



This is for reports that collate information from different registers into one report and are created by the SafetyMinder team. They can be created and saved on a regular basis for different periods and work like a simplified Job Doc.

Contact us at support@safetyminder.co for more information.

1. Click **+ADD NEW** to create a new report.

The screenshot shows the top navigation bar with 'Home / Reports / Custom' and a red '1' next to the '+ADD NEW' button.

ReportNo...	Creation ...	Report Template	PreparedBy	Dates	Status
5	02/06/2022	AQ-R01 - EOM Safety Report	Heidi Thonig	Custom Dates : 2022-4-1_2022-4-30	Initial

A red '5' is placed over the action icons for the first row.

2. Select the Report Template.
3. Select one of the date options or select Custom Dates & enter the period you wish to report on.
4. Click **SAVE**.
5. Now you can click Setup icon to generate the report – see above.

The screenshot shows the 'ReportCustom' form with the following fields:

- ReportNo: 5
- Report Template: AQ-R01 - EOM Safety Report-v1 (highlighted with red '2')
- PreparedBy: Heidi Thonig
- Dates: Custom Dates (highlighted with red '3')
- From: 01/04/2022
- To: 30/04/2022

A red '4' is placed over the 'SAVE' button.

The report will now be display on the screen, enter any data required into manual data entry fields.

6. Click **CREATE DRAFT** if you need to make further changes to the data or registers.
7. Click **SIGN OFF** will lock the report.
8. In Draft Mode you can click edit and setup to change any details.
9. Once the Report has been signed off you can email, copy and print it.

The screenshot shows the report list with the following rows:

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

Red numbers 6, 7, 8, and 9 highlight the 'CREATE DRAFT' button, 'SIGN OFF' button, and the two report rows respectively.

