



# Equipment Registration and Verification via the Company Portal

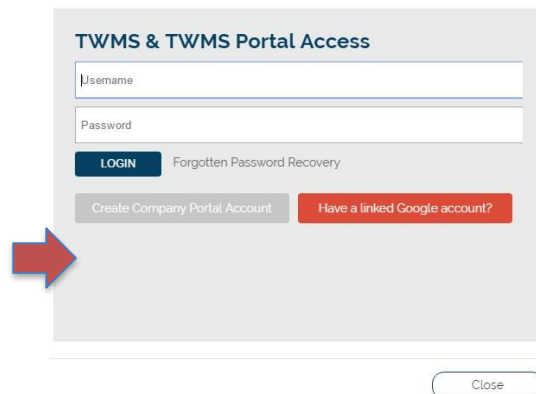
It is a requirement for your Company to be registered before you are able to register any equipment. If you have not registered your Company, please refer to below steps on how to register your company details. Once done, you are able to access the Company Portal and register your equipment.

## Registering Your Company

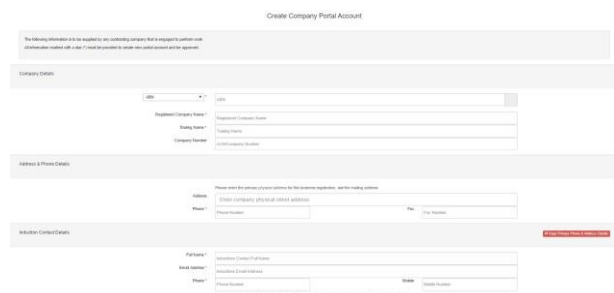
1. Please access the Damstra Technology Portal and click on **contractor login**.



2. Please click on **Create Company Portal Account**.



3. Complete **Company information**.





- 4. Once completed, please click **Create Company Account**.

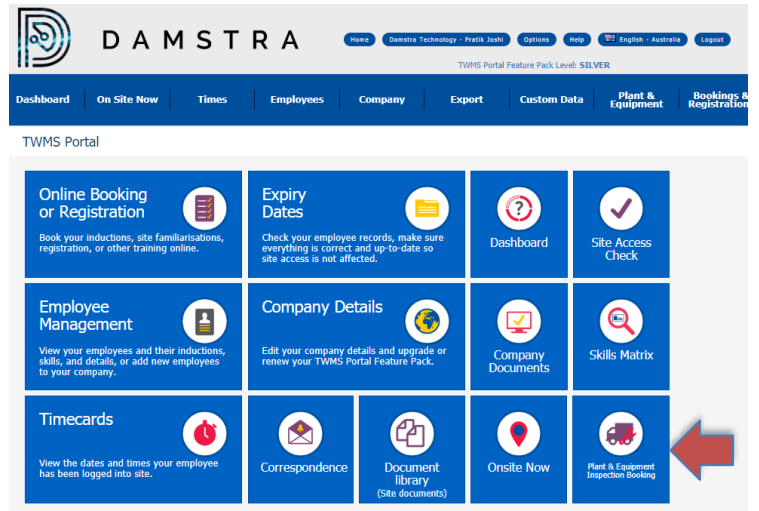
- 5. You will receive a username and password, click on **login at www.damstratechnology.com**.



- 6. Please **login with the username and password** that you have received.

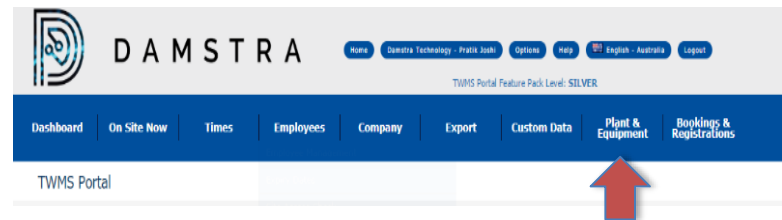
## Registering Equipment

1. After logging into the Company Portal with your username and password, please go to the **home page** of the Company Portal and click on **Plant and Equipment** inspection booking.



