



Select Registers / P&E / Inspections and click **+ADD NEW** .

Home / Registers / P&E / Inspections



EXCEL	PDF	FILTER	GROUP	Search...		
Title	Asset Type	Asset Ref	Description	Date & Time In...	Staff	Signed Off
Plant & Equipment Register	Motor Vehicles	Asset No : AUG2408 , Reg No : GrillM3	Hyundai-Kona-Blue	26/08/2021 15:12	George Foreman	<input type="checkbox"/>
Plant & Equipment Register	Motor Vehicles	Asset No : AUG2408 , Reg No : GrillM3	Hyundai-Kona-Blue	25/08/2021 15:12	George Foreman	<input checked="" type="checkbox"/>
Hire Equipment		Serial No : ABC123	blha blah	18/08/2021 10:24	George Foreman	<input type="checkbox"/>

## A. Plant & Equipment Register Option

- Plant & Equipment Register will be selected by default, see B below for Hire Equipment options
- Select the Asset Type.
- Select from the list of assets displayed.
- The description will auto populate.
- Select the P&E Inspection Template- only Template/Forms that are locked will show in the list.
- Date & Time will default to now and update once the task is signed off in mobile app.
- Select the Staff member who will be performing the task.
- Schedule Regular Task will default to YES and automatically create a new task for the frequency selected when the task is signed off in the mobile app.  
Select NO if this is a one off inspection.
- Select the Inspection Frequency from the list – see notes for additional options.

Home / Registers / P&E / Inspections

**13**



**1**  Plant & Equipment Register  Hire Equipment

Asset Type: **2** Motor Vehicles **3** AssetNo: AUG2408 ,SerialNo:GrillM3 ,Hyundai-Kona-Blue

Description: **4** Hyundai-Kona-Blue

Inspection Template: **5** DP01 - Light Vehicle Pre-Start Checklist - v1 **6** Date & Time Inspected: 7/09/2021 9:55 AM **7** Staff: George Foreman

**14**  SignedOff

**8** Schedule Regular Task:  Yes  No **9** Inspection Frequency: 1 week

- Select a Customer – this field is optional.
- Select a Work site – this field is optional.
- Select a Job No – this field is optional.
- Click **SAVE**.
- Signed off will be ticked when task is completed on the mobile app.
- The document will load with the form when the task is completed on the mobile app.

**10** Customer: Purple Submarine Ltd **11** Work site: Growing Fish


**12** Job No: 2909ht Project/Description: other testing

**Documents** **ADD FILE**

Last Modified Time	Title	Description	Action
20/05/2021 08:51	Daily plant inspection	STIHL BT 131 Petrol Earth Auger	<b>15</b>

Contd/...

## B. Hire Equipment Option

1. Select Hire Equipment radio button.
2. Type in a description.
3. Type in a registration or serial no.
4. Select the P&E Inspection Template to be used - only [Template/Forms](#) that are locked will show in the list.
5. Date & Time will default to now and update once the task is signed off in mobile app.
6. Select the Staff member who will be performing the task.
7. Schedule Regular Task will default to YES and automatically create a new task for the frequency selected when the task is signed off in the mobile app.  
Select NO if this is a one off inspection.
8. Select the Inspection Frequency from the list – see notes for additional options  
If required complete steps 10 to 12 above to add Customer/Site/Job details and click  **SAVE**.

[Home](#) / [Registers](#) / [P&E](#) / [Inspections](#)

 **SAVE**  **DELETE**  **BACK**

Plant & Equipment Register

**1**  Hire Equipment

Description

**2** Scissor Lift Double Height New

Registration/Serial No

**3** MAY1721

Inspection Template

**4** DP01 - Light Vehicle Pre-Start Checklist - v1

Date & Time Inspected

**5** 7/09/2021 9:55 AM

Staff

**6** George Foreman

Signed Off

Schedule Regular Task

**7**  Yes  No

Inspection Frequency

**8** 1 week

**Task can be created and signed off in the Mobile App in [Registers/P&E Inspection](#)**

### NOTE:

- If regular inspection are no longer required for an item select **NO** for “Schedule Regular Task” from the mobile app. When the task is signed off in the mobile app this will now be the last task for this item.
- New task intervals can be created in [Administration/Asset Management/ Service-Test Interval Type](#)
- Use the [filters](#) and search fields to find specific items.
- Completed Plant Inspections can also be viewed from the Plant & Equipment Register for the asset, by scrolling down to the appropriate section.

[Home](#) / [Registers](#) / [Maintenance](#) / [Plant & Equipment Register](#)

Asset Type

Tools & Equipment

Asset No

AA12

Registration/Serial No

ST5678

Date Added

20/05/2021

Asset Description

STIHL BT 131 Petrol Earth Auger

#### Daily Plant Inspections

Description	Asset No	Registration/Serial No	Date & Time Inspected	Staff	Signed Off	
STIHL BT 131 Petrol Earth Auger	AA12		20/05/2021 11:17	Rod Jensen	<input checked="" type="checkbox"/>	