

Manual

Read-only users

Eqinfo

Revision	Description	Date	Ву
1.0	Final	09/08/2019	Gijs van Wijmen
2.0	Update	24/02/2025	Stephan Eekman

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Introduction

This manual is intended for inspectors with rights both to inspect and modify in United Rentals' Eqinfo platform.

Users with these permissions can use the platform for the following:

- Viewing the catalog
- Overview of managed items/items on rent
- Viewing inspections
- Viewing documentation (manuals, certificates, specs for example)

It should be kept in mind that the quality of the system is as good as the quality of its management. Users with rights to do inspections and modify are partly responsible for keeping the system up-to-date. So it is very important that you check necessary changes and mutations regularly and make adjustments if needed.

For questions about using the Eqinfo platform send an email to:

ben.intveld@eqin.eu

Miscellaneous

Login

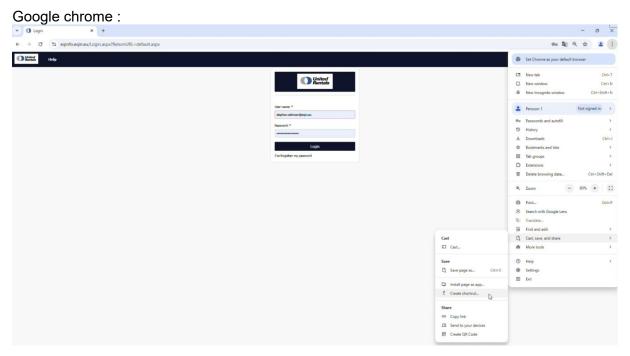
The platform can be accessed from any computer or phone with Internet by going to eqinfo.eqin.eu in your browser.



Enter your username and password to log in. You can also click on the icon in the upper right corner to log in or out.

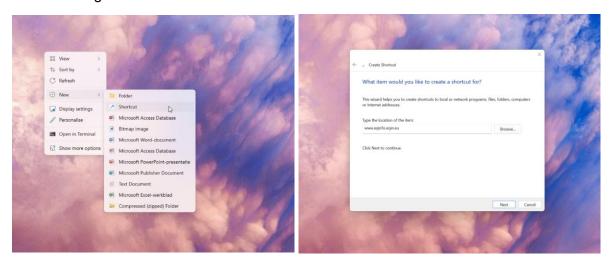
Work faster

Create a shortcut



- 1. Go to eqinfo.eqin.eu
- 2. Click on the three dots at the top right
- 3. Select " Cast, save and share "
- 4. Select "Create shortcut..."

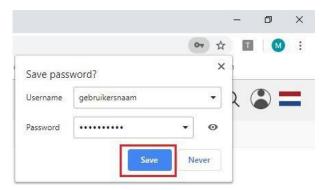
Microsoft Edge:



- 1. Microsoft Edge is almost always your default browser. Go to your desktop.
- 2. Click somewhere with your right mouse button.
 - a. Don't click an icon!
- 3. Select " New "
- 4. Select "Shortcut"
- 5. Enter <u>www.eqinfo.eqin.eu</u>
 - a. Or paste the link you copied

Remember username and password

After you have logged in, click on " Save "

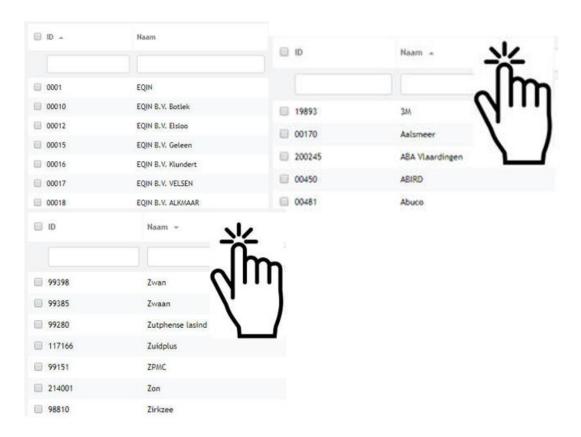


Customize layout

Each user can personalize the layout settings of their account to their liking. You can determine which columns you want to see and in what order. In this chapter, you will learn how.

