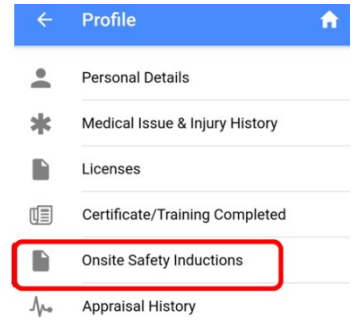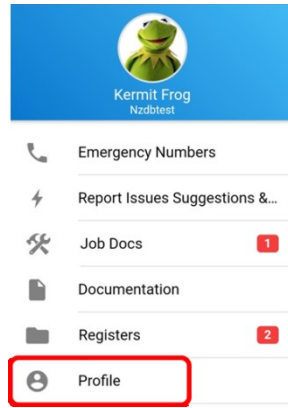From the Main Menu select:
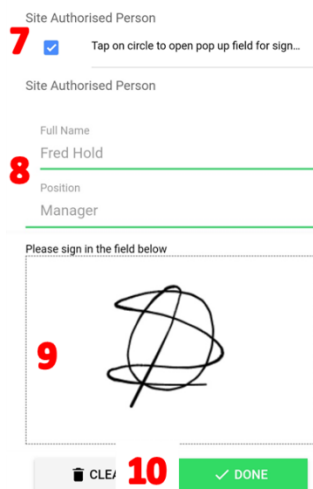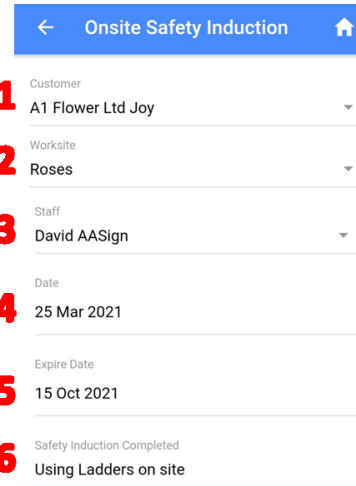- Profile
- Onsite Safety Inductions

These will ususally come through from the [web app](#) and appear on your task menu.

Click on the item and it will open with details, then proceed to step 7.
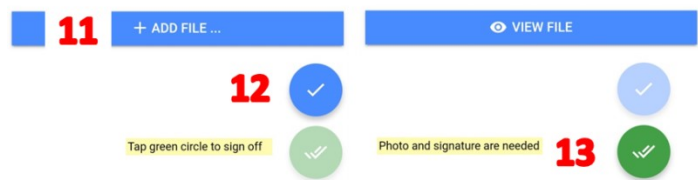
Or click ➕ to add a new item.

---

1. Select a Customer.

2. Select the Worksite.

3. Your name will auto populate.

4. Date will default to current date.

5. Select an expiry date.

6. Type a description of the induction being done.

Onsite Safety Induction

1 Customer
A1 Flower Ltd Joy

2 Worksite
Roses

3 Staff
David AASign

4 Date
25 Mar 2021

5 Expire Date
15 Oct 2021

6 Safety Induction Completed
Using Ladders on site

---

7 Site Authorised Person
☑ Tap on circle to open pop up field for sign...

Site Authorised Person

8 Full Name
Fred Hold

Position
Manager

Please sign in the field below

9 [signature]

10 🗑 CLEAR   ✓ DONE

7. Tick the box for the site person conduction the induction.

8. Have the person type in their Full Name. & Position

9. They need to sign in the box.

10. Click ✓ **DONE** .

---

11. Click **+ADD FILE...**

12. Click save ✓ .

13. Click ✓✓ to complete.

11 + ADD FILE ... | 👁 VIEW FILE

12 ✓

Tap green circle to sign off | Photo and signature are needed **13** ✓✓

NOTES:
- If there is no document to add then simple attach any picture to the task.

- A new task will automatically show once the item is signed off using the expiry date.

Onsite Safety Induction

🔍 A1

A1 Flower Ltd _ Ros   ✅ Signed Off
📅 25/03/21

A1 Flower Ltd _   ❌ Not Signed Off
📅 15/10/21