

INTRODUCTION

Going forward, as part of the process of working for Laing O'Rourke you are required to pre-mobilise your plant items using the eify Plant Manager module. Laing O'Rourke has partnered with eify Pty Ltd and the Plant Management process will be carried out entirely online, through the website www.eify.com. This will simplify the process for Laing O'Rourke, and more importantly, for you.

These instructions are designed for people who will be managing the plant requirements of their company on site.

NB: These instructions assume that you already have a manager account setup for eify. If this is not the case please refer to the "eify – Laing O'Rourke - Subcontractor and Employee Registration Process – Simplified" instructions.

Accessing Plant Manager

Once you have an account and have logged in to www.eify.com you will need to navigate to the project you will be working on and then to the Manage Plant module. To do this:

1. Choose the Client **Laing O'Rourke** by clicking or pressing this button:



2. Click on the project that is relevant to you, if you can't see the project button click on the "choose a project from this list" dropdown:

Projects you have previously chosen



- To access the Plant Management module, select "Manage Plant" by clicking or pressing the button:

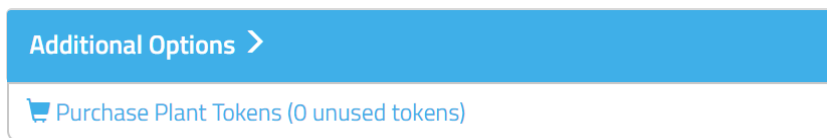


- This will take you to the plant management landing page. From here you will be able to create new plant and manage existing plant.

Purchasing Plant Tokens

The first thing you will be required to do is to purchase Plant Tokens for the project. To purchase Plant Tokens:

- Scroll over "Additional Options" and select "Purchase Plant Tokens":



- Enter the amount of Plant Tokens you require by typing into the box or pressing the +/- buttons and then click on Checkout:

Products Available for Purchase				
Product Name	Qty		Ex GST Price	Totals
Replacement Access Card	<input type="text" value="0"/> ⊖ ⊕		\$25.00	
Client Access Licences	<input type="text" value="0"/> ⊖ ⊕		\$40.00	
Plant Tokens	<input type="text" value="10"/> ⊖ ⊕		\$40.00	400.00
			Total Ex GST:	400.00
			+ GST:	40.00
			Total Inc GST:	440.00
				Checkout

- Enter your credit card details and then click on Pay Now to process the purchase of the Plant Tokens:

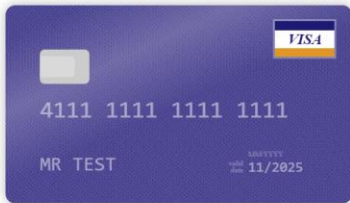
Purchase Information

Product Name	Qty	Ex GST Price	Totals
Plant Tokens	10	\$40.00	400.00
Total Ex GST:			400.00
+ GST:			40.00
Total Inc GST:			440.00

Payment Method

Please enter your Credit Card Details for the total amount of **AUD\$440.00**

Credit Card Information



Name on Card

Card Number

Expiration Date

Card CVV

Mr Test

4111 1111 1111 1111

11 / 2025

123

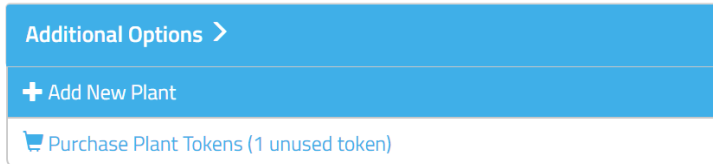
Pay Now

You are about to submit your credit card details to our system. Your card will immediately be charged **AUD\$440.00**


Registering a Plant Item

Now that you have purchased Plant Tokens you are now able to register a plant item. To do this:

