## A. Collecting Item

From the Main Menu select Registers and scroll down to Shared Plant & Equipment.

- Use the Search Box & Show Iamges to narrow down the list of items.

1. When an asset is Available you will be able to collect it without making a booking.
2. If required complete any booking notes, select Customer, Worksite, Job No. All these fields are optional.
3. A grayed out box means there is no checklist to complete and you can proceed to step #4
   When a checklist has been load refer to step #7.
4. In this case tick the box "Item Fit For Purpose".
5. A signature box will open, once you have added a signature click COMPLETE.
6. You will now be able to COLLECT the item.
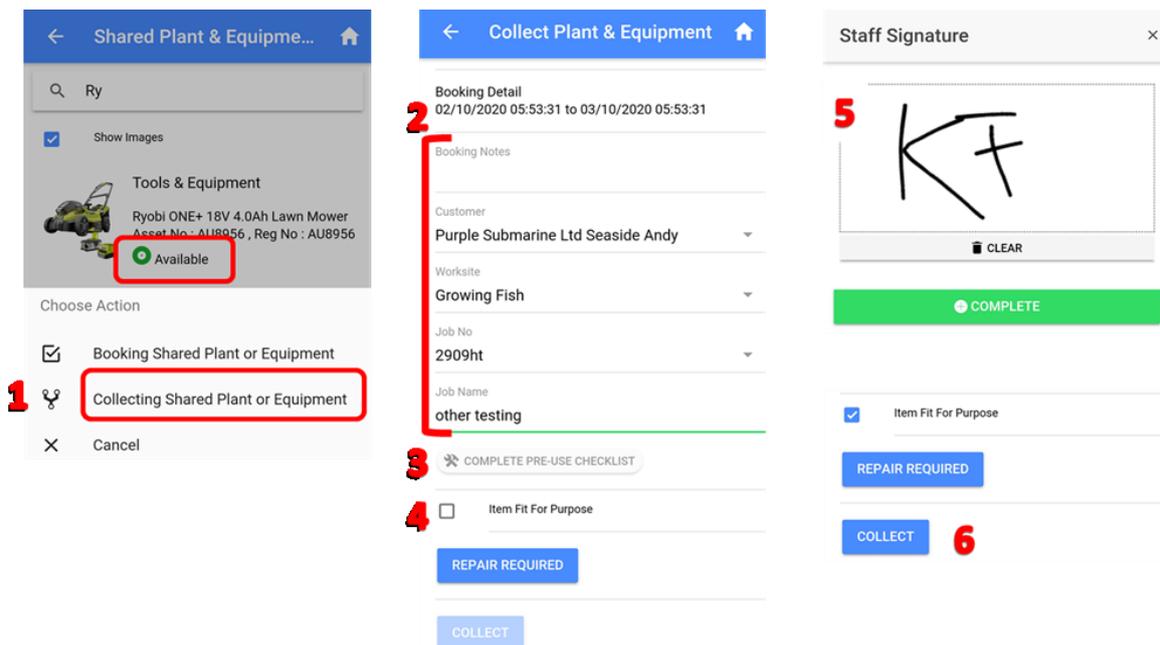
7. Where there is a Pre-Use Checklist loaded you will need to complete this before being able to collect the asset.

8. Fill in the checklist and sign as required. Then click COMPLETE.

9. Tick "Item Fit for Purpose".

10. Click COLLECT

See Notes below for items that require repair.
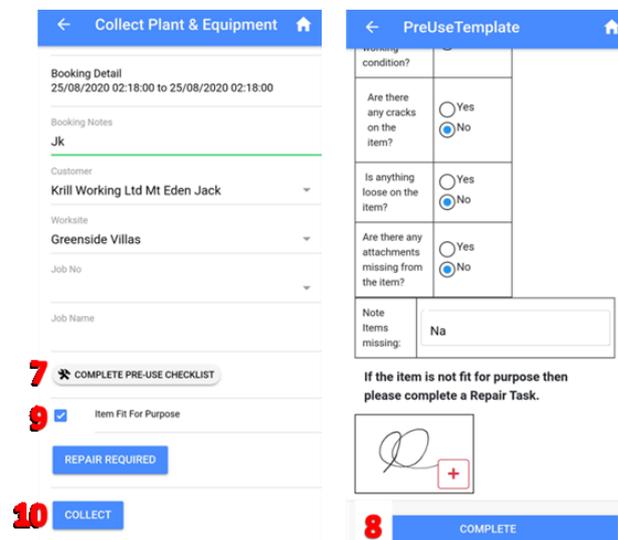
B. Returning Items

From the Main Menu select Registers and scroll down to Shared Plant & Equipment:
1. Click on the item being retured and select "Returning Shared Plant & Equipment.
2. Where there is no Checklist to complete the box will be grayed out tick the box "Item Fit for Purpose".
   If a checklist has been load refer to step #5.
3. A signature box will open, once you have added a signature click **COMPLETE.**
4. You will now be able to **RETURN** the item.

5. Where there is a Pre-Use Checklist loaded you will need to complete this before being able to collect the asset.

6. Fill in the checklist and sign as required. Then click **COMPLETE**.

7. Tick "Item Fit for Purpose".

8. Click **COLLECT**.

See Notes below for items that require repair.

C. Booking an Item

From the Main Menu select Registers and scroll down to Share Plant & Equipment:
1. Use the Search field and show images to find the item to book. Click on the item and select "Booking Shared.."
2. Select from the staff list.
3. Select the Start and End dates by scrolling thru the date selector.
4. If required complete any booking notes, select Customer, Worksite, Job No. All these fields are optional.
5. Click Save

NOTE:

When Collecting or Returning an item if it is broken click **REPAIR REQUIRED**
This will open a **repair task**, complete and save.
The item show as "Out of Order" until the repair is completed.

Tools & Equipment

Hitachi Skillsasw
Asset No : 4 , Reg No : 4h
🚫 Out of Order to 03/10/2020 11:53 by Kermit Frog