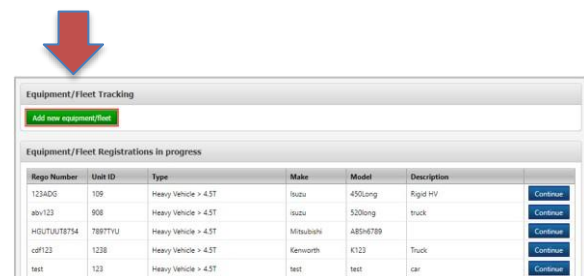
The screenshot shows the TWMS Portal home page with a grid of 12 tiles. The 'Plant & Equipment' menu item in the top navigation bar is highlighted with a red arrow.

2. In the Company Portal home page, click **Plant & Equipment** found at the menu bar.



The screenshot shows the TWMS Portal home page with a grid of 12 tiles. The 'Plant & Equipment' menu item in the top navigation bar is highlighted with a red arrow.

3. You will be directed to a page that shows you an option to add new equipment/fleet and to be able to view equipment/fleet registrations that are in progress.



The screenshot shows the 'Equipment/Fleet Tracking' page. A red arrow points to the 'Add new equipment/fleet' button. Below is a table of 'Equipment/Fleet Registrations in progress'.

Registration Number	Unit ID	Type	Make	Model	Description	
1234DG	109	Heavy Vehicle > 4.5T	Isozu	450Long	Rigid HV	Continue
abv123	908	Heavy Vehicle > 4.5T	isuzu	520long	truck	Continue
HGLUTUR754	789TYU	Heavy Vehicle > 4.5T	Mitsubishi	ABS46789		Continue
cd123	1238	Heavy Vehicle > 4.5T	Kenworth	K123	Truck	Continue
test	123	Heavy Vehicle > 4.5T	test	test	car	Continue

Click the **Add new equipment/fleet** green button.




- 4. From the dropdown list, select the site you wish to add a new equipment for.

The screenshot shows the 'Add New Equipment' form. On the left, there is a sidebar with 'Equipment/Fleet Type', 'Equipment/Fleet Details', and 'Photo'. The main form area has a title 'Add New Equipment' and a sub-header 'Equipment/Fleet Type'. Below this, there are two dropdown menus: the first is set to 'Demonstration Site 3' and the second is set to 'Battery'. A red arrow points to the first dropdown menu. To the right of the dropdowns is a green button labeled 'Continue to Next Step'.

- 5. After selecting the site, select from the dropdown list the equipment group you would like to allocate this equipment to.

This screenshot is identical to the previous one, showing the 'Add New Equipment' form with 'Demonstration Site 3' and 'Battery' selected in the dropdowns. A red arrow points to the dropdown menu, and the 'Continue to Next Step' button is visible.

**Note:** Only those equipment groups currently assigned to the worksite selected will be available to select from. 

- 6. Click **Continue to Next Step**.

The screenshot shows the 'Add New Equipment' form with the same dropdowns as before. A red box highlights the 'Continue to Next Step' button, and a red arrow points to it from the right.

- 7. From here, please enter the **equipment/fleet details**:

- Equipment make, ie. CAT etc
- Model of plant & equipment
- Manufacture date of P&E: select the first day of month and year manufactured
- Registration/Serial Number: please enter registration number or plant serial number
- Unit ID (only if applicable; if not applicable, please enter N/A)
- Basic description of plant (i.e. 6 tonne excavator)

The screenshot shows the 'Equipment/Fleet Details' form. It has a title 'Equipment/Fleet Details' and a sub-header 'Equipment/Fleet Details'. Below this, there are six input fields: 'Make:', 'Model:', 'Manufacture Date:', 'Rego/Serial Number:', 'Unit ID:', and 'Description:'. A green button labeled 'Continue to Next Step' is on the right. Three red arrows point to the 'Make:', 'Manufacture Date:', and 'Rego/Serial Number:' fields.



8. Click **Continue to Next Step**.

Equipment/Fleet Details

Make:

Model:

Manufacture Date:

Rego/Serial Number:

Unit ID:

Description:

**Continue to Next Step**

9. **Upload a clear photo** of the equipment .  
Then, click **Continue to Next Step**.

