

CUSTOMER CHANGE NOTICE

A refreshed BWARE experience is coming

On **Friday, 25 September 2026**, BWARE is scheduled to receive a significant system update. The release modernises the platform, makes everyday navigation clearer and introduces practical improvements across the platform.

SCHEDULED UPDATE

**25 SEPTEMBER
2026****What this means for you**

The core BWARE functions remain familiar, but the way you find and work with them will feel cleaner and more consistent. This notice highlights the changes customers are most likely to see after the update.

The update at a glance

A clearer way to navigate

Plan, Do, Check and Act move into one main menu, with related functions grouped into clearer sections.

A more flexible workspace

Choose light or dark mode, keep your preferred sidebar state and use refreshed icons and contextual guidance.

Stronger reporting tools

Expanded dashboard filters and a new Excel export option make it easier to review and work with your data.

Practical workflow improvements

Save forms as drafts, annotate images, add captions and work with clearer incident-history timestamps.

Before the update

Please share this notice with relevant BWARE users. No preparation is described as mandatory in this notice, but users may benefit from allowing a little time to familiarise themselves with the refreshed navigation after release.

01 | NAVIGATION AND WORKSPACE

A cleaner route to the tools you use

The refreshed interface is designed to make everyday tasks easier to find and complete.

Main navigation

Plan, Do, Check and Act are brought together in one main menu panel, keeping the header cleaner while retaining access to the same core areas.

Refreshed landing dashboard

The landing page introduces a modern layout, enhanced Activity Stream reporting, Activities by Participation, a Summary Report and clearer activity visuals.

Shortcuts under the plus icon

Common actions - including creating an action, reporting a hazard, submitting a form and reporting an incident - are available from the plus icon at the top of the screen.

Grouped left-hand menu

Related functions are organised into clearer sections such as Workers, Administration, Print and Help, with a refreshed card-style presentation.

Light and dark themes

Each user can switch between light and dark display modes and choose the viewing style they prefer.

A sidebar that remembers

Collapse or expand the sidebar and BWARE will remember the selected state, reducing repeat clicks between visits.

Updated action menu

The right-hand action menu is grouped into clearer sections and can show overdue items for the selected register item, such as a worker or training type.

More help in context

Help opens in a pop-up, while hover-over descriptions and information prompts explain key fields, buttons, filters and data without taking users away from their work.

Grid column controls

Right-click a register column header to access sorting, grouping and column-position options more quickly.

Refreshed navigation icons

Updated icons improve recognition and consistency, with a dedicated Summary icon available for item summaries.

02 | PERFORMANCE, REPORTING AND RISK

Better visibility and more useful outputs

The update includes improvements designed to support clearer information, more flexible outputs and day-to-day work.

Updated database framework

The underlying database framework has been upgraded to support improved performance, responsiveness and scalability, particularly when working with higher volumes of data.

Expanded dashboard filters

Performance Dashboard reports include more filtering options across modules, helping users create more targeted views and exports.

PDF and Excel exports

The Pivot Grid can be exported to PDF or Excel. Excel provides spreadsheet-ready data for further analysis. PDF continues to reflect the displayed columns, but the standard header and footer will no longer be included.

PPE selection

Refreshed PPE icons and additional safety-equipment options improve visual clarity and provide more choice when recording site requirements.

Activity, location and energy source

Risk records include Activity/Location and Energy Source fields. Energy Source can also be displayed as an optional Risk Register column for filtering and reporting.

Training requirements in risks

Training requirements can be linked directly to risk records as a standard feature, keeping required training visible alongside the relevant risk information.

03 | FORMS AND INCIDENT RECORDS

Practical improvements for work in progress

The update includes practical improvements to help users manage and review their work.

Save forms as drafts

Forms can be saved before submission and completed later. In the app, draft forms appear in the To-Do List; drafts saved through the app or system also appear under Forms > Saved to Draft.

Annotate and caption images

Open uploaded form images in a larger view, draw on them to identify hazards, defects or points of interest, and add captions that explain what the image shows.

Clearer incident history

Incident-history entries display both date and time for comments, status changes and other updates, creating a clearer event sequence and audit trail.

When the update is available

1

Get familiar with the update

Read this change notice and view any update blogs or change videos on our website for visual comparisons with the previous system.

2

Explore the main menu

Locate Plan, Do, Check and Act, then review the new grouped menu sections.

3

Find your shortcuts

Shortcuts have moved from the landing page to the plus icon and remain available through system groups.

4

Choose your workspace

Try light or dark mode and set the sidebar to your preferred state.

5

Review your regular workflows

Check the registers, forms, reports and dashboards you use most often.

6

Reset your register layouts

Check each module register, adjust the layout, then save it. Previous layout preferences have not carried across.

7

Explore help and tutorials

View our new tutorials under the Help menu or on our Support page. Need a hand? Please email helpdesk@bware.co.nz; we're happy to help.

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