

Sharing Pre-Start Checks

This process is very intuitive. Completed checks can be shared via email with anyone as long as they have an email address. Everyone that a pre-start is shared with receives an email containing the machine details, the pre-start status and a PDF of the completed pre-start attached.

If you wish to share a copy follow the simple steps outlined below.

1. Type the email address of the person you wish to share your pre-start check with **NOTE:** the list below will show existing Plant Assessor users or emails you have previously added.
2. If the email is not in the list click **ADD**
3. Tick users you wish to share with from the list. **NOTE:** repeat steps 1-3 to share with multiple people.
4. Once all people are chosen click **EMAIL REPORT TO (1) PERSON**

The screenshot displays the 'Pre-Op Checklist' interface for a Hyundai HL760-7 loader. The machine is marked as 'Valid'. The interface is divided into two main sections: '1. PRE-OP CHECKLIST' and '2. MACHINE LOCATION / EMAIL REPORT'. The 'Machine right to operate' status is confirmed with a green checkmark. The 'Machine Location' section includes a 'Help Centre' link and a text box for location assignment, noting it is not mandatory. Below this is a 'Current Location' field with a 'CLEAR' button. The 'Email Pre-Op Report' section features a search bar with a '+ ADD' button. A list of email addresses is shown, with the first one, 'info@assessor.com.au', selected and marked with a green checkmark. At the bottom, there are 'BACK', 'SAVE', 'UNDO', and 'CLOSE' buttons. A blue bar at the bottom right contains the text 'EMAIL REPORT TO 1 PERSON' and a '4.' indicator.

TIPS: The last sharing will be remembered, click **UNTICK** any user by tapping the green tick. Added email addresses can be permanently removed by clicking on the bin icon twice. Click close to **NOT SHARE**.