

Creating a Plant hire Job within PlantHire

In effect a Plant hire job is one which books an item of plant to do some work. First you create the job to establish the authority to book the plant. Then add a job line, to allow you to make a specific booking, then select the plant, confirm with the contractor – ‘job done’!

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

Figure 1 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
8. 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 <input checked="" type="checkbox"/>	By SMS <input checked="" type="checkbox"/>
Contractor:	By email <input checked="" type="checkbox"/>	By SMS <input checked="" type="checkbox"/>
Foreman:	By email <input checked="" type="checkbox"/>	By SMS <input checked="" type="checkbox"/>

Figure 2 Add Job Line Item details

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


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

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.

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

Adding a Job Line Item via the Equipment view

- Click on the 'Assets' tab at the top, Click on 'Equipment'
- 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 3 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 5) 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.