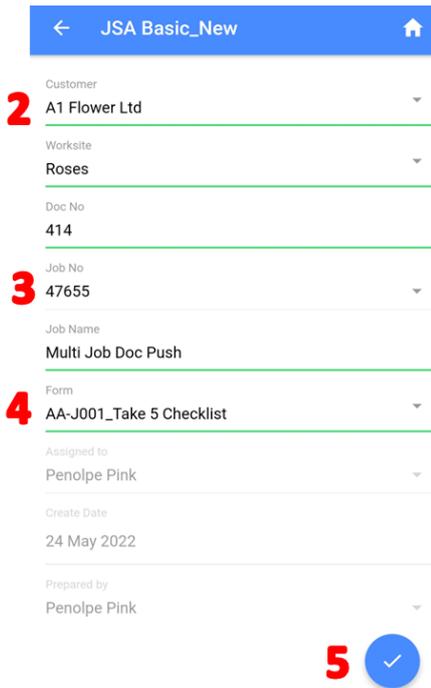
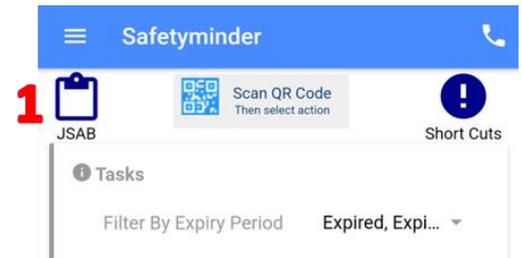




This is a simplified workflow for completing JSA forms and can be done with either a default customer & worksite and the option to type in a job number or with the usual selection process. Defaults are set in the web app, contact us at support@safetyminder.co regarding these options.

This is a simplified workflow for completing JSA forms and can be done with either a default customer & job number or with the usual selection process. Defaults are set in the web app:

1. From the Home Page select the JSAB icon.



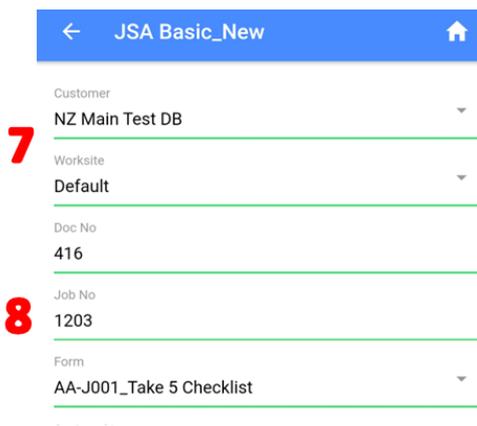
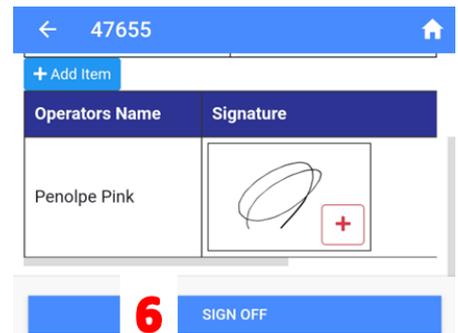
2. Select Customer & Worksite.
3. Select the Job No.
4. The Form will autopopulate with the default selected. This can be changed if required.
5. Click to  save.

The form will open ready to be completed.

Fill in the form as required:

6. When finished click **SIGN OFF**.

This will return you to the home page.



7. When a default Customer & Worksite has been selected in the web settings these will be display, they can be changed if required.
8. Type in a Job No and proceed as per steps 5 & 6 above.

NOTES:

- The completed JSA can be found under Job Docs/JSA and has all the usual actions available.
- The option to type in a Job No is NOT available if you are using Project Management as no job numbers are added to the customer.

Contact us at support@safetyminder.co for the setup options.