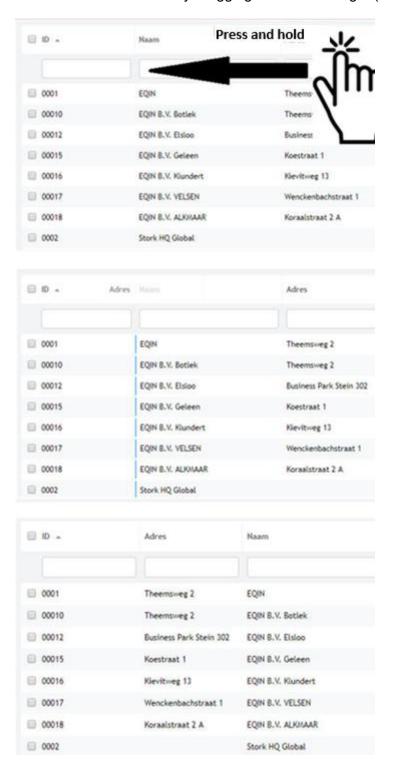
Sorting

You can sort on a column by clicking on it. If you want to sort from Z to A, click on the column again.



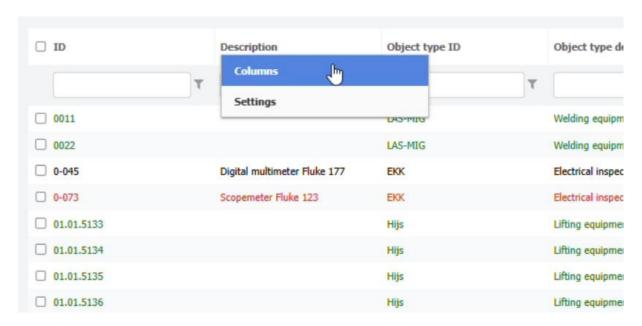
Moving columns

You can move a column by dragging it from left to right (or vice versa).

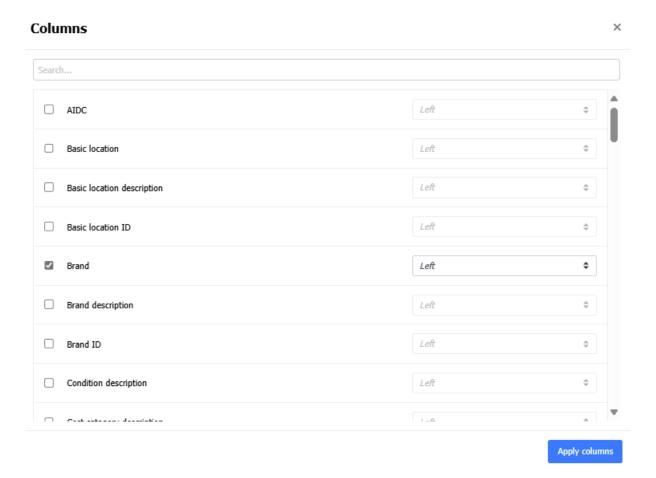


Adding columns

- 1. Right-click on any column.
- 2. Choose Columns.



3. Choose the column you want to add (e.g. object image), check the box and choose "Apply Columns ".

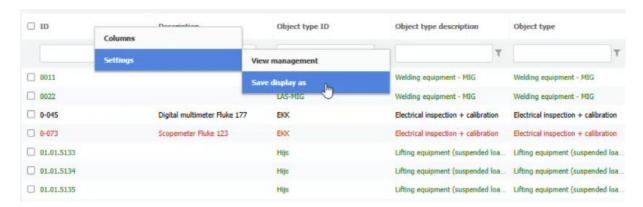


4. The column appears on the far right. You can drag it to the left (see Moving columns)

Saving a view

You can save the changes to the layout. This way, you will see your changes when you reload the page.

