

New notifiers' HOW TO (print as a quick reference guide for notifiers)

How to register as a notifier?

To register as a Notifier:

- Go to the Crane Register website: <http://www.craneregister.org.uk>
- Click the **Register** link in the left-hand navigation; you will be taken to a page with a Verisign Secure Certificate which you will be able to see information on, subject to the web browser you are using
- Complete the **Personal Details** section; Forename, Surname, Email Address and Telephone Number, all of which are mandatory
- Complete the **Company Details** section; Company, Address fields 1 and 2 and Postcode are mandatory (these will be used to populate the notification form to make future notifications faster)
- Enter your preferred **Log-in Details**; type in a username and password of your choice, you will be given a prompt on-screen indicating the strength of your password (typing a password 6 characters or longer with a mixture of letter case, numbers and special characters will reduce the risk of your password being cracked)
- Select whether or not you want to receive **email notifications** to receive confirmation of changes you make to records and to be reminded about specific actions, such as removal date or expiration of an examination certificate
- Click the **Submit Registration** button
- An email will be sent to the email address that you have entered which will contain instructions for completing the registration process
- Open the email and click the **confirmation link** or paste the web address that is provided into a web browser; opening that resulting page will verify your registration and allow you to login

How to start a new notification?

NB. Each site is called a “notification”

To add a Notification:

- Click the **Your notifications** link in the left-hand navigation; as an Analyst you will initially see a list of all Notifications in the table on the right
- Click the **Add New Notification** button that is under the table
- Complete the Site Contact details; Site Contact, Site Name and Address fields 1 and 2 are mandatory (or tick **Use my details for Site** to partly populate this section with your Profile information)
- Complete the Principal Contractor details; Principal Contractor Contact, Principal Contractor Name and Address fields 1 and 2, Postcode and Telephone are mandatory (or tick **Use my details for Principal Contractor** to populate this section with your Profile information)
- Click the **Create** link to create the Notification in the Central Notification System; you will be presented with your new Selected Notification with a series of tabs above it
- Alternatively, click the **Cancel** link to return back to the Manage Notifications page

You can then immediately proceed to adding details for a Crane to the site by clicking the Cranes tab.

How to add a crane on my notification?

To add the details of a Crane to a Notification:

- Add a new Notification or select the existing Notification to which you are going to associate the Crane
- With the correct Notification selected, click the **Cranes** tab
- Click the **Add New Crane** button
- Complete the Add New Crane form; Crane Type, Name, Model, Serial No and Date of Install are mandatory (or tick **Use previous crane details** to pre-fill the form with the details of the last crane that was associated with this Notification)
- Do not complete the **Actual Removal Date** field
- Click the **Create** link to associate this Crane with the Selected Notification; you will be returned to the Manage Notifications page with the Crane details added to your selected Notification
- Alternatively, click the **Cancel** link to return back to the Manage Notifications page and the selected Notification

How to add the relevant thorough examination for a crane?

To add the details of a Thorough Examination of a Crane:

- Select the Notification to which the Crane is associated
- With the correct Notification selected, click the **Cranes** tab
- Click upon the Crane that has had a Thorough Examination from the list of Cranes
- Click the **Thorough Examinations** tab; you will then see a list of previous Thorough Examinations for that Crane if any have taken place
- Click the **Add Thorough Examination** button
- Complete the Add New Examination form; the Examination Date field is mandatory
- Enter the **Next Examination Date** if you have one
- Select the **Defects** tick box if any defects were found
- Click the **Create** link to add the Thorough Examination details for the Crane
- Alternatively, click the **Cancel** link to return back to the list of Thorough Examinations for your selected Crane

To submit a Through Examination Report for a Crane (optional):

- Select the Notification to which the Crane is associated
- With the correct Notification selected, click the **Cranes** tab
- Click upon the Crane that has had a Thorough Examination from the list of Cranes
- Click the **Thorough Examinations** tab; you will then see a list of previous Thorough Examinations for that Crane if any have taken place
- Click the **Examination Date** for which you wish to submit a Thorough Examination Report
- Click the **Add New Report** button
- The Add New Report form consists of one field; click the **Browse...** button and select the Microsoft Office file or PDF file that records the Thorough Examination
- Click the **Create** link to upload the file; you will be presented with a scrolling banner indicating the status of the upload and you will be taken to the Selected Report when the upload has finished
- Click the **Cancel** link to return to the selected Thorough Examination