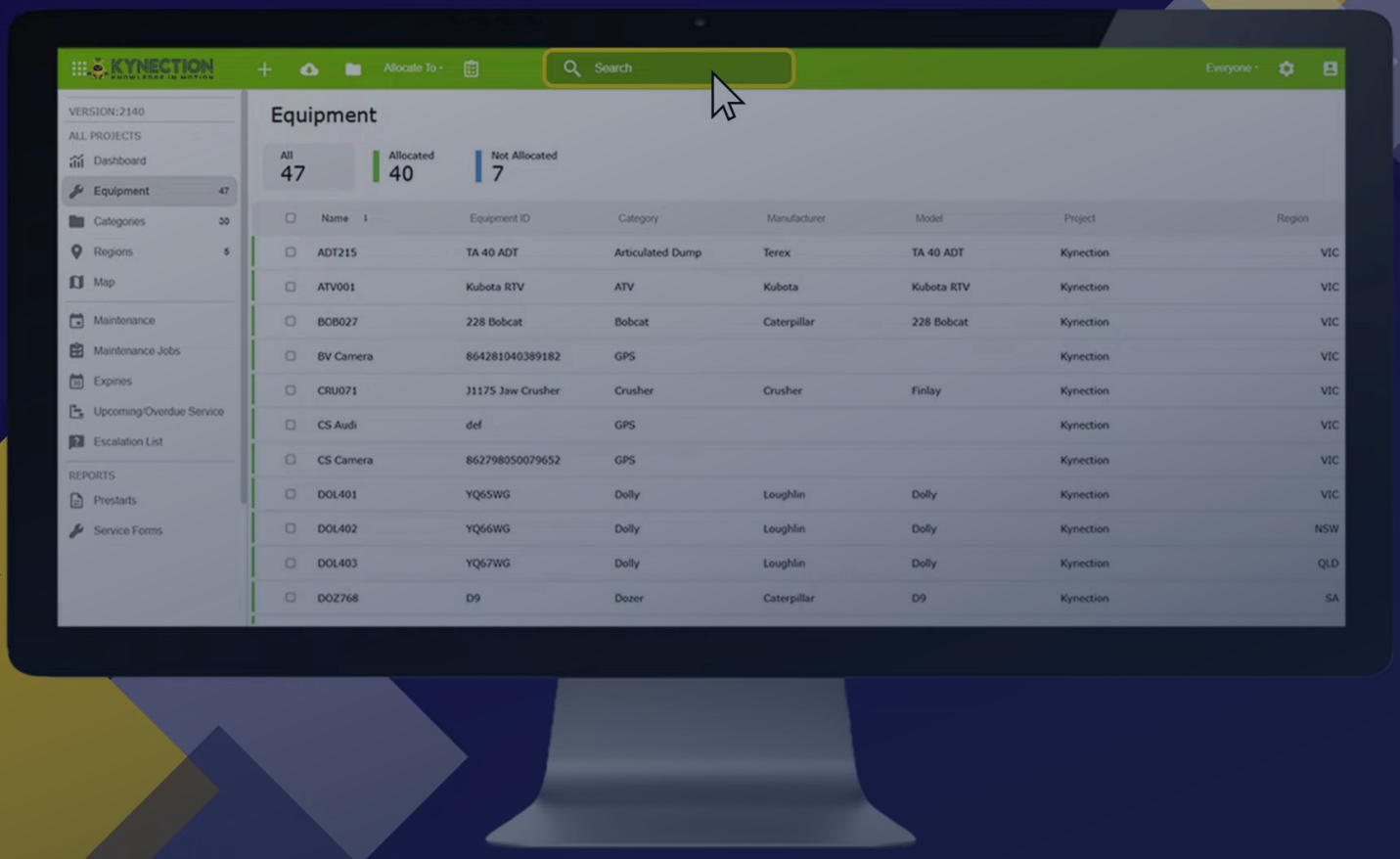




KYNECTION
KNOWLEDGE IN MOTION

MODULE OVERVIEW

KYNECTION • ASSET MANAGEMENT (GEAR) • MAINTENANCE MODULE

Master Equipment Management *on Web*

The module overview for the web side of Gear. One pass through the whole maintenance module, from the equipment register to the scheduler, repair close-out, compliance reporting and admin configuration. Each chapter has its own short feature video and guide in the knowledge base.

16 CHAPTERS

12 MIN 34 SEC

MAINTENANCE

WEB USERS • ADMINISTRATORS

MODULE OVERVIEW • 12 MIN 34 SEC

What this module overview covers

Sixteen chapters take an administrator across the whole web module. Chapters 1 to 5 cover the equipment register. Chapters 6 to 11 cover scheduling and completing work. Chapters 12 to 16 cover compliance reporting and admin configuration.