- 1. Right-click on any column
- 2. Choose Settings > Save display as



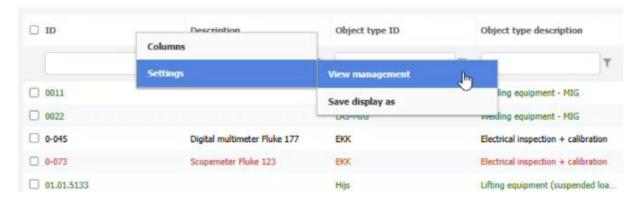
3. Choose a name for the new view and check " Set as standard view ".



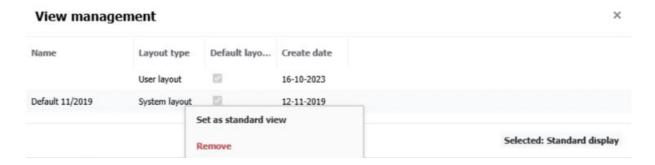
View Management

You can switch between different views in view management.

- 1. Right-click on any column.
- 2. Choose Settings > View Management



- 3. Left-click on a view to apply it.
- 4. Right-click on a view to set it as the default, or to remove it.

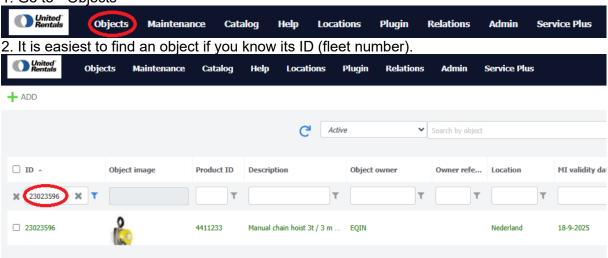


1. Objects

1.1 Object search

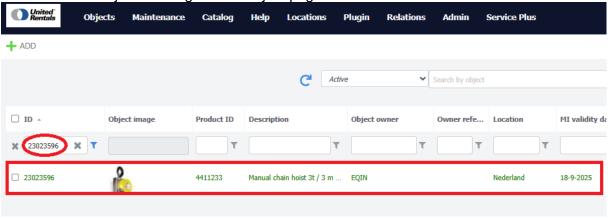
Filter and click

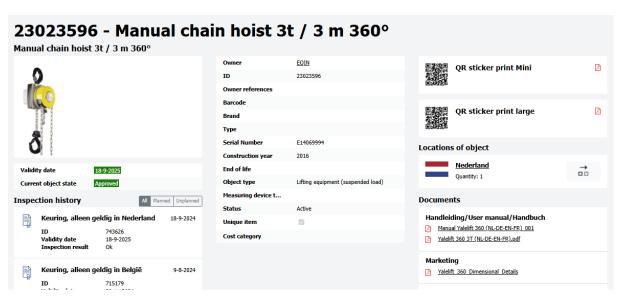
1. Go to "Objects "



3. It is also possible to search on another field, for example, the description or the product ID.

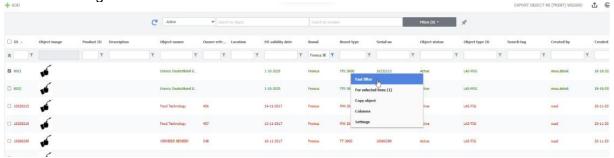
4. Click on the object line to go to the object page.





Fast filter

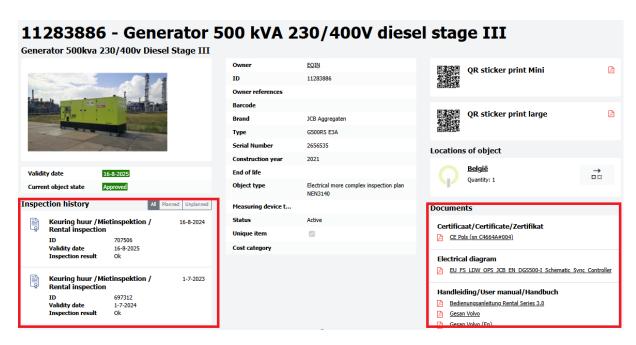
- 1. Hover your mouse over the value you want to filter on (example below: "TPS 5000")
- 2. Press the right mouse button and choose "Fast Filter".



