



1. Your dashboard reminders are preset according to legal requirements for each system. The reminders will be ignited 30 days from purchase.

Login to your REFSS Dashboard via <http://www.refss.com.au/login.html> using the Username and Password provided in your account confirmation email and then hit login.

2. Once logged in select 'Active List' under 'Reminders' from the left hand navigation.



3. Select the 'Risk System' from the drop down to check reminders under each risk area. You will then be able to view up-coming tasks, action required, the frequency, their due date and status.

Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date	Days Remaining	Status	
Emergency Management Business Checklist	EM 07.01	Conduct	Weekly	06/11/2013	0	Incomplete	Change Status
Emergency Management Plan	EM 07.04	Review	Annual	14/11/2013	8	Incomplete	Change Status
First Aid Training	EM 07.04	Review	Annual	14/11/2013	8	Incomplete	Change Status
Electrical Tagging	EM 07.04	Test	Annual	14/11/2013	8	Incomplete	Change Status
Evacuation Plan	EM 07.04	Review	Annual	14/11/2013	8	Incomplete	Change Status
First Aid CPR	EM 07.04	Refresh	Annual	14/11/2013	8	Incomplete	Change Status
Self Assessment		Conduct	Annual	14/11/2013	8	Incomplete	Change Status
Evacuation Drill	EM 07.03 # 9	Conduct	Annual	14/11/2013	8	Incomplete	Change Status
Safe Work Instructions Training	EM 07.04	Refresh	Annual	14/11/2013	8	Incomplete	Change Status
Emergency Lighting System	EM 07.03 # 6	Test	Annual	14/11/2013	8	Incomplete	Change Status
Fire Equipment	EM 07.03#3,4,5,8	Test	Half	14/11/2013	8	Incomplete	Change Status
Evacuation Alarm System	EM 07.02#1	Test	Quarterly	14/11/2013	8	Incomplete	Change Status
Emergency Management	EM 07.02	Conduct	Quarterly	14/11/2013	8	Incomplete	Change Status

4. As you and your team make start and complete the status can be selected to allow visibility of the progress of implementation. In the example below First Aid CPR's status is changing to complete.

First Aid CPR	EM 07.04	Refresh	Annual	11/14/2013 12:00:00 AM	8	Work In Progress	Cancel
Self Assessment		Conduct	Annual	14/11/2013	8	Work In Progress	Change Status
Safe Work Instructions Training	EM 07.04	Refresh	Annual	14/11/2013	8	Complete	Change Status

Once complete the task will be removed from the active list.

Evacuation Plan	EM 07.04	Review	Annual	14/11/2013	8	Incomplete	Change Status
Self Assessment		Conduct	Annual	14/11/2013	8	Incomplete	Change Status
Safe Work Instructions Training	EM 07.04	Refresh	Annual	14/11/2013	8	Incomplete	Change Status



Once complete the task will be moved to the 'History List'. You can see 'First Aid CPR' is now listed as 'Complete' in the 'Reminders' - 'History List', which is accessible from 'History List' in the left hand navigation.

Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date	Days Remaining	Status
First Aid CPR	EM 07.04	Refresh	Annual	14/11/2013	8	Complete
Evacuation Drill	EM 07.03 # 9	Conduct	Annual	14/11/2013	8	Complete
Online Training	EM 07.04	Refresh	Annual	14/11/2013	8	Complete

Due Date	Days Remaining	Status
06/11/2013	0	Incomplete
14/11/2013	8	Incomplete

Reminders are colour coded by a matrix depending on frequency and days remaining until due date.

Exception Management - tasks coloured red are your current tasks to complete ASAP.

As you can see in the table below, annual tasks will appear as green from 30-21 days before due date. Then appear amber 20-0 days before due date, and finally reminder will alert as red once it is past due.