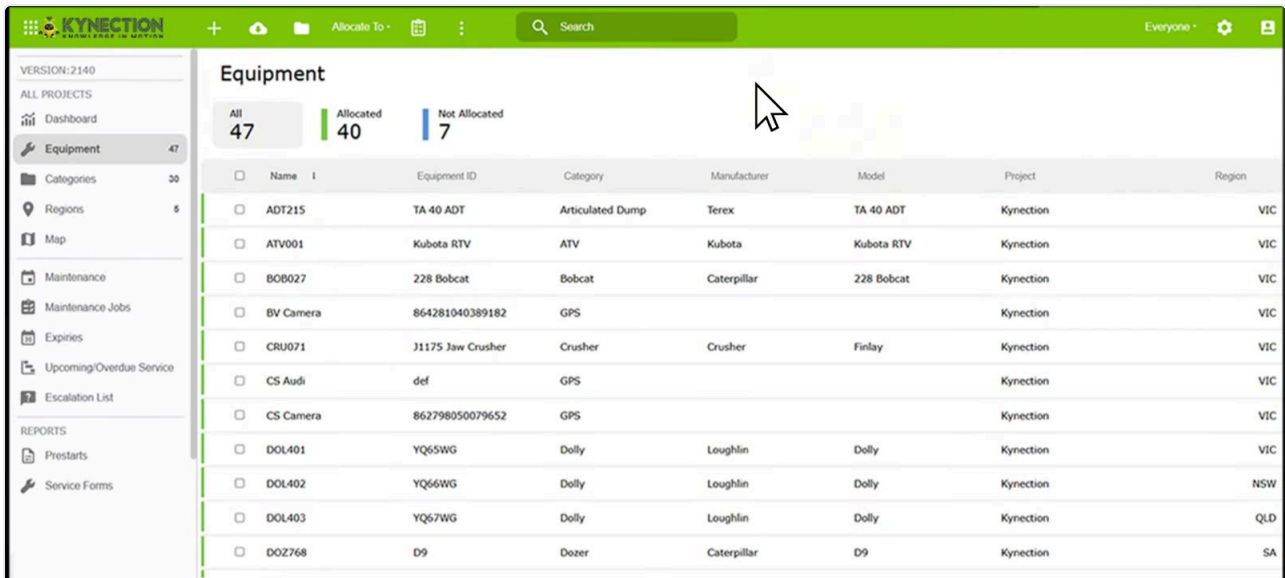
CH 01	Navigating the equipment dashboard	00:00–00:27
CH 02	Filtering and organising equipment categories	00:27–00:52
CH 03	Managing equipment records and QR codes	00:52–01:41
CH 04	Editing maintenance and cost details	01:41–02:05
CH 05	Tracking location and asset P&L	02:05–02:23
CH 06	Scheduling maintenance jobs and tasks	02:23–03:09
CH 07	Allocating jobs to mechanics	03:09–03:51
CH 08	Starting repairs and recording data	03:51–04:40
CH 09	Managing faults and service documentation	04:40–05:19
CH 10	Recording labour and parts expenses	05:19–06:25
CH 11	Finalising repairs and job approval	06:25–07:11
CH 12	Monitoring expiries and compliance reports	07:11–08:52
CH 13	Configuring admin settings and recurring expenses	08:52–10:18
CH 14	Setting up revenue and baseline expenses	10:18–10:58
CH 15	Creating new service intervals	10:58–12:07
CH 16	Configuring category services and hierarchy	12:07–12:34

- **Read this first.** This is the overview of the whole web module. It shows how the pieces fit together rather than every field on every screen. The feature guides go deeper.
- **Admin-only sections.** Recurring expenses, revenue configuration and adding services are admin tasks. Chapters 13 to 16 assume that access.
- **The mobile counterpart.** Parts 1 to 6 cover the same workflow as the mechanic sees it on the Kynnection mobile app.

READ AS Screens are captured from the walkthrough video on this page at the timestamp shown on each step. Values such as equipment codes, job numbers and dates are demonstration data.

Navigating the equipment dashboard

The equipment register is the entry point to the whole module. Search, filters and column sorting all narrow it down.



VERSION: 2140
ALL PROJECTS
Dashboard
Equipment 47
Categories 30
Regions 5
Map
Maintenance
Maintenance Jobs
Expires
Upcoming/Overdue Service
Escalation List
REPORTS
Prestarts
Service Forms

Equipment

All 47 | Allocated 40 | Not Allocated 7

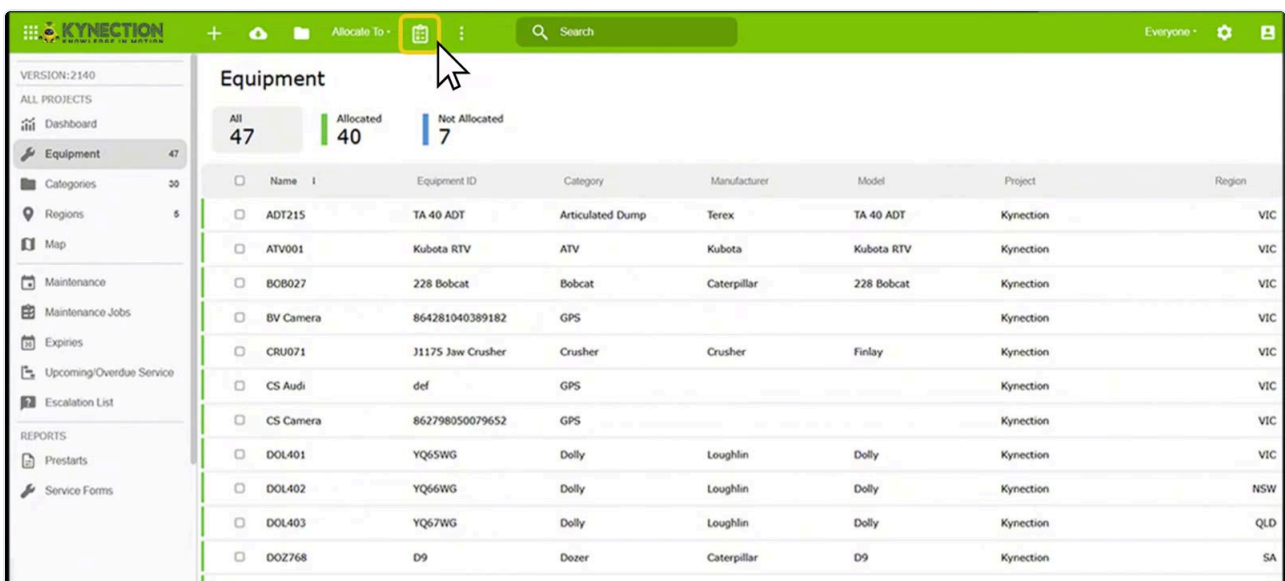
☐	Name	Equipment ID	Category	Manufacturer	Model	Project	Region
☐	ADT215	TA 40 ADT	Articulated Dump	Terex	TA 40 ADT	Kynnection	VIC
☐	ATV001	Kubota RTV	ATV	Kubota	Kubota RTV	Kynnection	VIC
☐	BOB027	228 Bobcat	Bobcat	Caterpillar	228 Bobcat	Kynnection	VIC
☐	BV Camera	864281040389182	GPS			Kynnection	VIC
☐	CRU071	J1175 Jaw Crusher	Crusher	Crusher	Finlay	Kynnection	VIC
☐	CS Audi	def	GPS			Kynnection	VIC
☐	CS Camera	862798050079652	GPS			Kynnection	VIC
☐	DOL401	YQ65WG	Dolly	Loughlin	Dolly	Kynnection	VIC
☐	DOL402	YQ66WG	Dolly	Loughlin	Dolly	Kynnection	NSW
☐	DOL403	YQ67WG	Dolly	Loughlin	Dolly	Kynnection	QLD
☐	DOZ768	D9	Dozer	Caterpillar	D9	Kynnection	SA

STEP 1 • 00:12 IN THE VIDEO

Open the equipment tab

From the home dashboard select **Equipment**, then navigate to the equipment tab. The list shows every asset with its ID, category, manufacturer, model, project and region, split into **All**, **Allocated** and **Not Allocated**.

