

INTRODUCTION

Going forward, as part of the process of working for John Holland you are required to pre-mobilise your plant items using the eify Plant Manager module. John Holland 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 John Holland, 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 – John Holland - 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 **John Holland** 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:

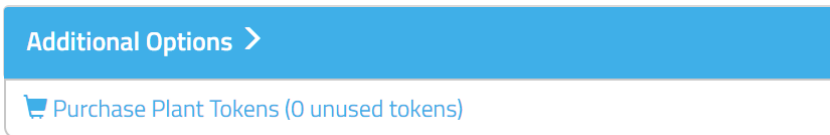


- This will take you to the plant management landing page. From here you will be able to create new plant and manage existing plant.

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
Client Access Licences	0 - +	\$50.00	
Replacement Access Card	0 - +	\$25.00	
Plant Tokens	0 - +	\$30.00	
		Total Ex GST:	
		+ GST:	
		Total Inc GST:	
			Checkout

3. 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 Token	1	\$30.00	30.00
Total Ex GST:			30.00
+ GST:			3.00
Total Inc GST:			33.00

Payment Method

Please enter your Credit Card Details for the total amount of **AUD\$33.00**

Credit Card Information

Card Number Security Code

Name on Card Expiration /

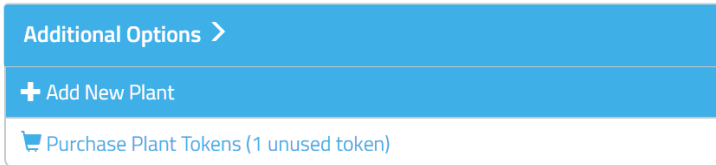
Pay Now

You are about to submit your credit card details to our system. Your card will immediately be charged **AUD\$33.00**

Registering a Plant Item

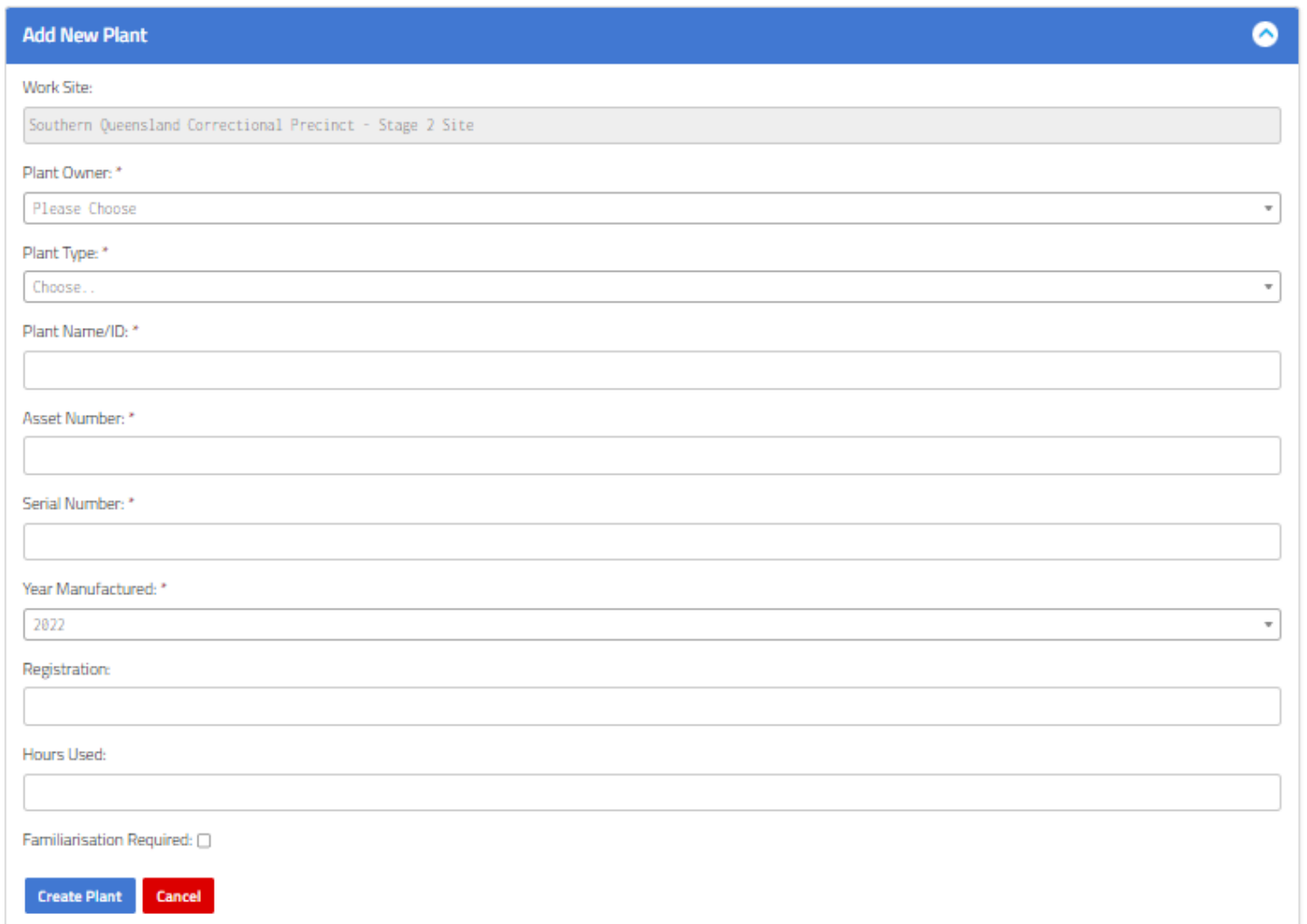
Now that you have purchased Plant Tokens you are now able to register a plant item. To do this:

