

## Entering Equipment and Insurance details in 360Pro

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Below are instructions on how to:

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If at any stage you require technical assistance, please email [support@simplylogical.net](mailto:support@simplylogical.net)

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### Entering Equipment and Rate Details:

1. When logged into 360Pro, click on the **Equipment** tab at the top (the last tab)
  2. Click **Offer Equipment** to enter the details for your first piece of equipment
  3. Select an equipment item from the **Equipment Item** drop down options
  4. Please enter AS MUCH detail as possible for the equipment
  5. ALL Rates are GST EXCLUSIVE and can allow for two decimal places (do not enter a \$ symbol)
  6. If you want to enter Accessory(ies) (i.e. Attachments) for your equipment item see [Entering Accessory \(ies\) \(Attachments\) for your equipment item](#) instructions on page 2
  7. After you have entered the information about your piece of equipment, click **Save**
    - a. If you want to enter Insurance details for this equipment item see [Entering insurance details for your equipment item](#) instructions on page 2
    - b. If you do not want to enter Insurance details for this equipment item either click **Save** again to return to the Equipment list view OR if you are intending to submit details and rates for multiple pieces of equipment, click **Save and Offer More Equipment**
  8. After entering your Insurance details, click **Save** again to return to the Equipment list OR if you are intending to submit details and rates for multiple pieces of equipment, click **Save and Offer More Equipment**
  9. You can edit the equipment details by clicking on the Make/Model name listed on the Equipment tab
  10. You can offer more equipment rates at any time before the job closes via the Offer Equipment button (step 2 above)
- ❖ You can enter equipment details and rates for as many equipment items as you want

❖ You can enter multiple equipment details and rates for the same equipment item type  
**Entering Accessory (ies) (Attachments) for your Equipment item:**

1. If you would like to add equipment accessories check the box **Include Accessories?** and then click on the **Add New Accessory** button
2. Either type in the name of the accessory or select from one of the options in the Select Accessory drop down
3. Enter rate(s) if applicable
4. Click **Add**
5. Accessories entered will be listed under the Accessories tab

Include Accessories?  **Add New Accessory**

**Accessories** | Insurances

Accessory	Hourly (Wet)	Hourly (Dry)	Weekly	Floatage	Additional	Actions
<a href="#">Bucket</a>	0.00	0.00	0.00	0.00	0.00	<a href="#">Remove</a>

**Cancel** **Save** **Save and Offer More Equipment** **Remove**

6. You can multiple accessories for the each equipment item
7. You cannot edit Accessories, you'll have to click Remove and enter the correct details (as per steps 1-4 above)

**Entering insurance details for your Equipment item:**

Please note: to enter a Company insurance item, see **Entering Company insurance details** on page 3 of this Guide

1. After entering the equipment details and rates (and Accessories if applicable), click **Save** – this will populate an Insurance tab at the bottom of the Equipment page (as per step 7 within the **Entering Equipment and Rate Details** instructions

Include Accessories?

**Insurances**

Insurance Type	Insurance Provider	Policy No	Start Date	End Date	Insurance Amount	Actions
						<a href="#">Add New</a>

**Cancel** **Save** **Save and Offer More Equipment** **Remove**

2. Click **Add New**
3. Select the **Insurance Type** from the drop down
4. Enter the Insurance **Provider Name, Policy Number, Start and Expiry Date, and Coverage Amount** (if applicable)
5. Click **Save** (clicking Save will enable you to attach a file to the insurance item)
  - a. After clicking Save, you'll be able to attach file(s) via the **Add File** button and then click **Save** again
  - b. If you are not attaching a document, click **Close**
6. You can multiple insurance items for the each equipment item by clicking Add New
7. You can edit the insurance items details by clicking Edit on the right hand side beside the insurance details
8. After you have entered the information about your piece of equipment, you can click 'Save'
9. If you are intending to submit details and rates for multiple pieces of equipment, click 'Save and Offer More Equipment'

## Entering your Company Insurance details 360Pro


Below are instructions on how to enter your Company insurance details (to enter insurance details for a specific equipment item, see **Entering insurance details for your equipment item** above)

### Entering Company insurance details:

1. Click on the **Equipment** tab at the top (the last tab)
2. Click **Company Insurances** to enter insurance details

### Plant & Equipment Hire 170728

*Your response is not yet complete. To show progress, please mouse over the traffic light or click on the "Review" button to reveal questions you have yet to respond to. Complete all questions to expose the "Submit" button.*

[Review](#)
[Contact Job Manager](#)


**Show Progress Bar**

Title	Equipment	Serial Number
<a href="#">test 45 ex</a>	C20 Dumpp truck	
<a href="#">C5 Test Ex</a>	C5 Excavator	

[Back](#)
[Offer Equipment](#)
[Company Insurances](#)

3. Click on **Add New**
4. Select the **Insurance Type** from the drop down

5. Enter the **Insurance Provider, Policy Number, Start and Expiry Date,** and **Coverage Amount** (if applicable)
6. Click **Save** (clicking Save will enable you to attach a file to the insurance item)
  - a. After clicking Save, you'll be able to attach file(s) via the **Add File** button and then click **Save** again
  - b. If you are not attaching a file, click **Close**
7. You can add multiple Company insurance items by clicking **Add New**
8. You can edit/delete the insurance items details by clicking **Edit** or **Delete** on the right hand side beside the insurance details
9. After entering all Company insurances, click **Close**
10. You can edit/delete the insurance items details by clicking **Company Insurances** button again and then **Edit** or **Delete** on the right hand side beside the insurance details

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