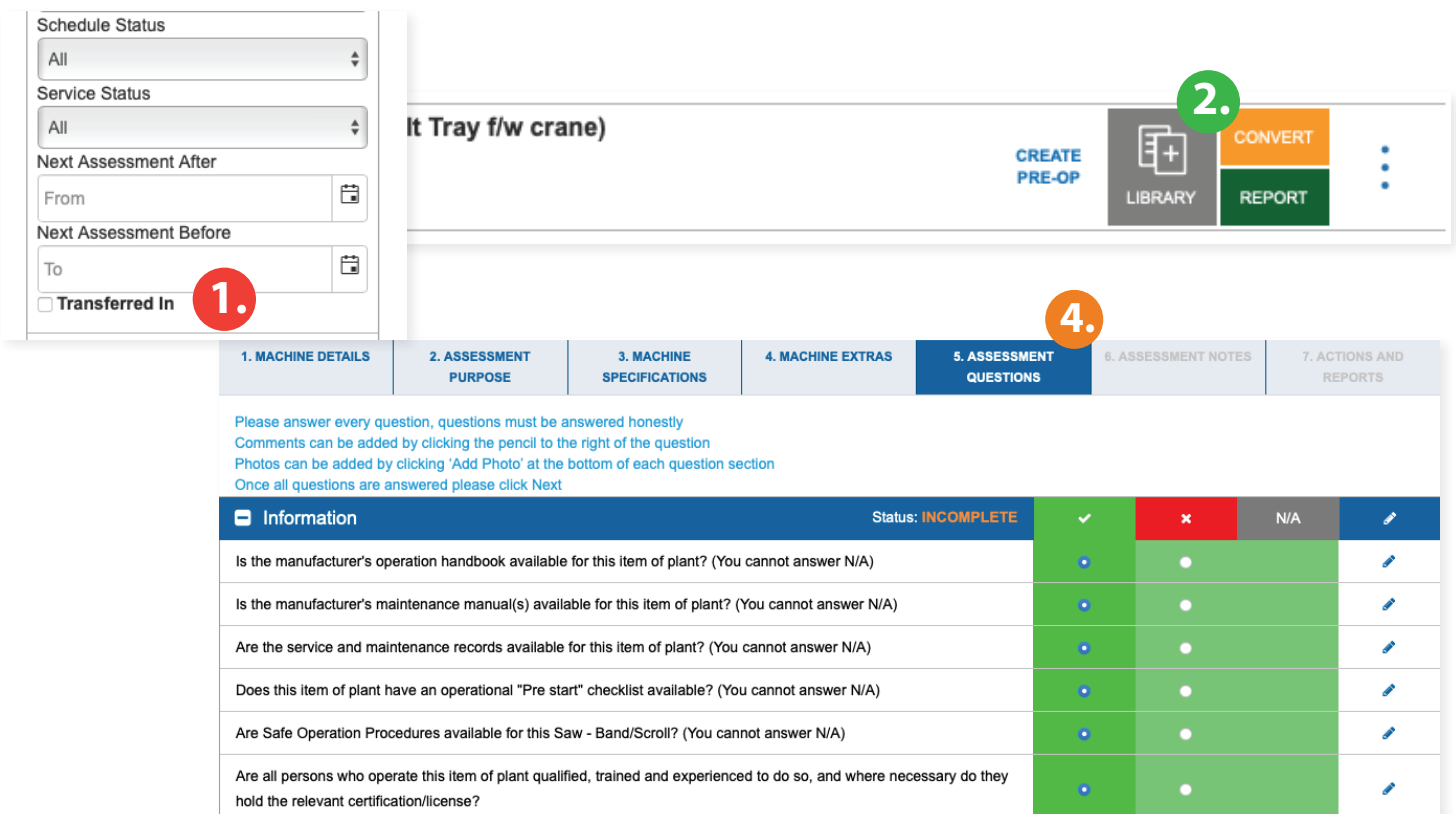


Receiving Transferred Machines

When a sale assessment has been completed and a machine has been transferred, the machine will appear in the new owner's machine list as a Free machine with a **REPORT** button for the Sale Assessment and a **CONVERT** button to convert the Sale Assessment answers into a new Plant In Use or Hire Assessment.

The buyer will receive an email from Plant Assessor notifying them that the machine has been transferred into their Plant Assessor membership.

1. Use the Transferred In filter to find the machine
2. Click **CONVERT**
3. Select the Purpose
4. Go to tab 5. - **ASSESSMENT QUESTIONS**
5. Inspect the machine and input your answers or scroll down the page and click **ACCEPT EXISTING ANSWERS**
6. Click **SAVE**
7. Machine will be upgraded to an Edge Machine, and will no longer be selected by the 'Transferred In' filter



The screenshot shows the Plant Assessor interface. On the left, there is a filter panel with 'Schedule Status' and 'Service Status' both set to 'All'. Below these are 'Next Assessment After' and 'Next Assessment Before' date pickers. At the bottom of the filter panel, the 'Transferred In' checkbox is checked, with a red circle and the number '1.' next to it. The main content area shows a machine entry for 'It Tray f/w crane)'. To the right of the machine name are buttons for 'CREATE PRE-OP', 'LIBRARY', 'CONVERT', and 'REPORT'. A green circle with the number '2.' is placed over the 'CONVERT' button. Below the machine entry is a navigation bar with seven tabs: '1. MACHINE DETAILS', '2. ASSESSMENT PURPOSE', '3. MACHINE SPECIFICATIONS', '4. MACHINE EXTRAS', '5. ASSESSMENT QUESTIONS', '6. ASSESSMENT NOTES', and '7. ACTIONS AND REPORTS'. The '5. ASSESSMENT QUESTIONS' tab is selected, with an orange circle and the number '4.' next to it. Below the navigation bar, there is a table of assessment questions. The table has columns for 'Information', 'Status: INCOMPLETE', and a grid of response options (checkmark, cross, N/A) with edit icons.

Information	Status: INCOMPLETE	✓	✗	N/A	✎
Is the manufacturer's operation handbook available for this item of plant? (You cannot answer N/A)		•	•		✎
Is the manufacturer's maintenance manual(s) available for this item of plant? (You cannot answer N/A)		•	•		✎
Are the service and maintenance records available for this item of plant? (You cannot answer N/A)		•	•		✎
Does this item of plant have an operational "Pre start" checklist available? (You cannot answer N/A)		•	•		✎
Are Safe Operation Procedures available for this Saw - Band/Scroll? (You cannot answer N/A)		•	•		✎
Are all persons who operate this item of plant qualified, trained and experienced to do so, and where necessary do they hold the relevant certification/license?		•	•		✎