



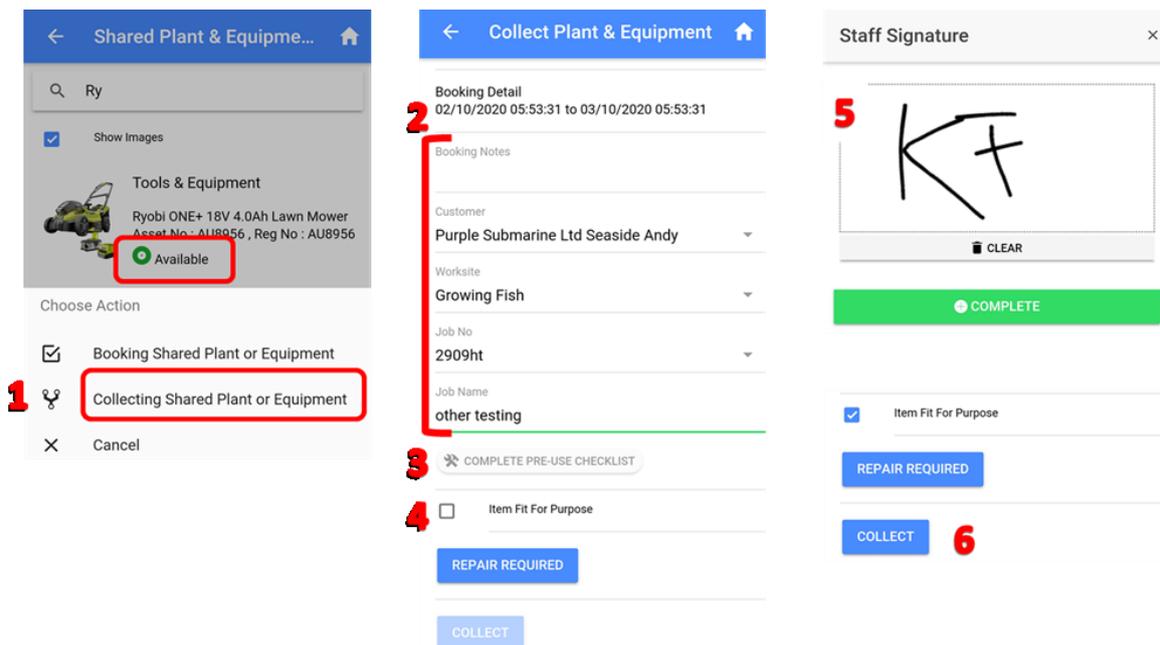
## A. Collecting Item

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

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

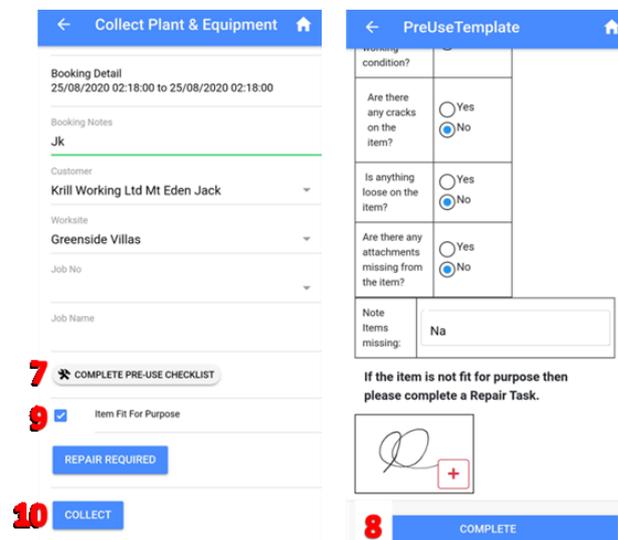


1. When an asset is Available you will be able to collect it without making a booking.
2. If required complete any booking notes, select Customer, Worksite, Job No. All these fields are optional.
3. A grayed out box means there is no checklist to complete and you can proceed to step #4. When a checklist 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 returned 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.

The first screenshot shows the 'Shared Plant & Equipme...' screen with a search bar containing 'Hit'. Under 'Tools & Equipment', a Hitachi Skillsaw is listed. The 'Choose Action' menu is open, and 'Returning Shared Plant or Equipment' is selected and highlighted with a red box and a red '1'. The second screenshot shows the 'Returning Plant & Equip...' screen for the Hitachi Skillsaw. The 'COMPLETE POST-USE CHECKLIST' button is grayed out. The 'Item Fit For Purpose' checkbox is checked, and the 'RETURN' button is highlighted with a red '4'. The third screenshot shows the 'Staff Signature' screen with a signature 'KF' and a green 'COMPLETE' button highlighted with a red '3'.

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**.

The first screenshot shows the 'Returning Plant & Equip...' screen for the Hitachi Skillsaw. The 'COMPLETE POST-USE CHECKLIST' button is highlighted with a red '5'. The 'Item Fit For Purpose' checkbox is checked, and the 'RETURN' button is highlighted with a red '8'. The second screenshot shows the 'PostUseTemplate' screen. The 'Are there any attachments missing from the item?' question has 'No' selected. The 'Note Items missing:' field is empty. A signature is present in the 'If the item is not fit for purpose then please complete a Repair Task.' section. The 'COMPLETE' button is highlighted with a red '6'.

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

The first screenshot shows the 'Shared Plant & Equipme...' screen with a search bar containing 'Hi'. Under 'Tools & Equipment', a Hitachi Skillsaw is listed. The 'Choose Action' menu is open, and 'Booking Shared Plant or Equipment' is selected and highlighted with a red box and a red '1'. The second screenshot shows the 'Book Plant & Equipment' screen. The 'Staff' dropdown is set to 'George Foreman'. The 'Start Date' is '22 Feb 2021 07:00' and the 'End Date' is '23 Feb 2021 16:00'. The 'Booking Notes' section contains 'Install toilets'. The 'Customer' is 'Yellow Submarine Ltd Seaside Paul', the 'Worksite' is 'Hope Centre', and the 'Job No' is '0131'. The 'Job Name' is 'HT Test Sub'. The 'Booked by' is 'Kermit Frog 03/10/2020 11:53:00...'. The 'COMPLETE POST-USE CHECKLIST' button is highlighted with a red '5'. The third screenshot shows the 'Book Plant & Equipment' screen with a calendar view. The 'Staff' dropdown is set to 'Rod Jensen'. The 'Start Date' is '22 Feb 2021 10:01' and the 'End Date' is '23 Feb 2021 10:01'. The calendar shows dates from 20 to 24. The 'COMPLETE' button is highlighted with a red '3'.

**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 Skillsaw

Asset No : 4 , Reg No : 4h

 Out of Order to 03/10/2020 11:53 by Kermit Frog