CHAPTER 01 • STEP 1 OF 2



VERSION: 2140
ALL PROJECTS
Dashboard
Equipment 47
Categories 30
Regions 5
Map
Maintenance
Maintenance Jobs
Expires
Upcoming/Overdue Service
Escalation List
REPORTS
Prestarts
Service Forms

Equipment

All 47 | Allocated 40 | Not Allocated 7

☐	Name	Equipment ID	Category	Manufacturer	Model	Project	Region
☐	ADT215	TA 40 ADT	Articulated Dump	Terex	TA 40 ADT	Kynnection	VIC
☐	ATV001	Kubota RTV	ATV	Kubota	Kubota RTV	Kynnection	VIC
☐	BOB027	228 Bobcat	Bobcat	Caterpillar	228 Bobcat	Kynnection	VIC
☐	BV Camera	864281040389182	GPS			Kynnection	VIC
☐	CRU071	J1175 Jaw Crusher	Crusher	Crusher	Finlay	Kynnection	VIC
☐	CS Audi	def	GPS			Kynnection	VIC
☐	CS Camera	862798050079652	GPS			Kynnection	VIC
☐	DOL401	YQ65WG	Dolly	Loughlin	Dolly	Kynnection	VIC
☐	DOL402	YQ66WG	Dolly	Loughlin	Dolly	Kynnection	NSW
☐	DOL403	YQ67WG	Dolly	Loughlin	Dolly	Kynnection	QLD
☐	DOZ768	D9	Dozer	Caterpillar	D9	Kynnection	SA

STEP 2 • 00:22 IN THE VIDEO

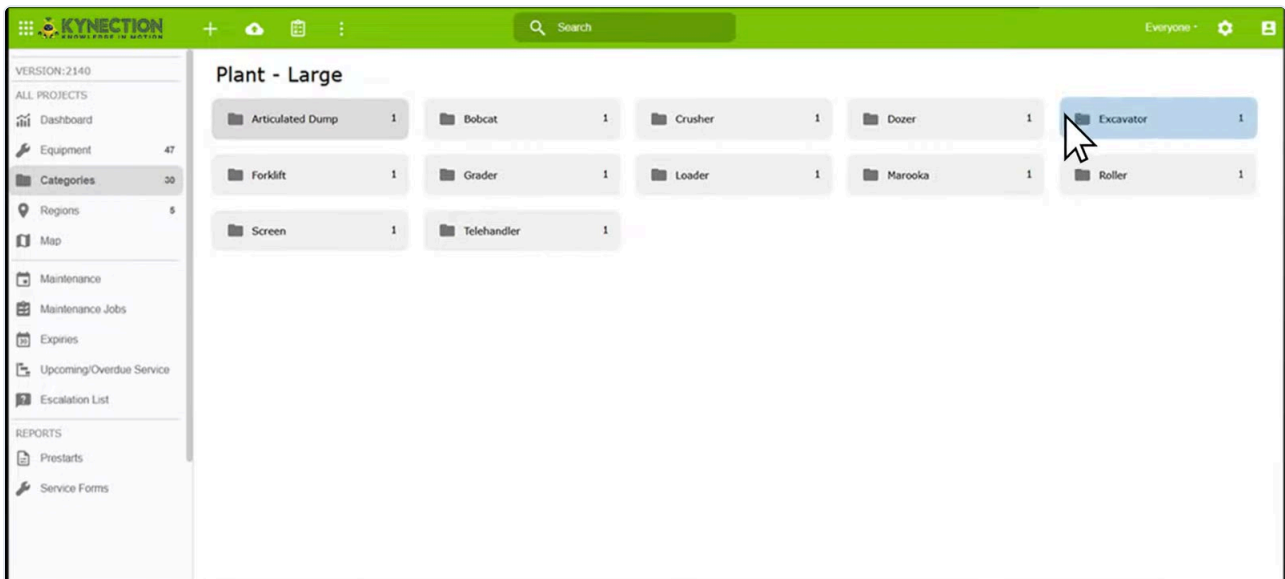
Search and filter the list

Start a search using the search function in the top toolbar. Alternatively use the toolbar clipboard icon to filter results by project site, tag or region. Table column headers also offer filter and sort options.

CHAPTER 01 • STEP 2 OF 2

Filtering and organising equipment categories

Categories are the second route into the register. They group assets by parent category, with subfolders underneath.

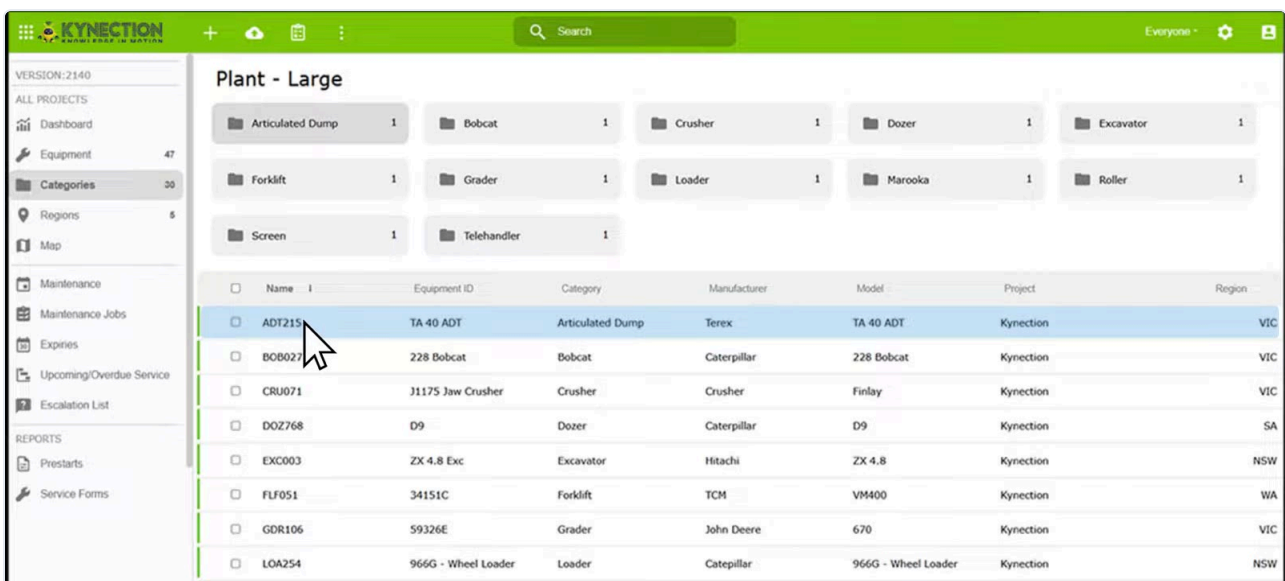


STEP 1 • 00:33 IN THE VIDEO

Browse by category

Categories organise equipment by parent categories, which may contain subfolders for better organisation. This structure is established during your initial configuration.

