Apet®PlantHire™ Portal

# User Guide 6

## Creating a PlantHire Job

### Overview

This User Guide will explain how PlantHire™ is put together but in order for PlantHire™ to work for you, it is important to understand the framework upon which it is built (Please Refer to the PlantHire User Manual for more detailed information).

### System settings - PlantHire

Please refer to the Plant Hire User Manual for how to set up necessary reference data **BEFORE** creating a Job.

### System settings - 360Pro

Simplylogical.net would have already integrated your PlantHire and 360Pro Accounts. You will notice that a PlantHire tab now appears when you create a new Job
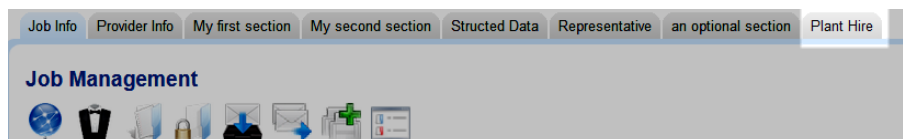


**Figure 1 PlantHire tab within Jobs in 360Pro**

### Create a Job in 360Pro that includes PlantHire details

1. Create a 360Pro Job as per normal (refer to User Guide – 2 and 4 on Creating or Importing a job).
2. Navigate to the PlantHire tab
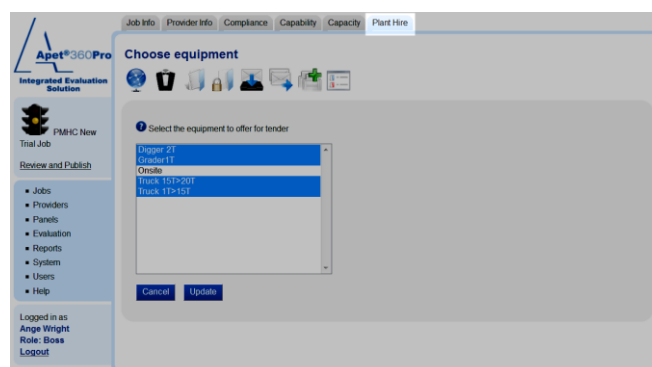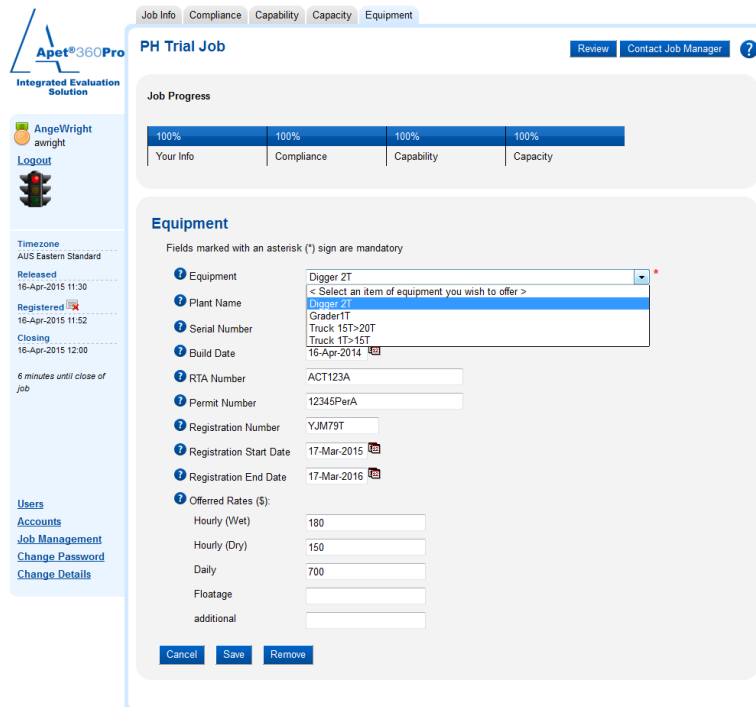3. Using you Ctrl key, select which equipment you want details and prices on



**Figure 2 Select Equipment**

4. Select Update
5. Publish as per normal

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## Provider's perspective

Provider's login into their Provider Account and enter their prices via the 'Offer' button. Providers are then required to complete the details for the selected piece of equipment. Each piece of equipment has to be entered separately.



**Figure 3 Provider's perspective - responding to PlantHire job**

## How to export into PlantHire

Once the Job has closed and the evaluation is complete, Users are able to export the Equipment details (Supplier/Provider, Plant Name, pricing etc) from 360Pro via the 'Synchronise with Plant Hire' button on the PlantHire tab _within_ the Job itself.

1. Click on the PlantHire tab within the Job
2. Check the 'Authorised' box for those Providers you would like included in your PlantHire account in order to award them a Job
3. Click Synchronise with Plant Hire
4. There is a hovering warning text that explains providers/equipment can only be synchronised once. Once you've synchronised equipment for that Job, the 'Synchronise with Plant Hire' is no longer available. You can always add or delete equipment in PlantHire at a later date.

