

## WHAT'S CHANGING: RESERVE TOOLS & EQUIPMENT

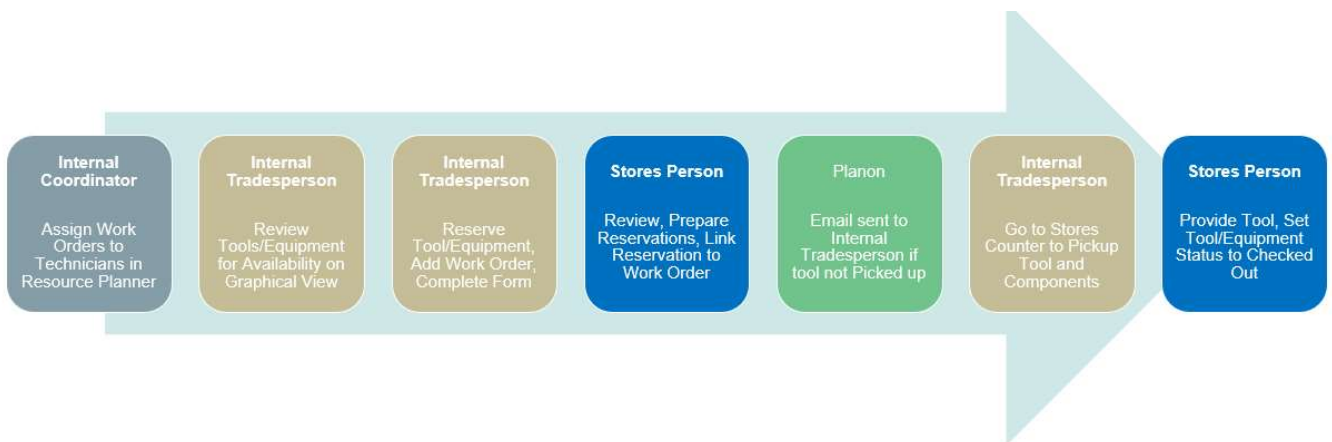
### What do I need to know?

If a technician or a Head/Subhead needs to reserve tools and equipment, there are a few options:

1. Technician can reserve tools/equipment from a work order via the Planon Mobile Field Service (PMFS) App and check availability
2. Heads/Subheads can open the reservations gadget in the web client view (back-office), select the item, check availability in the calendar and reserve for the time required to complete the work order.

When the tool/equipment is ready for pick-up a notification will be sent.

Tools and equipment will be checked in/out by Stores including any components that are required. When tools/equipment are returned, Stores will complete a check list and indicate whether there is damage and/or if repairs are required.



### What do the changes mean?



Today...	With Planon
Reserve via email, call-in and walk up to Stores	➤ Self-service to reserve and view status using "My Reservation" gadget
Data is incomplete, no equipment location information	➤ Location information available on equip/tools

Today...	With Planon
Lack of visibility of availability of tools	<ul style="list-style-type: none"> <li>➤ Calendar view of equipment and tools availability by Heads and Technicians</li> </ul>
After hours returns and improper check-ins	<ul style="list-style-type: none"> <li>➤ Check-in/out procedures will be mandatory with grace periods for returns</li> </ul>
Lack of visibility of parent/child asset components i.e. cords, drill bits etc.	<ul style="list-style-type: none"> <li>➤ Child components included with a reservation and confirmed during check-in/out process</li> </ul>