CHAPTER 02 • STEP 1 OF 2



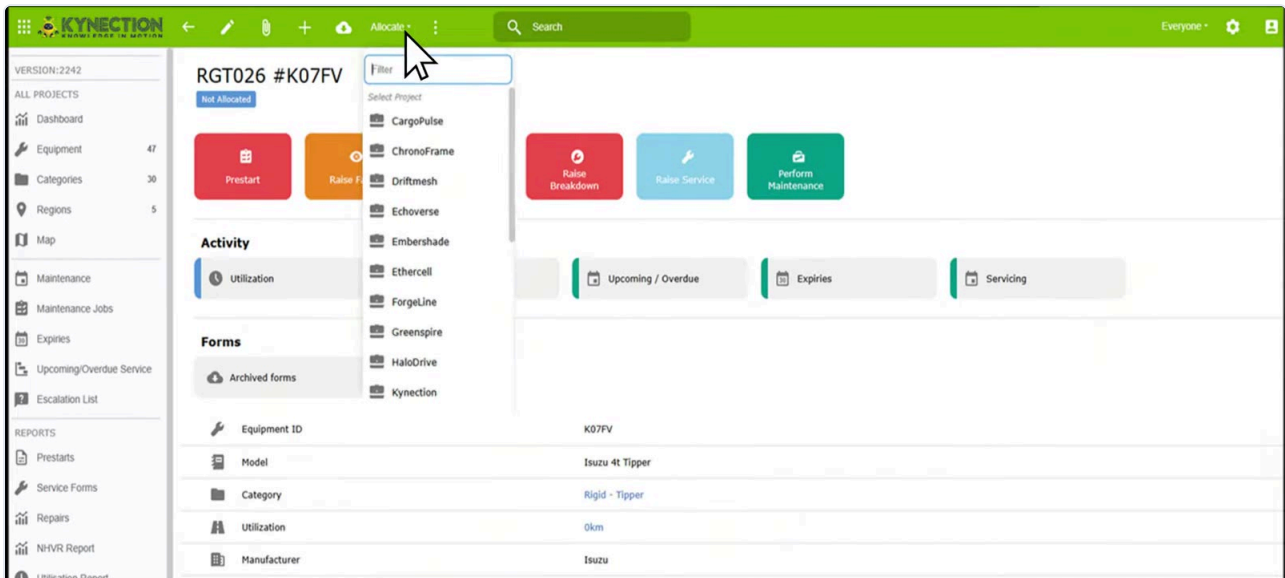
STEP 2 • 00:45 IN THE VIDEO

Drill into the subfolders

This example shows the parent category **Plant - Large** and the subfolder categories contained within it, such as Articulated Dump, Bobcat, Crusher, Dozer and Excavator.

Managing equipment records and QR codes

The equipment record carries quick links for raising work, an activity history, project allocation and asset tagging.

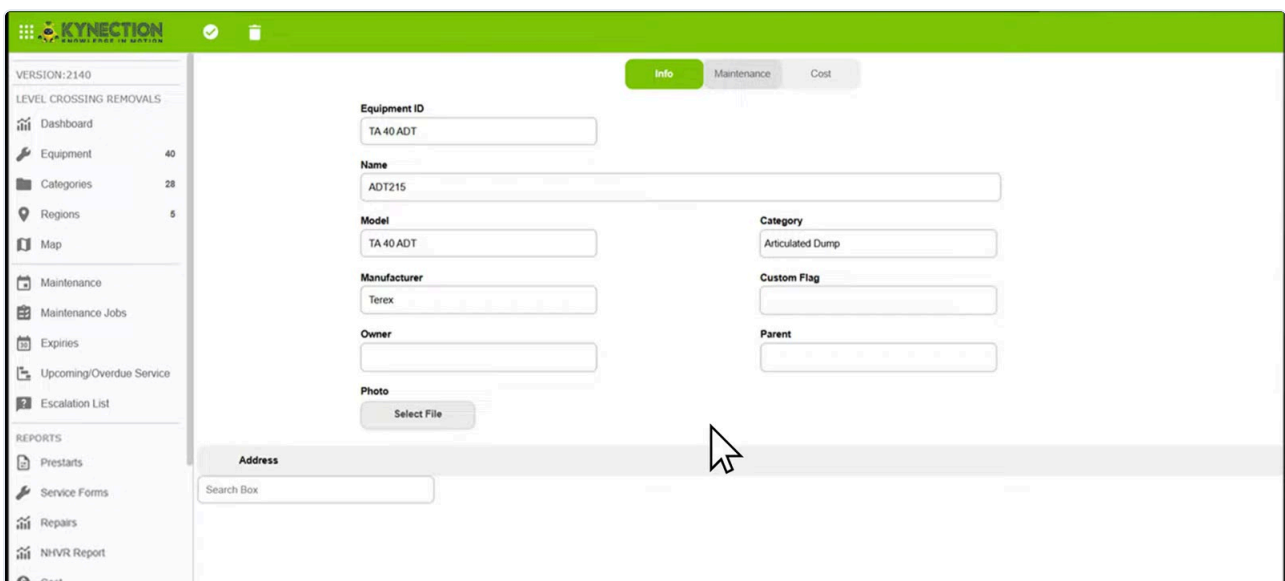


STEP 1 • 00:56 IN THE VIDEO

Read the quick links and activity tabs

The equipment record displays quick links at the top. The solid colour tabs raise maintenance items; the activity tabs are a record of previous items raised against the equipment.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:30 IN THE VIDEO

Allocate to a project, download the QR code

Allocate equipment to projects by selecting the equipment and choosing the corresponding project. QR codes that link to equipment can be downloaded using the cloud icon. Kynection NFC tags can also be attached to any asset to enable a tap-on or tap-off action.