1. Go to Additional Options > Add New Plant:



A screenshot of a navigation menu with three items: 'Additional Options >', '+ Add New Plant', and 'Purchase Plant Tokens (1 unused token)'.

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



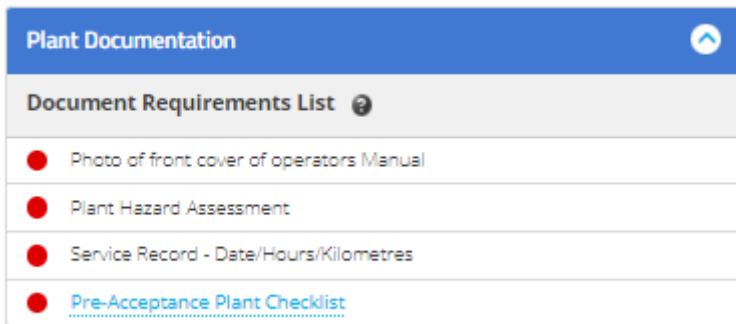
A screenshot of the 'Add New Plant' form. The form has a blue header with the title 'Add New Plant' and an upward arrow icon. The form fields are: 'Work Site' (text input with 'Southern Queensland Correctional Precinct - Stage 2 Site'), 'Plant Owner: *' (dropdown menu with 'Please Choose'), 'Plant Type: *' (dropdown menu with 'Choose..'), 'Plant Name/ID: *' (text input), 'Asset Number: *' (text input), 'Serial Number: *' (text input), 'Year Manufactured: *' (dropdown menu with '2022'), 'Registration:' (text input), 'Hours Used:' (text input), and 'Familiarisation Required: '. At the bottom 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:

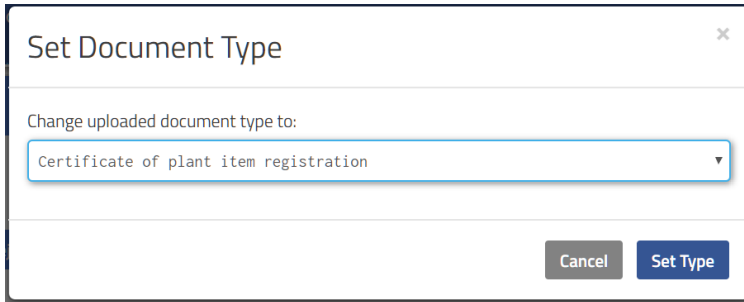


NB: This list will change based on the plant type

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



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:



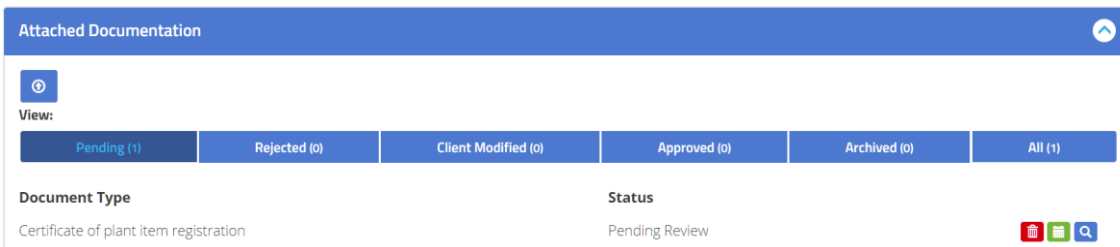
Set Document Type

Change uploaded document type to:

Certificate of plant item registration

Cancel 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	Status
Certificate of plant item registration	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.