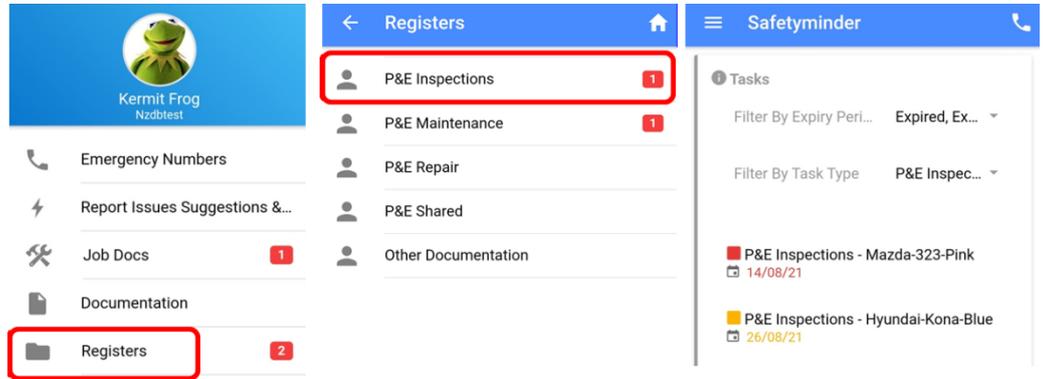




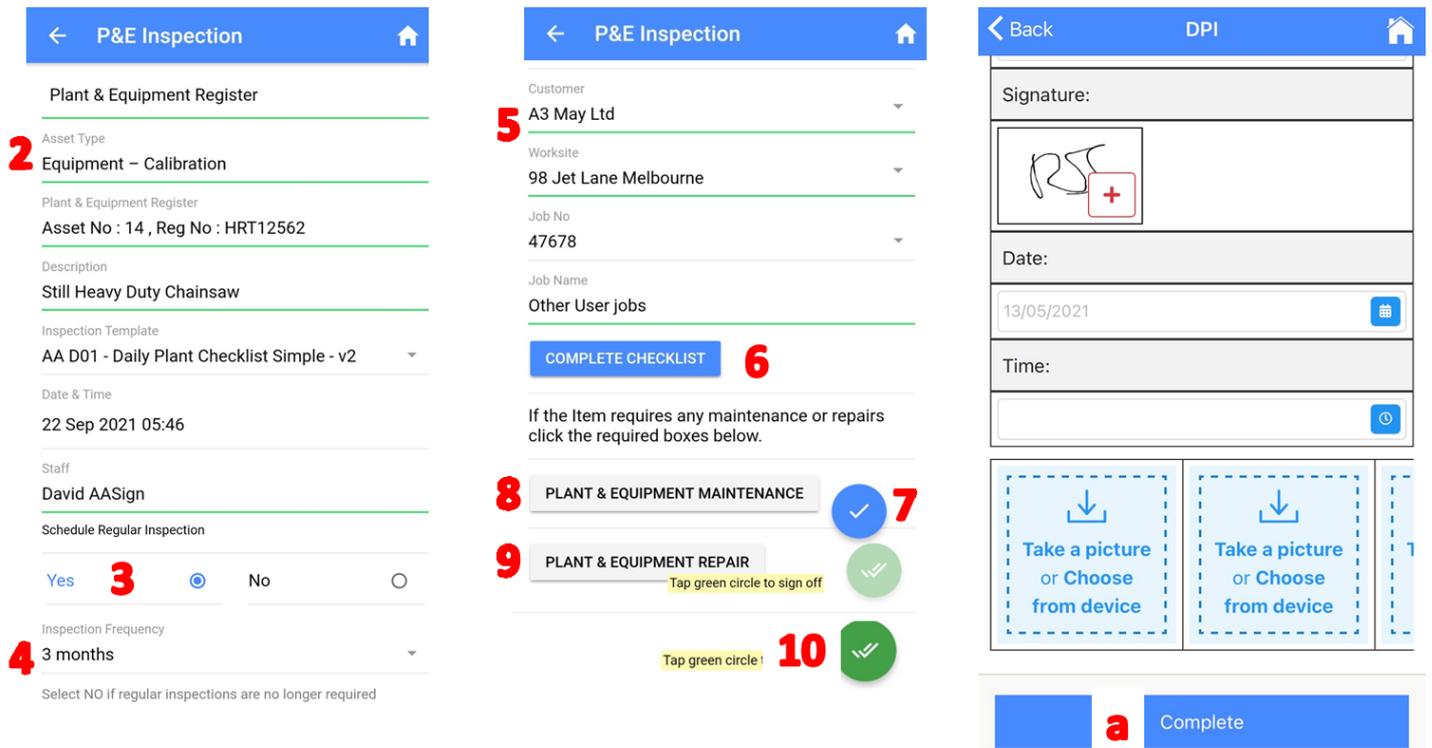
From the Main Menu select:

- Registers
- P&E Inspection
- Or click on the Task from the home page.