Editing maintenance and cost details

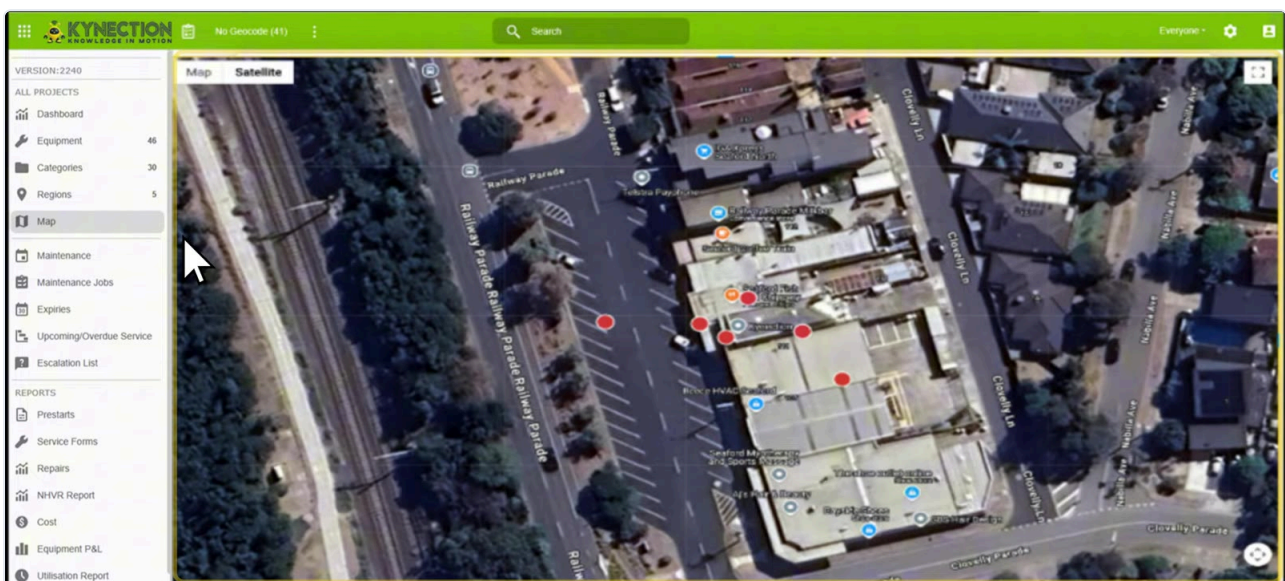
The edit screen splits into three tabs: identification, maintenance and cost. The cost tab feeds asset profit and loss.

STEP 1 • 01:48 IN THE VIDEO

Edit the identification details

Use the pen from the toolbar to access the edit screen. The first section relates to identification: name, category, model, manufacturer and ID. Scrolling down reveals servicing, registration and dimension details.

CHAPTER 04 • STEP 1 OF 2



STEP 2 • 02:00 IN THE VIDEO

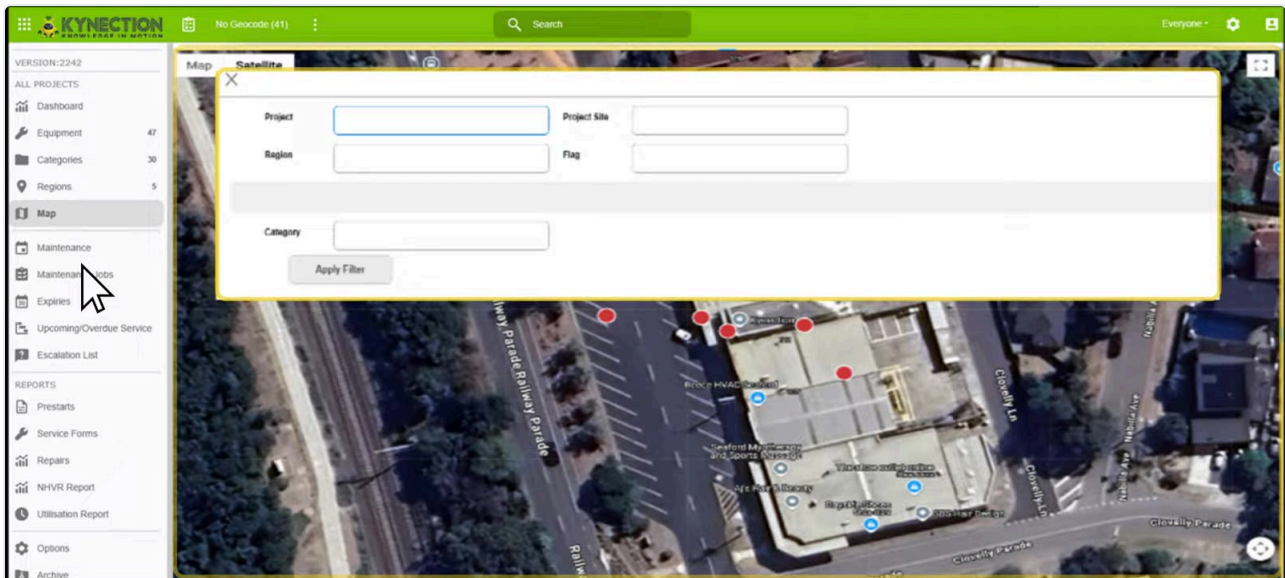
Set maintenance and cost information

The **Maintenance** tab holds service due date, warranty and service hours. The **Cost** tab holds daily costs, cost per kilometre and purchase data, which matters for calculating the profit and loss of the asset.

CHAPTER 04 • STEP 2 OF 2

Tracking location and asset P&L

Region and map views answer where the fleet is. Asset P&L is switched on in the options tab.

