

# 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

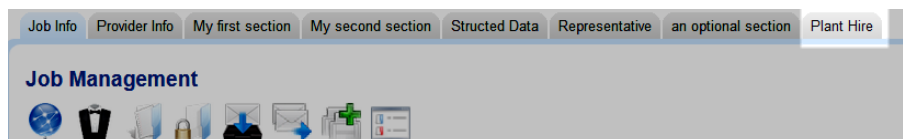


Figure 1 PlantHire tab within Jobs in 360Pro

### 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

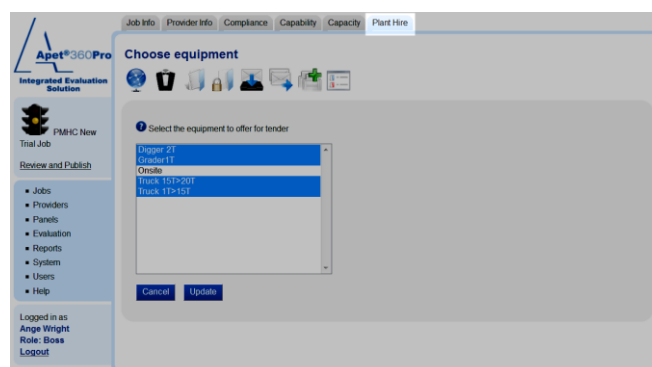
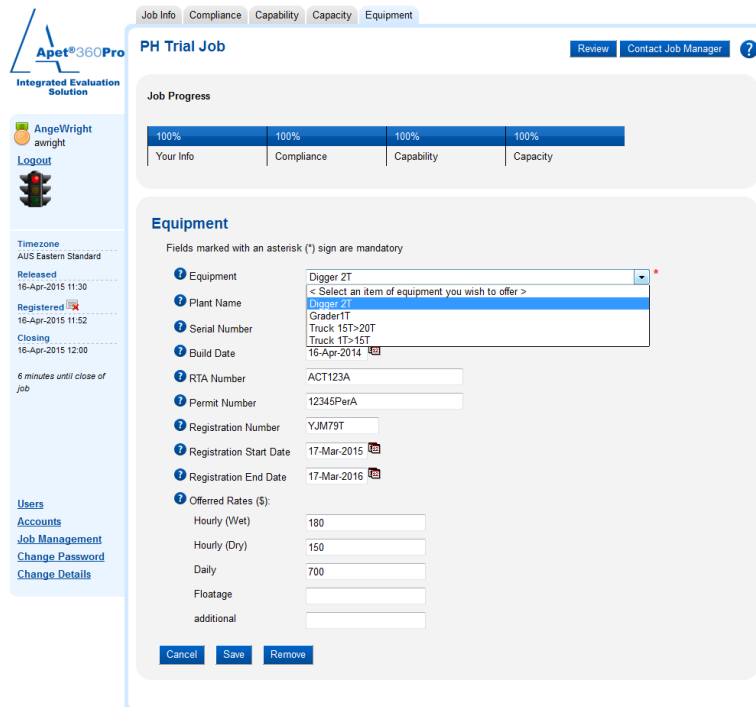


Figure 2 Select Equipment

4. Select Update
5. Publish as per normal

## 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.



The screenshot shows the 'PH Trial Job' interface. On the left, there is a sidebar with the Apet 360Pro logo, user information for 'AngeWright', and a list of job milestones: Released (16-Apr-2015 11:30), Registered (16-Apr-2015 11:52), and Closing (16-Apr-2015 12:00). The main area is titled 'PH Trial Job' and includes a 'Job Progress' section with a 100% completion bar for 'Your Info', 'Compliance', 'Capacity', and 'Equipment'. Below this is the 'Equipment' form, which contains fields for Equipment (Digger ZT), Plant Name, Serial Number, Build Date, RTA Number, Permit Number, Registration Number, Registration Start Date, Registration End Date, and Offered Rates (Hourly Wet, Hourly Dry, Daily, Floatage). A dropdown menu is open for the Equipment field, showing options: '< Select an item of equipment you wish to offer >', 'Digger ZT', 'Grader1T', 'Truck 15T>20T', and 'Truck 1T>15T'. The form also includes 'Cancel', 'Save', and 'Remove' buttons.