A. Existing Task

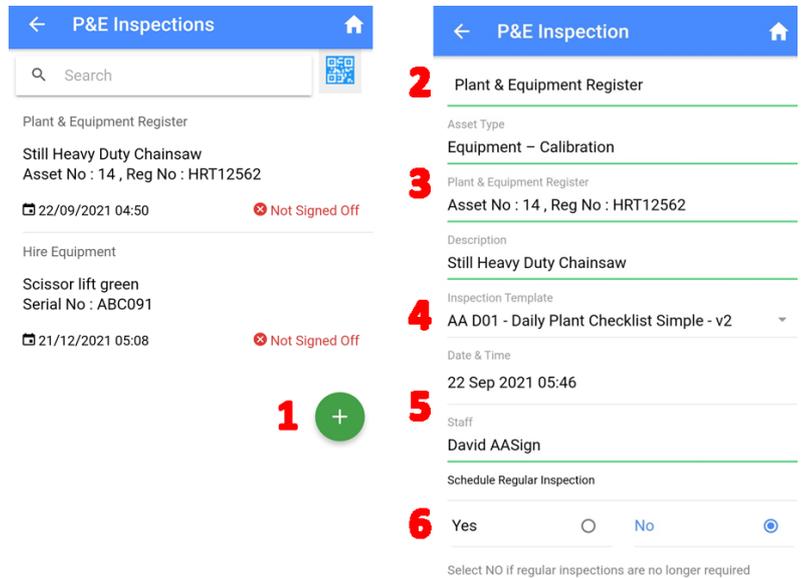
1. Click on the Task and select “👁 View Details” from the action menu.
2. Details for the asset, inspection template, date & time, staff, etc. will be prepopulated.
3. Change Schedule Regular Inspection to NO if this is the last one required.
4. Check the Inspection Frequency is correct and change if required.
5. Customer fields are usually completed by the office, they can also be selected or changed as required here.
6. Click **Complete Checklist** to fill in the form.
 - a. Click **Complete** when you have finished willing in the form.
7. Click save
8. If the item requires **Plant & Equipment Maintenance** click and complete the form.
9. If the item requires **Plant & Equipment Repair** click and complete the form.
10. Click to complete and sign off the task.



Contd/...

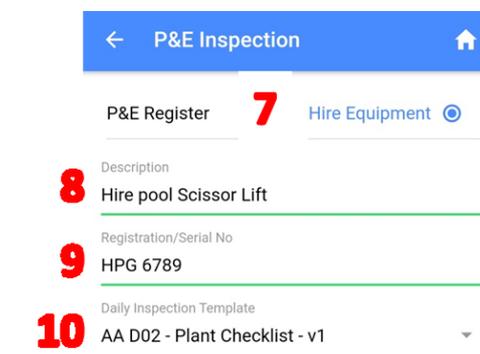
B. Create New Task

1. Click  to add a new task.
2. Select P&E Register.
3. Select the Asset Type & Item from the lists.
4. Select the Inspection Template.
5. Date & Time along with Staff will autopopulate.
6. Schedule Regular Task will default to YES. Choose the Inspection Frequency or change to NO if this is a one off inspection.



The screenshot shows the 'P&E Inspections' app interface. On the left, a list of items is shown with a search bar and a QR code icon. The first item is 'Plant & Equipment Register' with details: 'Still Heavy Duty Chainsaw', 'Asset No : 14 , Reg No : HRT12562', and a date '22/09/2021 04:50'. The second item is 'Hire Equipment' with details: 'Scissor lift green', 'Serial No : ABC091', and a date '21/12/2021 05:08'. Both items have a 'Not Signed Off' status. A red '1' and a plus icon are overlaid on the bottom right of this list. On the right, a detailed view of a 'P&E Inspection' is shown. It includes fields for 'Asset Type' (Plant & Equipment Register), 'Equipment - Calibration', 'Description' (Still Heavy Duty Chainsaw), 'Inspection Template' (AA D01 - Daily Plant Checklist Simple - v2), 'Date & Time' (22 Sep 2021 05:46), 'Staff' (David AASign), and a 'Schedule Regular Inspection' section with radio buttons for 'Yes' and 'No'. A red '2' is overlaid on the 'Plant & Equipment Register' header, a red '3' on the 'Asset Type' field, a red '4' on the 'Inspection Template' dropdown, a red '5' on the 'Staff' field, and a red '6' on the 'Schedule Regular Inspection' section. Below the radio buttons, it says 'Select NO if regular inspections are no longer required'.

Complete steps 3 to 9 in A above.



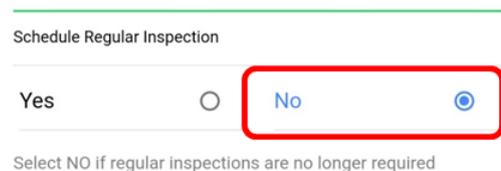
The screenshot shows the 'P&E Inspection' app interface. At the top, there are two tabs: 'P&E Register' (selected) and 'Hire Equipment'. Below the tabs, there are three input fields: 'Description' (Hire pool Scissor Lift), 'Registration/Serial No' (HPG 6789), and 'Daily Inspection Template' (AA D02 - Plant Checklist - v1). Red numbers 7, 8, 9, and 10 are overlaid on the 'Hire Equipment' tab, the 'Description' field, the 'Registration/Serial No' field, and the 'Daily Inspection Template' dropdown respectively.

7. If the item is not a company asset then select the radio button for Hire Equipment.
8. Type in a Description for the item.
9. Type in a Registration/Serial No for the item.
10. Select the Inspection Template to be used.

Complete steps 3 to 9 in A above.

NOTE:

- When a task is Signed Off, a new one will be created use the Inspection Frequency selected e.g. Daily will create a task for the next day.
- If you are completing the last inspection for an item select NO for "Schedule Regular Inspection".



The screenshot shows the 'Schedule Regular Inspection' section of the app. It has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. Below the radio buttons, it says 'Select NO if regular inspections are no longer required'.

