



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

1. Type in the search Box to narrow down the list. Click the x to clear.
2. Click on the scan icon to find an asset using either a QR or Bar code.
3. Tick the box to Show Images.
4. When you click on an item these actions will be displayed.

A. QR or Barcodes

When your company is using code scanning in SafetyMinder there will be an icon on the home page:

1. Click on the icon from the home page or in the P&E Share menu. This will open your camera.
2. Line up the code, it will beep and show green squares when it has acquired the code.
3. The asset will then automatically open on the summary page. Click on the details and;
4. The action menu will open from here you can book or collect an item.

B. Booking Asset

Click on the asset you wish to book.

Select Booking Shared Plant or Equipment:

1. The Staff field will autopopulate with your name.
2. Select the Start Date.
3. Select the End dates.
4. If required type in booking notes
5. Select Customer, Worksite, Job No.
All these fields are optional.
6. Click to save and exit

When time comes to collect the item, scan it or click on it from the list and select Collecting Shared Plant or Equipment.

C. Collecting Asset

← Collect Plant & Equipment

Equipment – Calibration
Still Heavy Duty Chainsaw
Asset No : 14 , Reg No : HRT12562 , Description : Sti...
Machine Workroom

Booking Detail

1 Start Date
02 May 2023

2 End Date
03 May 2023

3 Booking Notes
field trip

4 Customer
Gotham City Police Academy

Worksite
1 Birriwa Street, Greystanes NSW, Australia

Job No
48129

Job Name
Michael Fitzmaurice

5 COMPLETE PRE-USE CHECKLIST

6 ☒ Item Fit For Purpose

7 **REPAIR REQUIRED** 8 **COLLECT**

When an asset is Available you can select Collecting Shared Plant or Equipment:

1. Select the Start Date.
2. Select the End Date.
3. Type in Booking Notes if required.
4. If necessary select Customer, Worksite & Job No – fields are optional.
5. When **COMPLETE PRE-USE CHECKLIST** is greyed out then move to step 6. See Notes if a checklist is required.
6. Tick the box "Item Fit For Purpose". A signature screen will pop up.
 - a. Sign the box.
 - b. Click **COMPLETE**.
7. Click **COLLECT**.
8. If the item is NOT fit for purpose then click **REPAIR REQUIRED**. See Notes below.

Staff Signature 6 CANCEL

a

b

D. Returning Items

1. Click on the item being retured and select "Returning Shared Plant or Equipment.
2. Click on **COMPLETE POST-USE CHECKLIST**.
Where there is no Checklist to complete the box will be greyed, go to step #5
3. Fill in the form & sign as required.
4. Click **COMPLETE**.
5. Tick the box "Item Fit for Purpose".
6. Click **RETURN**.
7. If the item is NOT fit for purpose then click **REPAIR REQUIRED**. See Notes below.

← P&E Shared

Search

☐ Show Images

Equipment – Calibration
Still Heavy Duty Chainsaw
Asset No : 14 , Reg No : HRT12562
In Use to 03/05/2023 10:05 by Cinderalla BPumpkin

Choose Action

☒ Booking Shared Plant or Equipment

1 Returning Shared Plant or Equipment

Delete Booking

Cancel

← Return Plant & Equipment

Equipment – Calibration
Still Heavy Duty Chainsaw
Asset No : 14 , Reg No : HRT12562 , Description : Sti...
Machine Workroom

2 COMPLETE POST-USE CHECKLIST

5 ☒ Item Fit For Purpose

6 **REPAIR REQUIRED** 7 **RETURN**

← PostUseTemplate 3

any cracks on the item? ☐ Yes ☒ No

Cinderalla BPumpkin

Supervisor
+6421530144

Date & Time
02/05/2023 15:31

4 **COMPLETE**

E. Delete Bookings

1. Click on the booking you wish to Delete.
2. Select Delete from the action menu.
3. A confirmation will show at the bottom of the screen.

← P&E Shared

Search

Tools & Equipment
Ryobi ONE+ 18V 4.0Ah Lawn Mower
Asset No : AU8956 , Reg No : AU8956a

1 ☒ Booked to 05/05/2023 11:47 by Kermit Frog

Choose Action

☒ Booking Shared Plant or Equipment

☐ Collecting Shared Plant or Equipment

2 ☒ Delete Booking

☐ Cancel

3 Your booking is being deleted.

NOTES:

← Return Plant & Equipment

Equipment – Calibration
Still Heavy Duty Chainsaw
Asset No : 14 , Reg No : HRT12562 , Description : Sti...
Machine Workroom

1 ☒ COMPLETE POST-USE CHECKLIST

☐ Item Fit For Purpose

REPAIR REQUIRED

COLLECT

← PostUseTemplate

any cracks on the item?

2

Cinderalla BPumpkin

Supervisor
+6421530144

CP

Date & Time
02/05/2023 15:31

3 COMPLETE

Where there is a Pre-Use OR Post-Use Checklist loaded you will need to complete the form before being able to collect or return the asset.

1. When collecting an item click on: **COMPLETE THE PRE-USE CHECKLIST.**

When returning an item click on: **COMPLETE THE POST-USE CHECKLIST.**

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

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

