIDI.THONIG@GMAIL.COM x

4

Subject

Documents for Purple Submarine Ltd - Growing Fish - 2909ht - other testing

5

6

SEND

CANCEL

3. Select any required customer contacts.
4. Select staff contacts as required.
5. Change the subject if required.
6. Click **SEND**.

NOTE: Both customer and staff contacts can have multiples selected. You can also select to only email the customer or a staff member.

NOTES:

- This is only available for Safetyminder Plus customers.
- See below for the full Project Management screen.



Customer Purple Submarine Ltd **Work site** Growing Fish

Job No 2909ht **Job Name** other testing

Manager(s) Notified HEIDI THONIG **Supervisors** CRAIG SMITHNZDB

Sub-Contractors Select Subcontractor

Job Doc Drafts FILTER + GROUP Search... EMAIL

Doc No	Template Type	Template	PreparedBy	Supervisor	CreationDate	Status		SELECT ALL
368	SWMS	BLUBUILT CONSTRUCTIONS SWMS	Heidi Thonig	George Foreman	01/02/2022	Draft	🔄 📄	<input type="checkbox"/>

Job Docs FILTER + GROUP Search... EMAIL

Doc No	Template Type	Template	Supervisor	Signed Off		SELECT ALL
313	Checklists	Field Inspection Checklist - Domestic	George Foreman		🔄 📄 👁	<input type="checkbox"/>
266	SWMS	INSTALLING PYROTENAX (MIMS) CABLE	Arash Oshnoudi		🔄 📄 👁	<input type="checkbox"/>

Hazardous Substances Stored FILTER + GROUP Search... EMAIL

Type/Name of Hazardous Substance or Chemical	Size & Weight	QTY Stored	Location Stored	GHS - Global Harmisation Standard	Risk Assessment Required	SELECT ALL
Granular Chlorine	200 Grams	3	Customer: Purple Submarine Ltd_Growing Fish		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ammonium Nitrate	1 Litres	6	Customer: Purple Submarine Ltd_Growing Fish		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chlorine Hexide	100 Grams	2	Customer: Purple Submarine Ltd_Growing Fish		<input type="checkbox"/>	<input type="checkbox"/>

Plant Inspections FILTER + GROUP Search... EMAIL

Title	Asset Type	Asset Ref	Description	Date & Time Inspected	Staff	Signed Off	SELECT ALL
Plant & Equipment Register	Tools & Equipment	Asset No : 4 , Reg No : 4h	Hitachi Skillsaw	13/05/2021 11:10	George Foreman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire Equipment	Motor Vehicles		Ferguson-TO-20-Red	13/05/2021 15:04	George Foreman	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fitness & Welfare Checks FILTER + GROUP Search... EMAIL

Date	Supervisor	Check Type	Qty	Pass	Fail	Completed	SELECT ALL
30/09/2021	George Foreman	Daily Welfare Check	5	3	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

P&E Assigned FILTER + GROUP Search... EMAIL

Date Added	Asset Type	Asset No	Registration/Serial No	Description	Assigned To	Asset Status	SELECT ALL
09/09/2020	Lifting Equipment	56231	ESA912A	Nifty Trailer Crane	Customer : Purple Submarine Ltd_Growing Fish	Current	<input type="checkbox"/>

Other Documents FILTER + GROUP Search... EMAIL

Title	Description	Review Date	SELECT ALL
png 5661 Customer Doc	Test Add customer doc as non super user	07/05/2020	<input type="checkbox"/>
pdf McNab NQ-Dalton Rd-IBS 71110 SOP - Laser Class 1&2	IBS 71110 SOP - Laser Class 1&2	30/03/2021	<input type="checkbox"/>
PDF Doc	2 pdf doc	01/05/2021	<input type="checkbox"/>

Project Documents EMAIL ADD FILE

Last Modified Time	Title	Description	Action	SELECT ALL
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