



HSEQ Management Software

# Classic V4 Classified Equipment Manual

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# myosh Classified Equipment

## 1. Introduction

The Classified Equipment manual focuses on:

- Creating Records
- Archiving Records
- Finding Records – Searching and Displaying

## 2. Access Responsibilities

Administrators, Power User and Users all play a role in the Classified Equipment module, as shown below.

Classified Equipment Workflow	Administrators	Power User	User
Creating records	✓	✓	
Archiving records	✓	✓	
Searching for Records	✓	✓	
Displaying Records	✓	✓	✓

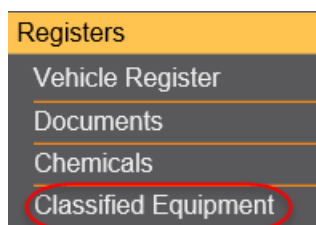
### Explanation

Classified Equipment is equipment that needs to be registered prior to using. For example; cranes, elevated work platforms, and many more. The myosh Classified Equipment module allows for recording the details of the equipment, any requirements and service history.

## 3. Creating a Classified Equipment Record

To create a new record:

1. Click on Classified Equipment under the “Registers” on the main myosh menu.



2. Click on  New Record

## Hierarchy

**Hierarchy**

Division:

Department:

Site:

Location:

Archive:  Archived

This information is automatically inserted and the information used is that of the person creating the document. These default values can be changed by selecting the appropriate values from the drop down lists and name picker.

## Details

**Details**

Asset Number:

Type:

Registration Number:

Authority Registration:

Serial Number:

Asset Value:

3. Enter the Asset Number
4. Enter the Type
5. Enter and select any other relevant information.

## Requirements

**Requirements**

Plant type / name:

Power source:

Operators Manual (location):

Servicing & Maintenance requirements:

Servicing, maintenance & repair records (location):

Competency licence required?

Personal Protective Equipment required to operate?

Pre-start / daily checks required?

Specific requirements for testing, transport, cleaning, decommissioning and disposal:

6. Enter the requirements information where relevant.

## Service History

7. Click on Create Service and the following screen will be displayed.

Service History Create Service

---

Submit Print Help Exit

**Service**

Composed: 26/07/2016 Created by: Myosh Power1 Document Number: 000000

**Service Details**

Type:

Test Date:

Serviced By:

Next Test Date:

Costs:

Details:

**Attachments**

Select file to attach:  Browse...

8. Select from the drop down list the Type of equipment
9. Select using the calendar icon the Test Date
10. Select from the drop down list who it was Serviced By
11. Enter other relevant details.
12. Attach any relevant documents by clicking on the “Browse” button and selecting the file from the Explorer window and click on ok. This will place the file location in the field next to the browse button. Once the Classified Equipment document is submitted the file will be uploaded onto the myosh server in that database.
13. Click on Submit
14. When asked are you sure? Click on Yes.

This will create a service record and maintain a history of the previous services.

Service History		Create Service	
Test Date	Service Type	Details	Costs
26/07/2016	10000kms	Grease and oil change	1000.00
			16/03/2017
Total:			1000.00

Once the Next Test Date is overdue, the person responsible for managing Equipment Registers will receive automated emails once a week until such time as the Next Test Date is updated.

## Comments

Comments

Comments:

15. Enter any comments

## Associated Actions

Associated Actions Create Action

16. Click on Create Actions and an Action document will be displayed. Once the action has been submitted a link to the action will appear under this heading under Open. Once the action is closed it will move under the Closed heading.

## Attachments

Attachments

Create QR Code Select file to attach:  Browse...

17. Attach any relevant documents by clicking on the “Browse” button and selecting the file from the Explorer window and click on ok. This will place the file location in the field next to the browse button. Once the Classified Equipment document is submitted the file will be uploaded onto the myosh server in that database.
18. Click on Submit

# 4. Archiving Classified Equipment

To archive Classified Equipment:

1. Click on the Classified Equipment to be archived, this will open the record
2. Click on Edit.
3. Click in Archive then Submit.

Hierarchy

Head Office/Administration/myosh Training -

Division:

Department: Administration

Site: Head Office

Location:

Archive:  Archived

This piece of equipment will be able to be displayed from the Archived display option.




## 5. Finding Classified Equipment

There are three ways to find Classified Equipment, they are:

4. Top Menu – Searching, Filtering and Sorting
5. Search Report
6. Calendar

### Top Menu – Searching, Filtering, Displaying

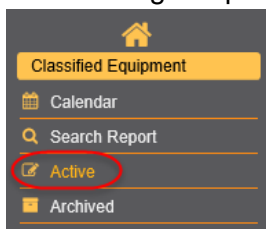
In the display options the top menu bar can be used to search, filter and display different Classified Equipment, as shown below:

7. **Search** – Type in what you are looking for and myosh will display relevant answers
8.  **Cols** – when clicked on this will give a list of columns that can be displayed. Click in the tick box next to fields to be displayed.
9.  **Rows** – when clicked on the number of rows to be displayed can be chosen at the bottom right hand side of the page there is a section where the page can be chosen.
10. **Print** – This allows the page to be printed
11. **Export** – This allows the information being displayed to be exported to Excel and PDF (A4, and A3) and it also can be copied.
12. **Toggle** – This is used to toggle the screen from being one screen to being a screen split in two.
13. **Triangle (up and down)** these are used to sort the columns in ascending and descending.
14.  these are used to filter the data. Click on the arrow and select the data criteria that is needed to be displayed.
15. The order of these columns can be changed by Clicking on the column and dragging it and dropping it in the relevant position.