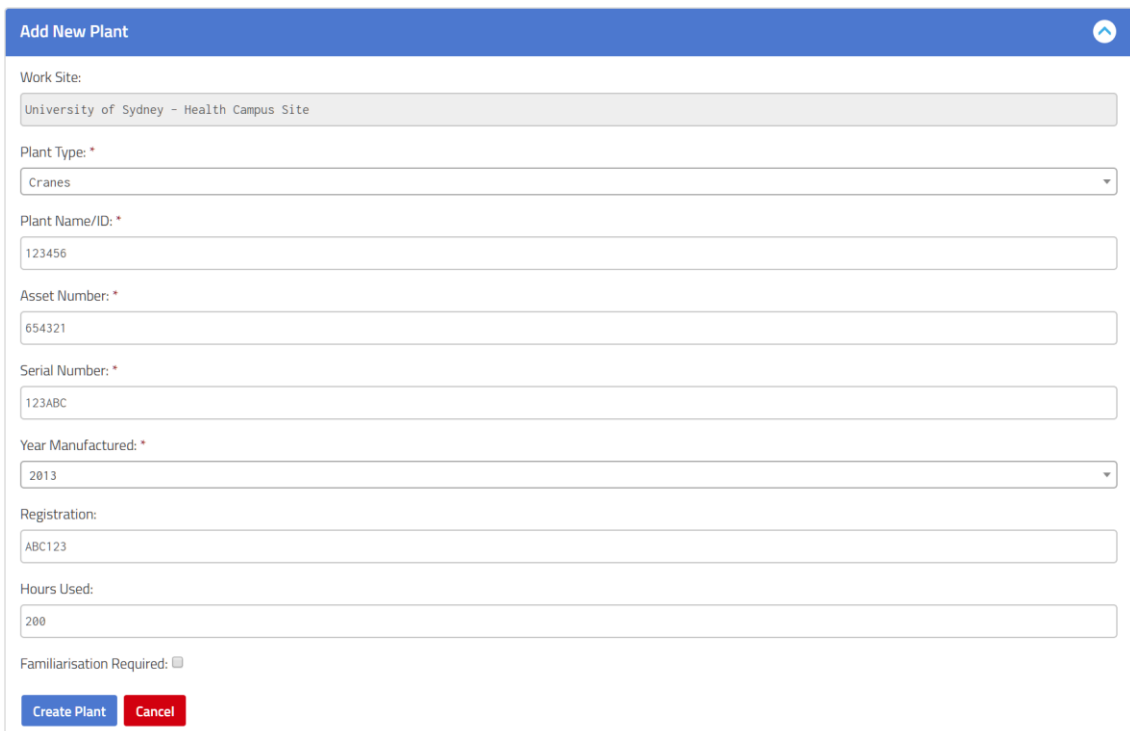
1. Go to Additional Options > Add New Plant:



The screenshot shows a blue sidebar menu with the following items:

- Additional Options >
- + Add New Plant
-  Purchase Plant Tokens (1 unused token)

2. Fill out the form for the details of the plant item and then click on "Create Plant":



The screenshot shows the 'Add New Plant' form with the following fields and values:

- Work Site: University of Sydney - Health Campus Site
- Plant Type: * Cranes
- Plant Name/ID: * 123456
- Asset Number: * 654321
- Serial Number: * 123ABC
- Year Manufactured: * 2013
- Registration: ABC123
- Hours Used: 200
- Familiarisation Required: ☐

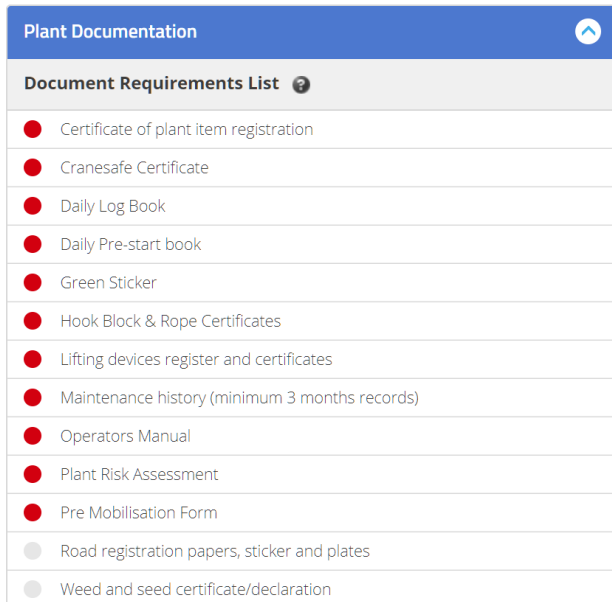
At the bottom of the form are two buttons: 'Create Plant' (blue) and 'Cancel' (red).