3. Filtering is now in progress

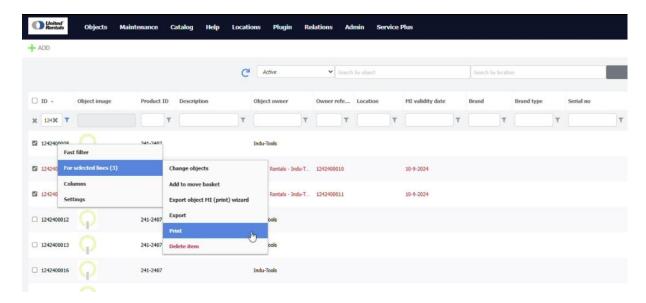
1.2 Viewing object information

If you go to an object page, you will come to the page below. Under "Inspection history", you will find all inspections performed on this object. In the column to the right you will find other documentation.



Viewing information for selected lines

After one or more lines have been selected, a number of actions can be performed.

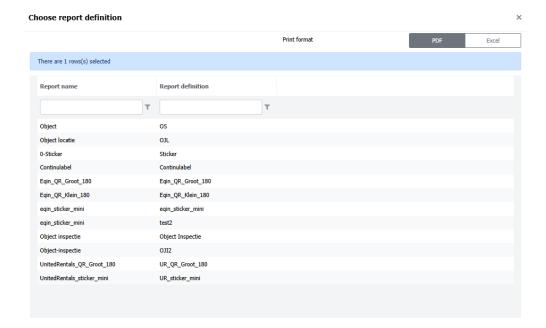


The description of the actions is fairly self-explanatory. The next section deals with " Printing "

Printing data

Under "Print", you can create a report of the selected lines. Various reports are available for objects, items, object inspections, locations and relationships. Among other things, this functionality can be used to:

- Print stickers for multiple objects at once
- Get multiple certificates in one PDF
- Display certain overviews of a selection



2. Locations

2.1 Finding locations



This works the same as object search (see section 1.1).

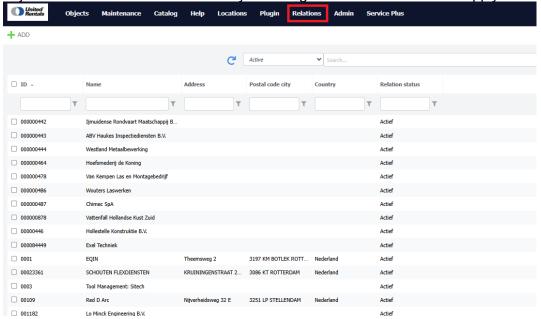
2.2 Viewing location data

This works as viewing object data (see section 1.2).

3. Relations

3.1 Finding relations

In the menu "Relations" you see an overview of the different relations to which you can attach objects and locations. Each user only has insight into the relations that apply to him or her.



This works the same as object search (see section 1.1).

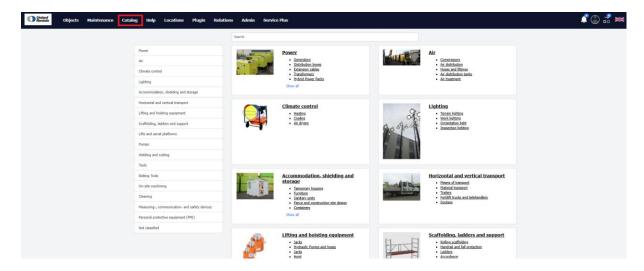
3.2 Viewing relation data

This works as viewing object data (see section 1.2).

4. Catalog

4.1 Viewing the product catalog by topic

To search products by subject in the online catalog, click on " Catalog " in the main menu. From here you can navigate to the different product groups and subgroups.



4.2 Searching for items in the catalog

To search the catalog in detail, enter the product name or product number in the search bar.



This works the same as object search (see section 1.1).