The top menu bar is used for Active and Archived displays as shown below.

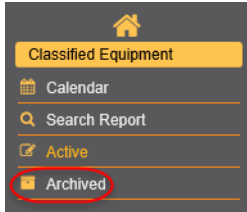
### Active

The Active display option, allows all Active classified equipment records to be displayed in different categorised views. To display active classified equipment records, click on “Active” on the navigator panel.



## Archived

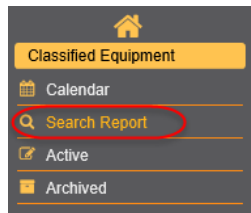
The Archived display option, allows all Archived classified equipment records to be displayed in different categorised views. To display archived classified equipment records, click on “Archived” on the navigator panel.



## Search Report

Use the Search Report option, to find classified equipment with specific criteria.

1. Click on Search Report on the Navigation panel.



2. Click on New Record and the following screen will be displayed.

✓ Submit
✕ Exit

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Composed: 27/07/2016
Created by: Megan Edwards

**Search Criteria**

*Select the appropriate report parameters and then submit*

Period:  Clear  Week  Month  3 Months  Year

Dates: Where  is between  and  (inclusive)

Division:

Department:

Site:

3. Enter the Search Criteria from the drop down lists.

The next step of the process is to consider and select the Report Output.

**Report output**

Specify output, optionally specify a Template Name to store this document as a template.

Template Name:

Available fields:

- Doc No
- Division
- Department
- Site
- Location
- Test Date
- Next Date
- Asset Number

Output:

Options:

- Extract to Excel
- Add Footer

4. Using the below table select the Report Output.

Report Output Components	Description
Template Name	If this is a report that will be run on a regular basis it can be saved as template by entering a name in this field.
Available Fields	Fields that are available to be included in the report
Output	Fields that will be displayed in the report
<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">&gt;</div> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">&gt;&gt;</div> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">&lt;</div> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">&lt;&lt;</div> </div>	Transfer highlighted fields from Available Fields to Output Transfer all fields from Available Fields to Output  Transfer highlighted fields from Output to Available Fields Transfer all fields from Output to Available Fields
<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">^</div> <div style="border: 1px solid #ccc; background-color: #eee; padding: 2px; text-align: center;">v</div> </div>	By highlighting a field and clicking on these buttons it will change the order of the report. Click on up and the field will appear above the one it was below. Click on down and the field will appear below the one it was above.
Extract to Excel	This extracts the report to Excel. The matrix can only be extracted when the Show Dates button is ticked.
Add Footer	This adds to the footer of the report the search criteria.

5. Click on Submit.

The report will be similar to the below one. If the response is No matching documents found, revise the criteria, as not one document matches that criteria.

Exit
Print

**Search Report**

Doc No	Location	Asset Number	Test Date	Next Date
No matching documents found				

Report by EDWARDS Megan on 27 Jul 2016  
 Documents found: 0  
 Search Criteria: Composed Date >= '28-Apr-16' & Composed Date <= '27-Jul-16'

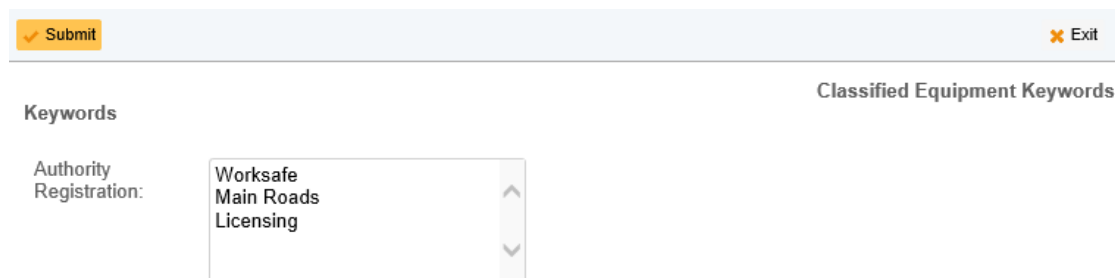


## 6. Maintain Classified Equipment Keywords

The Keywords for the Classified Equipment module can be found under the “Classified Equipment” header under “System Administrator”/”Keywords”.

The below screen shot shows the keywords that can be modified to suit specific company needs in the Classified Equipment Module.

The myosh Administrator is the only one who can make any modifications needed to this section. (See the Administrator Manual for Maintaining Keywords).



Submit Exit

Classified Equipment Keywords

Keywords

Authority Registration: Worksafe  
Main Roads  
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