



On the home page you can click on the task and it will open for completion.
Or navigate from the Main Menu select Registers & General Tasks.
Type in the search bar to narrow down the items and click on the task to be completed.

The screenshot shows the SafetyMinder app interface. On the left is the 'Registers' screen with a list of registers: Asbestos Register, Compliments & Feedback Register, Corrective Actions/Audit, Drug & Alcohol Screening, First Aid Kit Register (with a red '1' badge), Fitness & Welfare Checks, and General Tasks (with a red '2' badge and a green highlight). On the right is the 'General Tasks' screen with a search bar containing 'Mow' and two task entries: 'Mow the Lawns' dated 04 May 2023 (Not Signed Off) and 'Mow the Lawns' dated 27 Apr 2023 (Signed Off). A 'Short Cuts' section with an exclamation mark icon is also visible.

1. Due Date will come through from the web app.
2. Task Description will populate from web app.
3. Type in Completion Notes - mandatory.
4. Select the Completed Date - mandatory.
5. Click COMPLETE FORM.
NOTE: where no template is added in web app, this will be greyed out.
6. View & add files as required.
7. Click to icons to save & exit or sign off.

This screenshot shows the 'General Tasks' form with numbered steps: 1. Due Date (27 Apr 2023); 2. Task Description (Mow the Lawns); 3. Completion Note (catcher used, grass very short); 4. Completed Date (27 Apr 2023); 5. COMPLETE FORM button; 6. VIEW FILES button; 7. A callout box with a blue arrow icon and text 'tap arrow to save & exit' and a green checkmark icon with text 'Tap to sign off'.