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
<a href="#">Hitachi 2T Mini Excavator</a>	Digger 2T	AngeWright	<input checked="" type="checkbox"/>

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

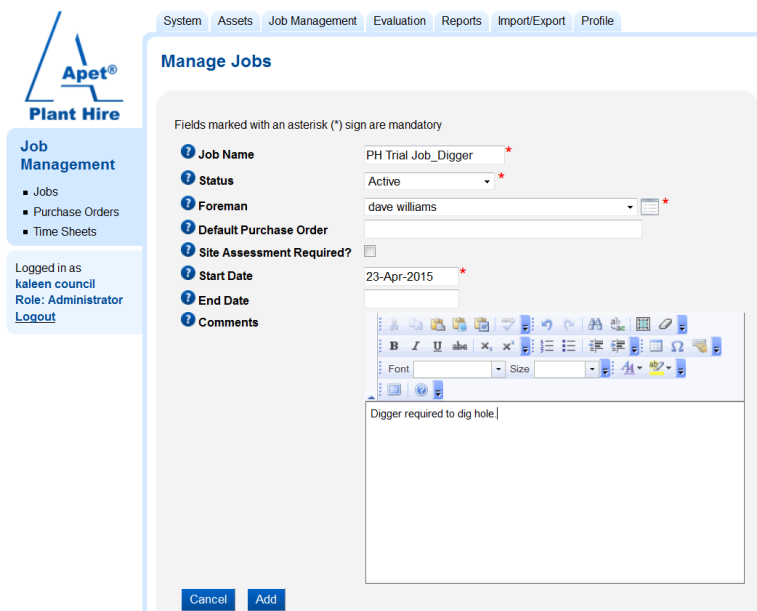


Figure 7 Creating a PlantHire Job

- The new job will be listed in your Job Management view

### Adding a Job Line Item via Job Management view

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

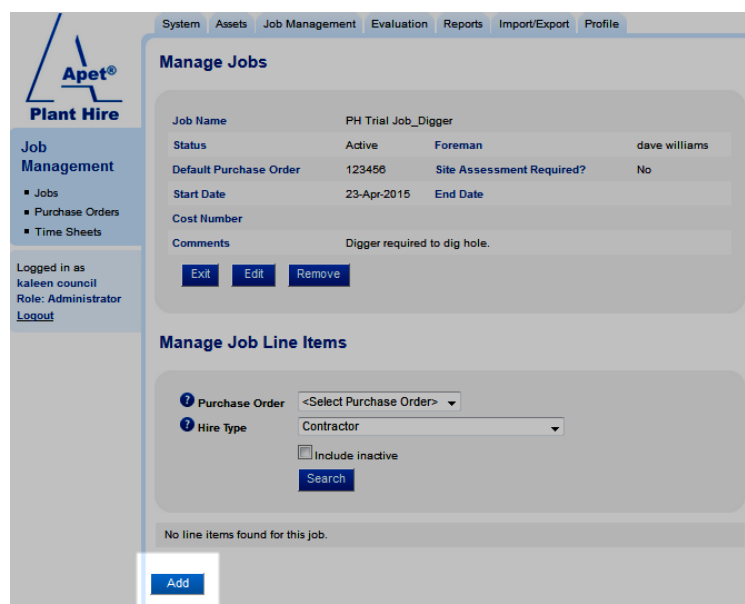


Figure 8 Add a Job Line Item

- Enter the Job line item details

## Manage Job Line Items

Fields marked with an asterisk (\*) sign are mandatory

Title  
 Purchase Order 123456 \*  
 Start Date 23-Apr-2015 \*  
 End Date  
 Hire Type <Select Hire Type> \*  
 Status <Select Job Line Status> \*  
 Is Difficult?  
 Budget Amount  
 Actual Amount  
 Establishment Cost  
 Disestablishment Cost  
 Comments  
 External Reference No  
 Is Invoiced?  
 Notify  
 Company: By email  By SMS   
 Contractor: By email  By SMS   
 Foreman: By email  By SMS

Cancel Add

Figure 9 Add Job Line Item details

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

Hire Type <Select Hire Type> \*  
 Status <Select Hire Type>  
 Is Difficult?  
 Budget Amount  
 Contractor  
 Dry  
 Wet  
 Wet - No Contractor

