

Updating an expired document

- Via the Machine Edit Screen

Documents that have an expiry date can be updated via the Machine edit screen **OR** Library Homepage

Machine edit screen

1. Click **MACHINES** (top menu)
2. Find your machine and click on the grey **LIBRARY** button
3. Find the document you wish to update, click **EDIT**

+ ADD NEW MACHINE




Keyword Search

FILTER BY

- PRE START REPORT
- DOWNGRADE MACHINES
- SCHEDULE ASSESSMENTS
- EXPORT MACHINES
- SAFE OPERATING PROCEDURES

Machines

Select All Machines (0 Selected)

<input type="checkbox"/>	 Isuzu - NPR 400 4x2 (Tipper) Asset Number: TPR-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮
<input type="checkbox"/>	 ACE Trailers - Dual Axle (Plant Trailer) Asset Number: PT-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮
<input type="checkbox"/>	 Hino - FC 4x2 (T/Top) Asset Number: TT-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮

MACHINE DETAILS



Caterpillar - 330

EXCAVATOR - LARGE

+ ADD DOCUMENT

Machine Library Documents

MACHINE 2

LINK	EXPIRES	DETAILS
 Plant In Use - RMS Assessment	Completed 27/09/2016	DETAILS
 Insurance.pdf	Expires: 27/09/2017	Insurance - CTP EDIT

Company Library Documents

MACHINE TYPE: EXCAVATOR - LARGE

LOCATION:

MEMBER: PLANT ASSESSOR TECH DEV

USER: EMILY RAY

MACHINE LIBRARY

HISTORY

EXCAVATOR - LARGE

Plant In Use - RMS Assessment

Insurance - CTP

SAVE UNDO CLOSE