


<K:\14 Fixed Plant Operations\Fixed Plant Maint. & Services\Reporting\PSOHEO Request Form\PSO-HEO Request Form V7.xlsm>

1. Click on the link and open the excel sheet. Make sure to click on the enable content button. Once it is open click on the picture of the crane to enter a new request.

**PSO HEO Supervisor**  
Jeff Turner - 760-559-8057

**Emails Will Be Sent To:**  
Jeff.Turner@riotinto.com



*Email Settings Are:* **Locked**

Enter Password -->

To Unlock Email Settings

*Worksheet is:* **Locked**

Unlock Sheet For -->

Editing

Effective	3/29/2020										
SHIFT	NAMES	SUN	MON	TUE	WED	THU	FRI	SAT	PHONE		
1	ARDEN	OFF	10	10	10	10	OFF	OFF	760	514	6838
1	ERIC	OFF	10	10	10	10	OFF	OFF	760	514	6833
1	WARNEY	OFF	10	10	10	10	OFF	OFF	760	514	6663

2. This next box will pop up. This shows the current bookings for PSO support. Make sure your date and crane are available.

PSO-HEO Scheduler X

Backlog: | Request Form: |

Below Are The Current Bookings For The PSO/HEO Fleet

Date	Equipment	Area	Start Time	End Time	Contact	Description
05/03/23	30 TON GROVE	BAP	06:30:00:000	16:30:00:000	Gonzalez, Alberto	North of PID tank
05/04/23	30 TON GROVE	BAP	06:30:00:000	16:30:00:000	Gonzalez, Alberto	North of PID tank
05/08/23	30 TON GROVE	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/08/23	150 TON BIG STICK	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/08/23	80 TON RENTAL CRJ	D15	06:00:00:000	16:30:00:000	Backes, David	shutdown
05/09/23	80 TON RENTAL CRJ	D15	06:00:00:000	16:30:00:000	Backes, David	shutdown
05/09/23	150 TON BIG STICK	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/09/23	30 TON GROVE	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/10/23	30 TON GROVE	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/10/23	150 TON BIG STICK	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/10/23	80 TON RENTAL CRJ	D15	06:00:00:000	16:30:00:000	Backes, David	shutdown
05/11/23	80 TON RENTAL CRJ	D15	06:00:00:000	16:30:00:000	Backes, David	shutdown
05/11/23	150 TON BIG STICK	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown
05/11/23	30 TON GROVE	234	06:00:00:000	16:30:00:000	Faulkner, Michael	shutdown

3. Click on the request form tab. Fill out the information and hit the submit request button. One more window pops up with an overview of your request (second picture). Hit ok.

PSO-HEO Scheduler

Backlog: Request Form

**Please Enter Days and Time Needed:**

Start Date (M/D/Y): 05/15/2023

How Many Consecutive Days Are Needed?: 1

What Is The Start Time?: 08:00

What Is The End Time?: 12:00

Duration = 4 Hours

**Determine Availability and Select Equipment:**

Determine Availability

Available Equipment For Requested Period:

- 150 TON BIG STICK
- 30 TON GROVE
- 80 TON RENTAL CRANE

**Add Contact, Area Of Work and Job Description:**

Who Will Be The Contact? (Last, First): Wittrock, Keith

Contact Number: 760-284-2187

Where Will The Work Be Done?: TRUCK SHOP

Please Describe The Work To Be Done / Staging Area Etc.

Move shovel swing gear to shovel yard. Swing gear will be loaded on to low boy using the overhead crane. Need mobile crane to offload swing gear at the shovel yard.

**REVIEW INFORMATION THEN CLICK "SUBMIT REQUEST"**

SUBMIT REQUEST

Verify Request:

Here is a recap of what you are wanting to schedule:  
Please review and verify the information before clicking the "OK" button

You want to schedule a: 30 TON GROVE  
Starting: Monday, May 15, 2023  
Until: Monday, May 15, 2023  
Each event will begin at: 8:00 AM  
And end at: 12:00 PM

THE DURATION OF THE EVENT: 4 Hours

If you agree with this information please click the "OK" Button  
If not please click the "Cancel" Button

OK Cancel

Once you do this it automatically gets emailed to Jeff. I don't know about you guys, but this seems like a super easy process to help get better PSO support.