3. You will then be redirected to the plant details for the newly created plant item

Completing plant setup

Now that the plant is registered, you are now required to upload the documents that meet the document requirements for that plant item. The process for this is:

1. View the list of requirements for that plant item under the "Plant Documentation" heading:



The screenshot shows a modal window titled "Plant Documentation" with a blue header and a close button. Below the header is a section titled "Document Requirements List" with a help icon. The list contains 14 items, each with a red circle icon indicating a requirement: Certificate of plant item registration, Cranesafe Certificate, Daily Log Book, Daily Pre-start book, Green Sticker, Hook Block & Rope Certificates, Lifting devices register and certificates, Maintenance history (minimum 3 months records), Operators Manual, Plant Risk Assessment, Pre Mobilisation Form, Road registration papers, sticker and plates, and Weed and seed certificate/declaration.

Document Requirements List
● Certificate of plant item registration
● Cranesafe Certificate
● Daily Log Book
● Daily Pre-start book
● Green Sticker
● Hook Block & Rope Certificates
● Lifting devices register and certificates
● Maintenance history (minimum 3 months records)
● Operators Manual
● Plant Risk Assessment
● Pre Mobilisation Form
● Road registration papers, sticker and plates
● Weed and seed certificate/declaration

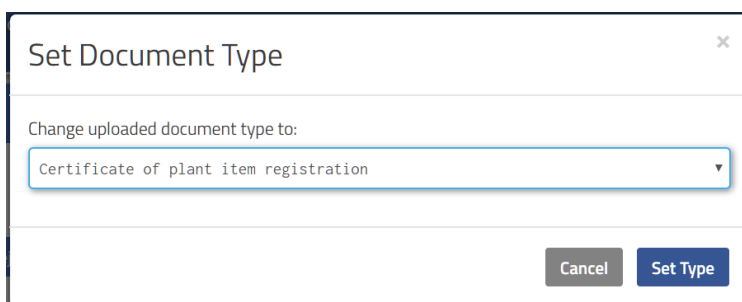
NB: This list will change based on the plant type

2. Scroll down to the "Attached Documentation" section and click on the upload button highlighted below to upload a document:



The screenshot shows a modal window titled "Attached Documentation" with a blue header and a close button. Below the header is a section with a red square button containing a white upload icon. Below the button, the text "No documents attached" is displayed in red.

3. Once the document is uploaded you will be required to set the document type. To do this, click on the **set document type** button and select the type from the dropdown list:



The screenshot shows a modal window titled "Set Document Type" with a close button. Below the title is a section titled "Change uploaded document type to:" with a dropdown menu. The dropdown menu is open, showing "Certificate of plant item registration" as the selected option. At the bottom of the modal are two buttons: "Cancel" and "Set Type".

4. Once the type is set the document will change to a status of "Pending Review":

Attached Documentation

View:

Pending (1)

Rejected (0)

Client Modified (0)

Approved (0)

Archived (0)

All (1)

Document Type

Certificate of plant item registration

Status

Pending Review

5. You can delete the document by clicking on the red trashcan button or view it by clicking on the magnifying glass.
6. Repeat the process above for each document in the "Documents Requirements List"
7. Once all documents have been uploaded the plant item is ready to be reviewed by the Head Contractor and once this review is complete the plant status will change to "Approved" and is ready to take to site

Customer Support

If you or your employees need assistance with any part of the process, please contact eify Customer Support on 1300 579 803, or by accessing our support management system at support.eify.com or by email at support@eify.com. Customer Support is available from 6:00am to 7:30pm, Monday-Friday, and 8:00am to 12:00pm Saturday and Sunday, excluding public holidays in New South Wales.

Supported Internet Browsers

For Windows: Internet Explorer v9.0 or greater (Security Settings must be set at a maximum of Medium-High), Firefox v28.0 or greater, Google Chrome v33.0 or greater, Opera v19.0 or greater, Safari v6.1 or greater; for Mac: Firefox v28.0 or greater, Opera v19.0 or greater, Opera v19.0 or greater, Safari v6.1 or greater and Chrome v33.0 or greater.