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

Hire Type Contractor \*  
  
 Contractor Sort by: VFM

	Company	Contractor	Rating	Hourly (Wet)	Hourly (Dry)	Daily	Floatage	additional
<a href="#">Select</a>	Bundie Builders	clanger	4	0.00	0.00	0.00	0.00	0.00
<a href="#">Select</a>	vertigo construction	clanger	4	0.00	0.00	0.00	0.00	0.00

Figure 11 Contractor Hire Type

? Hire Type  \*  
 ? Equipment Type   
 ? Asset Class  \*  
 ? Accessories  
  
 ? Equipment Sort by:

	Company	Equipment	Rating	Hourly (Wet)	Hourly (Dry)	Daily	Floatage	additional
<a href="#">Select</a>	Bundie Builders	BigExcavator	2	100.00	50.00	800.00	200.00	0.00
<a href="#">Select</a>	Bundie Builders	big buckets	5	300.00	100.00	0.00	0.00	0.00
<a href="#">Select</a>	TestJet	14 tonne Excavator	2	140.00	0.00	0.00	250.00	0.00

Figure 12 Dry Hire Type

? Hire Type  \*  
 ? Equipment Type   
 ? Asset Class  \*  
 ? Accessories  
  
 ? Equipment Sort by:

	Company	Equipment	Rating	Hourly (Wet)	Hourly (Dry)	Daily	Floatage	additional
<a href="#">Select</a>	Bundie Builders	BigExcavator	2	100.00	50.00	800.00	200.00	0.00
<a href="#">Select</a>	Bundie Builders	big buckets	5	300.00	100.00	0.00	0.00	0.00
<a href="#">Select</a>	TestJet	14 tonne Excavator	2	140.00	0.00	0.00	250.00	0.00

? Contractor Sort by:

	Company	Contractor	Rating	Hourly (Wet)	Hourly (Dry)	Daily	Floatage	additional
<a href="#">Select</a>	Bundie Builders	clanger	4	0.00	0.00	0.00	0.00	0.00
<a href="#">Select</a>	vertigo construction	clanger	4	0.00	0.00	0.00	0.00	0.00


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

? Hire Type  \*  
 ? Equipment Type   
 ? Asset Class  \*  
 ? Accessories  
  
 ? Equipment Sort by:

	Company	Equipment	Rating	Hourly (Wet)	Hourly (Dry)	Daily	Floatage	additional
<a href="#">Select</a>	Bundie Builders	BigExcavator	2	100.00	50.00	800.00	200.00	0.00
<a href="#">Select</a>	Bundie Builders	big buckets	5	300.00	100.00	0.00	0.00	0.00
<a href="#">Select</a>	TestJet	14 tonne Excavator	2	140.00	0.00	0.00	250.00	0.00