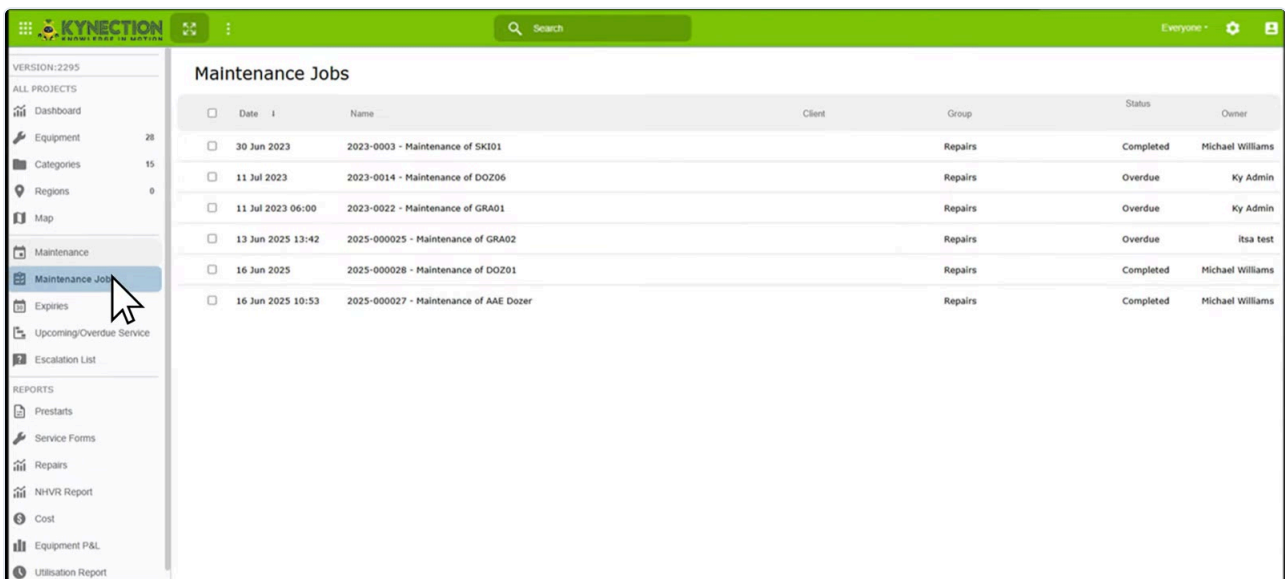


STEP 1 • 02:08 IN THE VIDEO

View equipment by region

Asset P&L is configurable in the options tab. Select **Region** to view the equipment list allocated by region.

CHAPTER 05 • STEP 1 OF 2



STEP 2 • 02:18 IN THE VIDEO

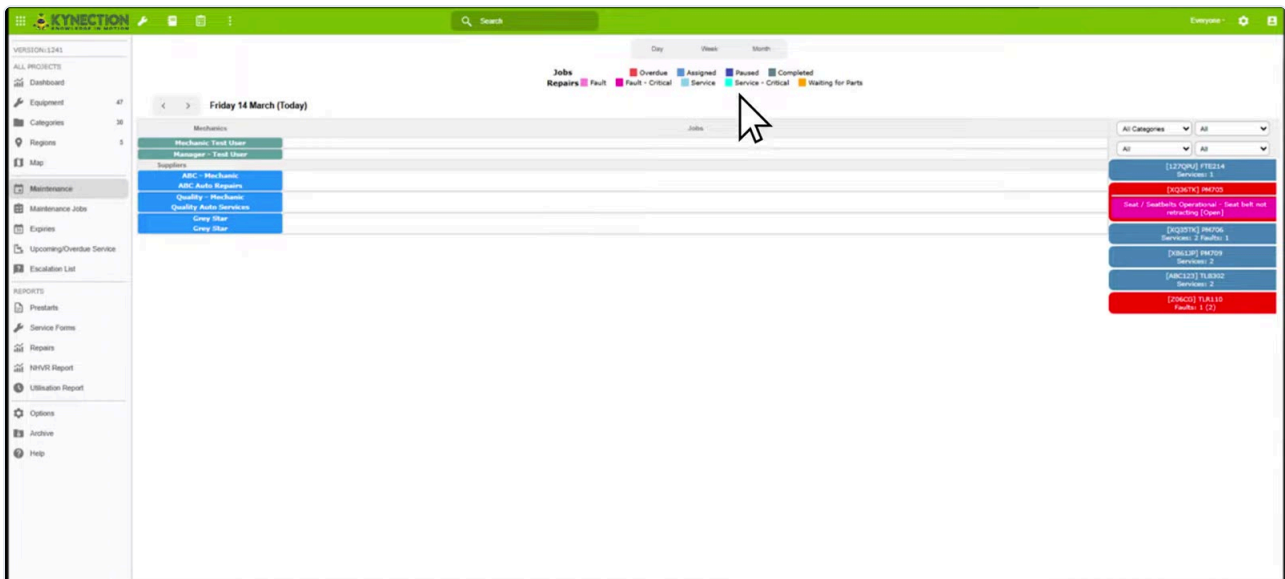
See the last known location

Map shows the last known location where an action took place with an asset, for example where a pre-start check was completed. Use the clipboard icon to filter results.

CHAPTER 05 • STEP 2 OF 2

Scheduling maintenance jobs and tasks

The scheduler is a drag-and-drop planner. Scheduled maintenance jobs also copy across to the project scheduler so the equipment is not double-booked.