**Figure 4 Exporting data into PlantHire**

| Name | Equipment Class | Provider | Authorised |
|---|---|---|---|
| Hitachi 2T Mini Excavator | Digger 2T | AngeWright | ☑ |

Back   Show Report   Select All

**Figure 5 Synchronise with Plant Hire button no longer available**



**Figure 6 Data imported into PlantHire**

## Creating a Plant hire Job within PlantHire

1. Navigate to Job Management
2. Click Jobs
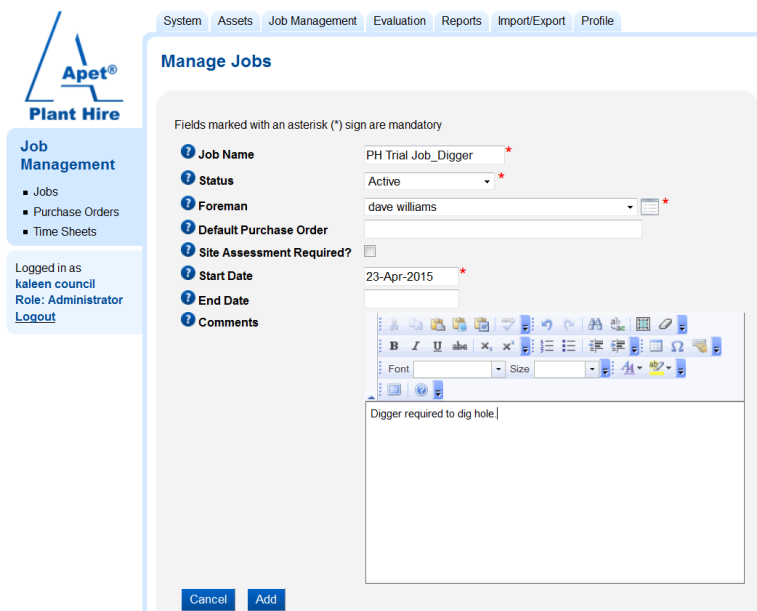3. Click Add
4. Enter the mandatory details (flagged with a *) and Click Add

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**Figure 7 Creating a PlantHire Job**

5. The new job will be listed in your Job Management view

## Adding a Job Line Item via Job Management view

6. When in the Job Management view, click on your newly created Job
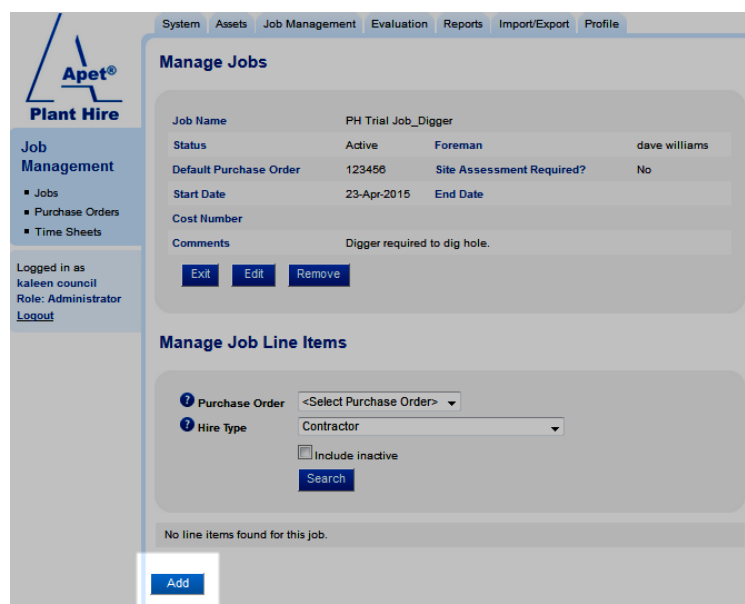7. To add a new Job Line item, click 'Add' at the bottom of the view



**Figure 8  Add a Job Line Item**

8. Enter the Job line item details

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**Figure 9 Add Job Line Item details**