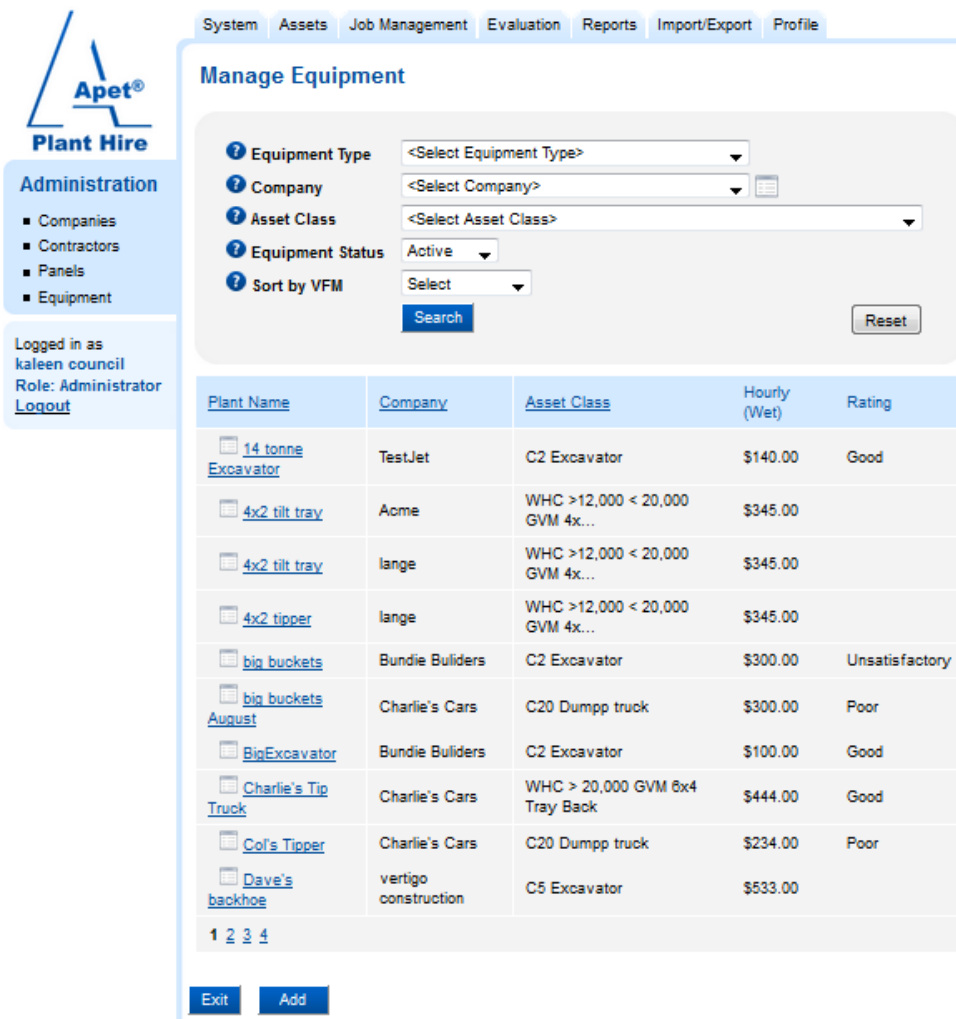
Figure 14 Wet - No Contractor Hire Type

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'



The screenshot shows the 'Manage Equipment' interface in PlantHire. The top navigation bar includes 'System', 'Assets', 'Job Management', 'Evaluation', 'Reports', 'Import/Export', and 'Profile'. The left sidebar shows 'Administration' with sub-items: Companies, Contractors, Panels, and Equipment. The main content area has a search filter with the following options:

- Equipment Type: <Select Equipment Type>
- Company: <Select Company>
- Asset Class: <Select Asset Class>
- Equipment Status: Active
- Sort by VFM: Select

Buttons for 'Search' and 'Reset' are present. Below the filter is a table of equipment items:

Plant Name	Company	Asset Class	Hourly (Wet)	Rating
<a href="#">14 tonne Excavator</a>	TestJet	C2 Excavator	\$140.00	Good
<a href="#">4x2 tilt tray</a>	Acme	WHC >12,000 < 20,000 GVM 4x...	\$345.00	
<a href="#">4x2 tilt tray</a>	lange	WHC >12,000 < 20,000 GVM 4x...	\$345.00	
<a href="#">4x2 tipper</a>	lange	WHC >12,000 < 20,000 GVM 4x...	\$345.00	
<a href="#">big buckets</a>	Bundie Builders	C2 Excavator	\$300.00	Unsatisfactory
<a href="#">big buckets August</a>	Charlie's Cars	C20 Dumpp truck	\$300.00	Poor
<a href="#">BigExcavator</a>	Bundie Builders	C2 Excavator	\$100.00	Good
<a href="#">Charlie's Tip Truck</a>	Charlie's Cars	WHC > 20,000 GVM 6x4 Tray Back	\$444.00	Good
<a href="#">Col's Tipper</a>	Charlie's Cars	C20 Dumpp truck	\$234.00	Poor
<a href="#">Dave's backhoe</a>	vertigo construction	C5 Excavator	\$533.00	

At the bottom of the table are 'Exit' and 'Add' buttons.

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)

System Assets Job Management Evaluation Reports Import/Export Profile

### Manage Equipment

Plant Name	big buckets August
Company	Charlie's Cars
Asset Class	C20 Dump truck
Value	7899777.00
Serial Number	
Registration Number	
Build Date	
RTA Number	
Permit Number	
Registration Start Date	
Registration End Date	
Comments	
Is Active	Yes
Rates:	
Hourly (Wet)	300.00
Hourly (Dry)	100.00
Daily	0.00
Floatage	0.00
additional	0.00

<Create job line for job>

Angie's PlantHire Job

Gatton job

Ipswich bridge repair

PH Trial Job\_Digger

replace culvert

### Manage Accessories

Figure 15 Adding a Job Line Item via Equipment

- 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.