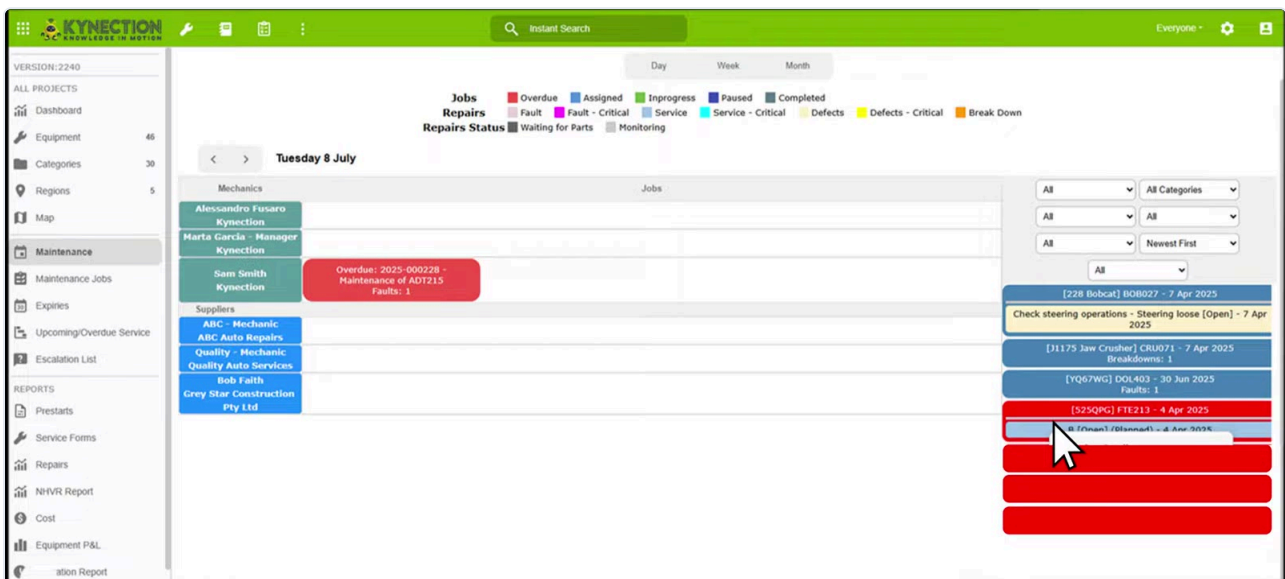


STEP 1 • 02:32 IN THE VIDEO

Review ongoing and upcoming jobs

Access a list of ongoing and upcoming maintenance jobs so nothing falls through the cracks. Scheduled maintenance jobs are copied to the project scheduler to ensure the equipment is not scheduled for other work.

CHAPTER 06 • STEP 1 OF 2



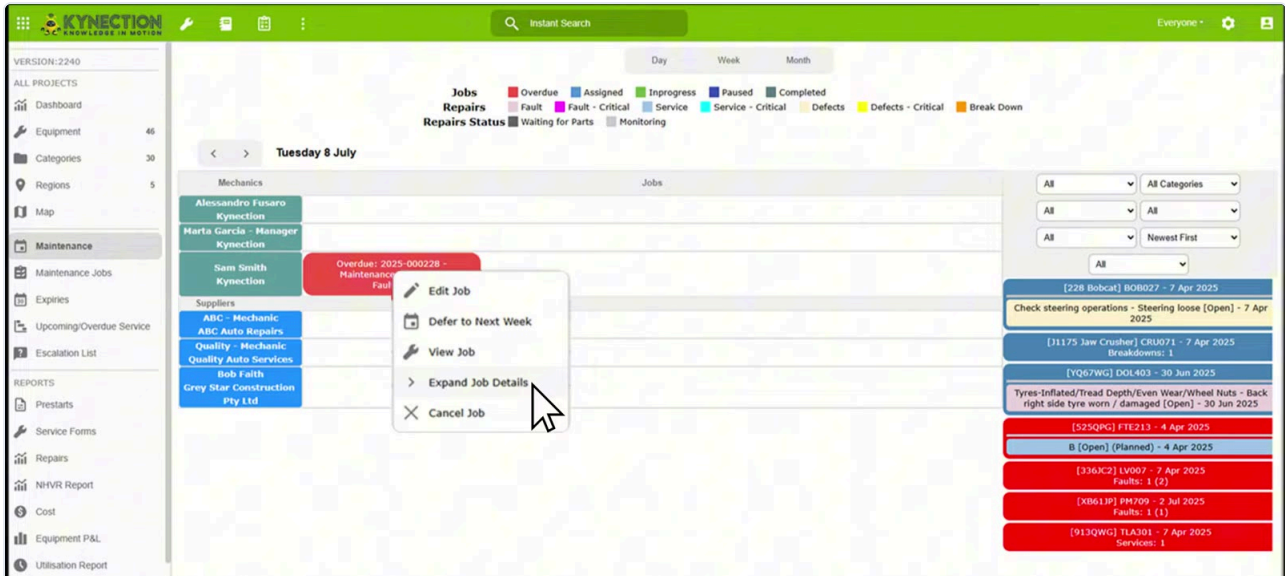
STEP 2 • 02:55 IN THE VIDEO

Open the scheduler

The **Maintenance** tab in the left-hand pane is where you access the scheduler. Jobs are organised by equipment on the right and dragged onto the planner. Switch between day, week and month views from the top centre.

Allocating jobs to mechanics

Jobs are allocated by dragging them onto a mechanic or supplier. Right-click gives the action menu.

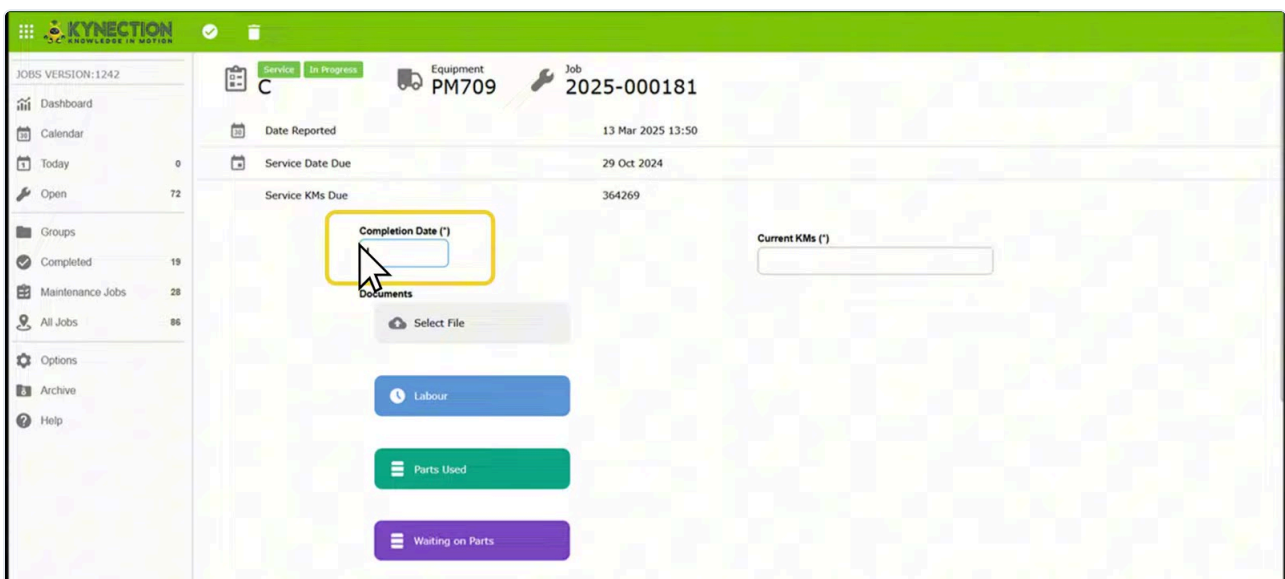


STEP 1 • 03:20 IN THE VIDEO

Work the job list

The job list displays equipment and the number of jobs due. Click an item to expand it and see job details. Use the job list filters above the list for streamlined allocation. Right-click a job to view details or update its status.

