

HOW TO REMOVE AND RETURN AN ITEM OF PLANT TO SITE

1 Go to **Equipment** and select the relevant record.

2 Select **Options** > **Remove from Site**.

3 Confirm removal from site **Yes / No**.

The screenshot shows the HAMMERTech web application interface. On the left, a sidebar menu has 'Equipment' highlighted with a blue box and a circled '1'. The main content area shows the 'Equipment / Excavator XYZ456' record. On the right, the 'Options' dropdown menu is open, with 'Remove from Site' selected, indicated by a blue box and a circled '2'. A modal dialog box titled 'Confirm removal from site' is centered on the screen, asking 'Are you sure you want to remove the equipment from site?' with 'NO' and 'YES' buttons. The 'YES' button is highlighted with a blue box and a circled '3'.

4 To return the item once removed, within the record, go to **Options** and select **Add Back On Site** with existing checklist or a new checklist.

The screenshot shows the same HAMMERTech interface. The 'Options' dropdown menu is open, and 'Add Back On Site (Re Induct)' is selected, indicated by a blue box and a circled '4'. A modal dialog box titled 'Confirm to keep existing Induction' is centered on the screen, asking 'Are you sure you want to keep the existing induction?' with 'NO' and 'YES' buttons. The 'YES' button is highlighted with a blue box.