Photo Upload

File:

Acceptable file formats are:  
JPG (JPEG), GIF, PNG, BMP

**Continue to Next Step**

Note:

Please note you can remove any photo uploaded by clicking 'x Remove'.

Equipment/Fleet Type

Equipment/Fleet Details

Photo

Plant Pre-use Authorisation – Backhoe

Plant Risk Assessment

Road Registration

Payment

Complete

Photo Upload

If you require any assistance with answering the below questions please contact your site representative

File: test2.PNG

Acceptable file formats are:  
JPG (JPEG), GIF, PNG, BMP

**Continue to Next Step**

10. Click **Continue to Next Step**.

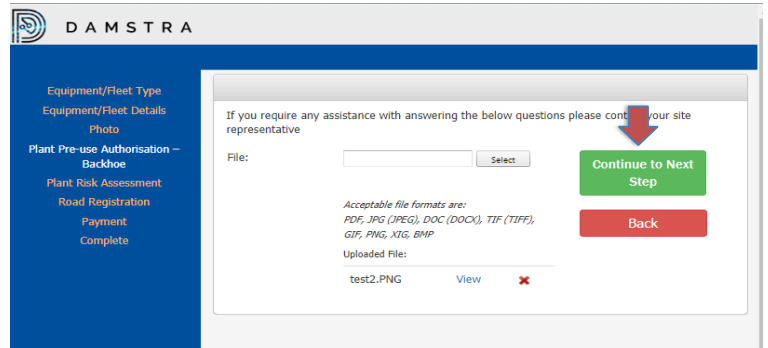
**Continue to Next Step**

11. Upload **Plant Pre-use Authorisation** found here <https://www.damstratechnology.com/clients> click on TasWater CDO

**Please note – Step 11 – 14 will require different documents depending on the equipment being registered this example is specific to Backhoe**

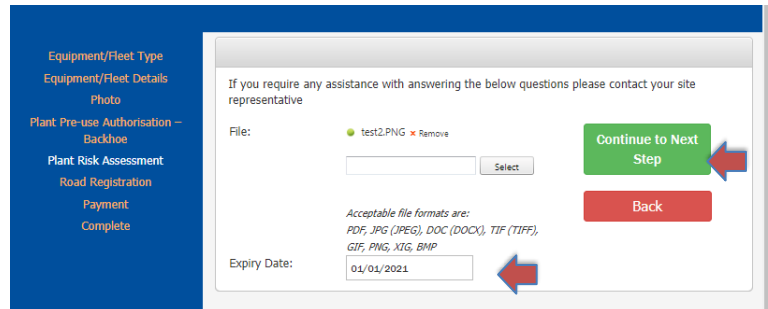


12. Click **Continue to Next Step**.



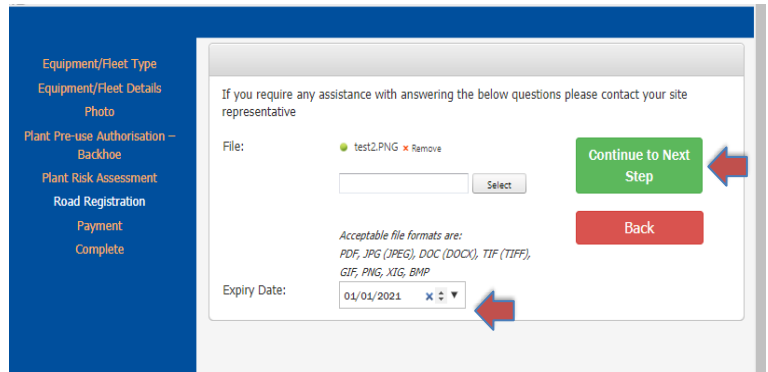
The screenshot shows the 'Road Registration' step in progress. The left sidebar lists the steps: Equipment/Fleet Type, Equipment/Fleet Details, Photo, Plant Pre-use Authorisation – Backhoe, Plant Risk Assessment, Road Registration, Payment, and Complete. The main content area has a heading: 'If you require any assistance with answering the below questions please contact your site representative'. Below this is a 'File:' field with a 'Select' button and a 'Continue to Next Step' button highlighted with a red arrow. A 'Back' button is also visible. Accepted file formats are listed: PDF, JPG (JPEG), DOC (DOCK), TIF (TIFF), GIF, PNG, XIG, BMP. An 'Uploaded File:' section shows 'test2.PNG' with 'View' and 'Remove' options.