9. Depending on the Hire Type you select, different Search options will display



**Figure 10 Select Hire Type**

**Contractor -** is for a person only, like a flagman or security person

**Dry** – the equipment on its own

**Wet** – the equipment, and provides the opportunity to nominate a contractor to operate the equipment

**Wet - No Contractor** - the equipment complete with an operator from the hire company



**Figure 11 Contractor Hire Type**

**Figure 12 Dry Hire Type**



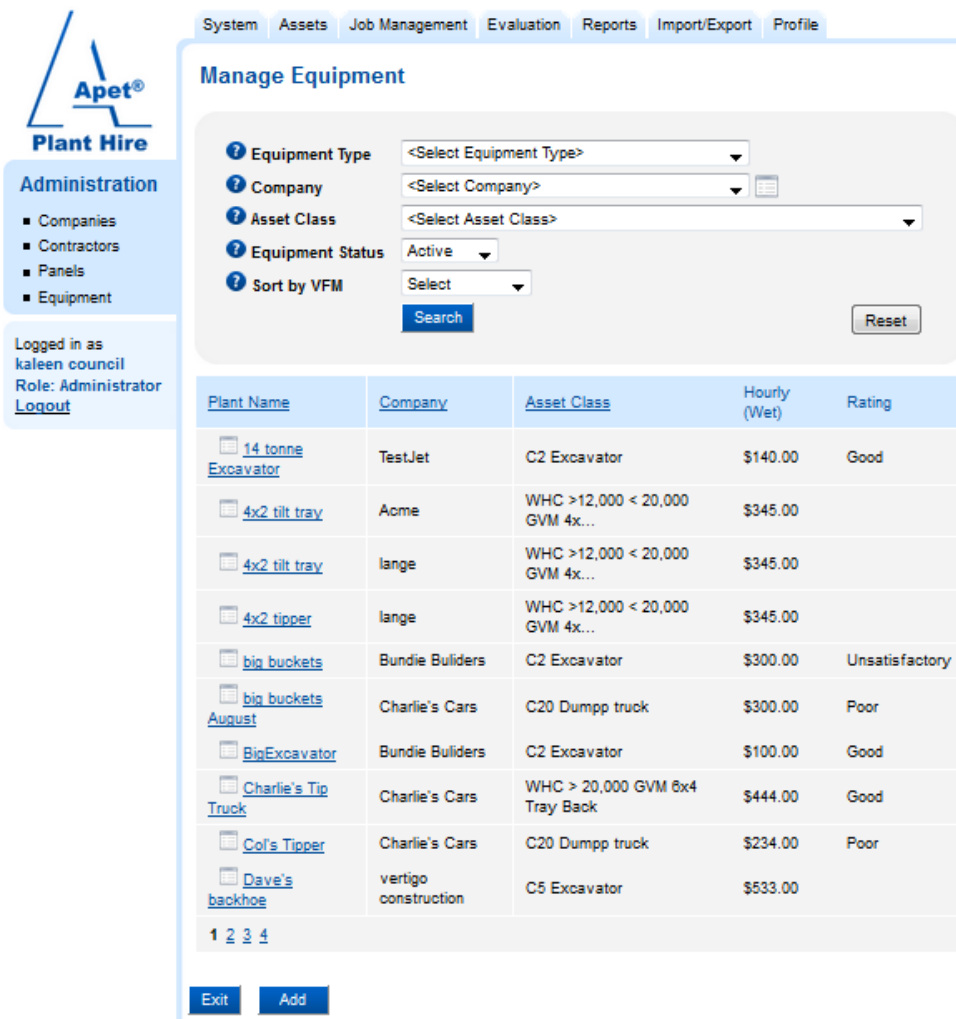**Figure 13 Wet Hire Type (with option for a separate contractor)**



**Figure 14 Wet - No Contractor Hire Type**

PlantHire allows the User to select the way in which it sorts the equipment. For PlantHire to sort by Value For Money (VFM) you need to have Ratings associated with the equipment.

10. By clicking on the table icon 🖿 a dialogue box will appear with further details about the Company or the piece of Equipment.
11. Click 'Select' alongside the preferred contractor/piece of equipment
12. Enter the remaining Job Line item details
13. The Status dropdown allows the User to close off a Job Line item and remove it from cluttering the view
14. Choose the preferred method to notify the Company, Contractor and Foreman and click Add.
15. You can also provide notes in the Comments box for the Contractor
16. Once you click Add, the notifications are sent out


## Adding a Job Line Item via the Equipment view

1. Click on the 'Assets' tab at the top, Click on 'Equipment'
2. Select the different filtering options (Equipment Type, Company, Equipment Status etc) and then 'Search'



3. Select the preferred piece of Equipment
4. Once selected, you'll be able to see all of the details relating to that piece of equipment
5. Towards the bottom of the view is the option to create a Job Line item for a Job (select the Job name from the drop-down list)

Figure 15 Adding a Job Line Item via Equipment

6.  Once you've selected the Job, the view will change to the Manage Job Line Item view (Figure 9) and you'll be able to enter the remaining Job Line item details and select the confirm the preferred price of equipment.

Once the Job Line item is completed and the Job details sent to the preferred supplier, the next step is entering Timesheet information, evaluating the quality of the completed job, reporting, and finally checking and closing the Job. Users Guides for these processes are currently being updated and will be made available as soon as they are complete.

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