13. Upload **Plant risk assessment**, enter **expiry date** and click on **continue to next step**



The screenshot shows the 'Plant Risk Assessment' step in progress. The left sidebar lists the steps: Equipment/Fleet Type, Equipment/Fleet Details, Photo, Plant Pre-use Authorisation – Backhoe, Plant Risk Assessment, Road Registration, Payment, and Complete. The main content area has a heading: 'If you require any assistance with answering the below questions please contact your site representative'. Below this is a 'File:' field with a green dot, 'test2.PNG', and a 'Remove' button. A 'Select' button is also present. A 'Continue to Next Step' button is highlighted with a red arrow. A 'Back' button is also visible. Accepted file formats are listed: PDF, JPG (JPEG), DOC (DOCK), TIF (TIFF), GIF, PNG, XIG, BMP. An 'Expiry Date:' field contains '01/01/2021' with a red arrow pointing to it.

14. Upload **Road Registration**, enter **expiry date** and click on **continue to next step**



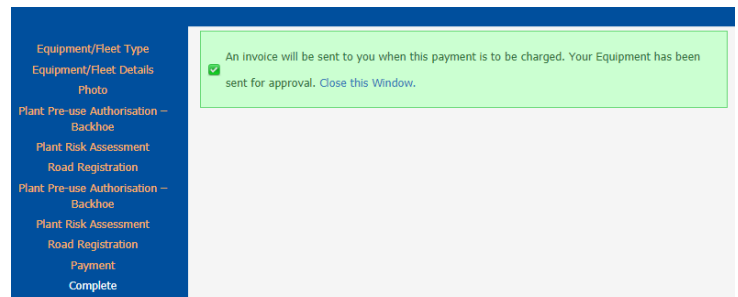
The screenshot shows the 'Road Registration' step in progress. The left sidebar lists the steps: Equipment/Fleet Type, Equipment/Fleet Details, Photo, Plant Pre-use Authorisation – Backhoe, Plant Risk Assessment, Road Registration, Payment, and Complete. The main content area has a heading: 'If you require any assistance with answering the below questions please contact your site representative'. Below this is a 'File:' field with a green dot, 'test2.PNG', and a 'Remove' button. A 'Select' button is also present. A 'Continue to Next Step' button is highlighted with a red arrow. A 'Back' button is also visible. Accepted file formats are listed: PDF, JPG (JPEG), DOC (DOCK), TIF (TIFF), GIF, PNG, XIG, BMP. An 'Expiry Date:' field contains '01/01/2021' with a red arrow pointing to it.

15. Go through to the payments page where you can **pay for the registration** of the equipment.



The screenshot shows the 'Payment Information' page. It includes a table of charges: Price (excl. GST) AUD \$25.00, Credit Card Surcharge: AUD \$0.50, GST: AUD \$2.55, and Total Amount: AUD \$28.05. Below the table, it shows 'Contact Name: Lisa Williams' and 'Receipt E-mail: accounts@damstra.com.au'. The 'Credit Card Information' section includes logos for VISA and MasterCard, and fields for 'Cardholder Name', 'Card Number', 'Card Expiry' (01 / 17), and 'CCV'. A 'Submit Payment' button is highlighted with a red box.

16. Upon Successful payment you will see the message – **your equipment has been sent for approval**



The screenshot shows the 'Payment' step in progress. The left sidebar lists the steps: Equipment/Fleet Type, Equipment/Fleet Details, Photo, Plant Pre-use Authorisation – Backhoe, Plant Risk Assessment, Road Registration, Plant Pre-use Authorisation – Backhoe, Plant Risk Assessment, Road Registration, Payment, and Complete. The main content area has a green message box with a checkmark icon: 'An invoice will be sent to you when this payment is to be charged. Your Equipment has been sent for approval. Close this Window.'