CHAPTER 07 • STEP 1 OF 2



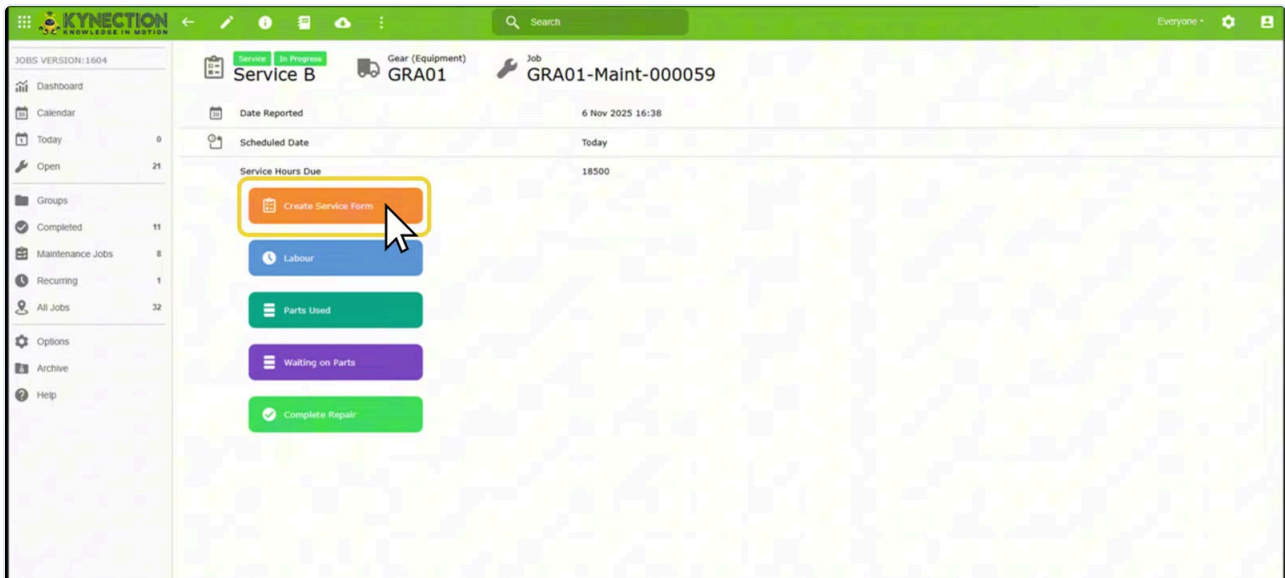
STEP 2 • 03:40 IN THE VIDEO

Drag the job onto the scheduler

To allocate to a mechanic or supplier, click the job so it turns blue, then drag it onto the scheduler. Left-click a scheduled job and select **View Job Details**. Options on a scheduled job include view, edit, cancel and defer to next week.

Starting repairs and recording data

Jobs completed by service suppliers still need closing out, or the service reminders never reset.

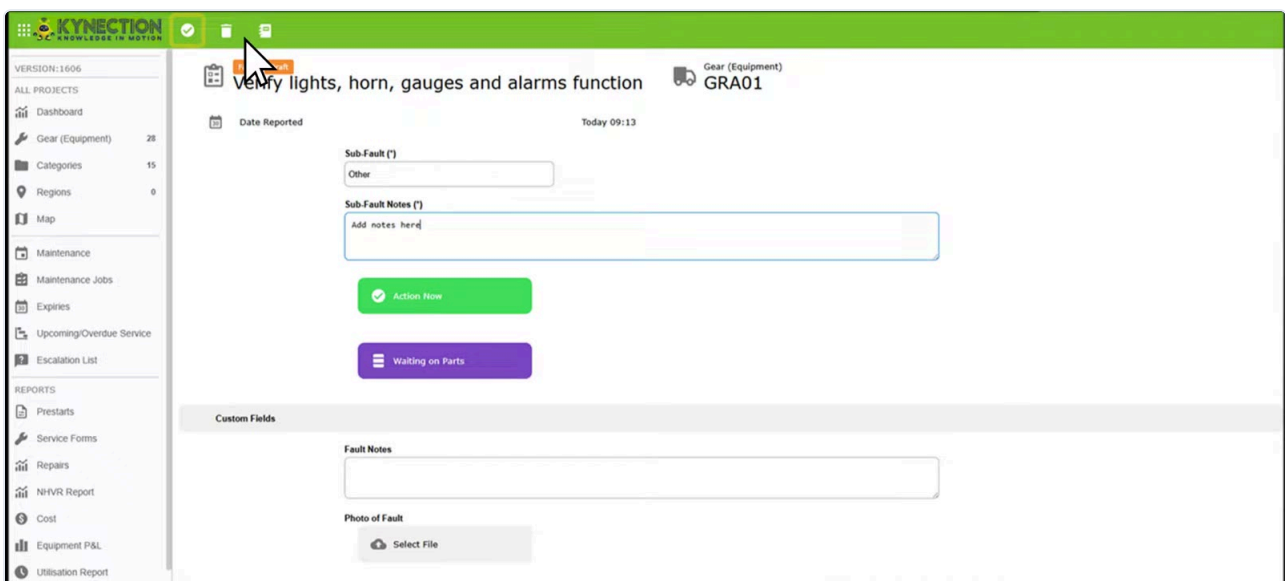


STEP 1 • 04:00 IN THE VIDEO

Open the job and start the repair

Jobs for scheduled and optional repairs are accessed by clicking the blue hyperlink. Select **Start Repair** to begin. If a service or repair is paused because parts are unavailable, select **Waiting on Parts** instead.

CHAPTER 08 • STEP 1 OF 2



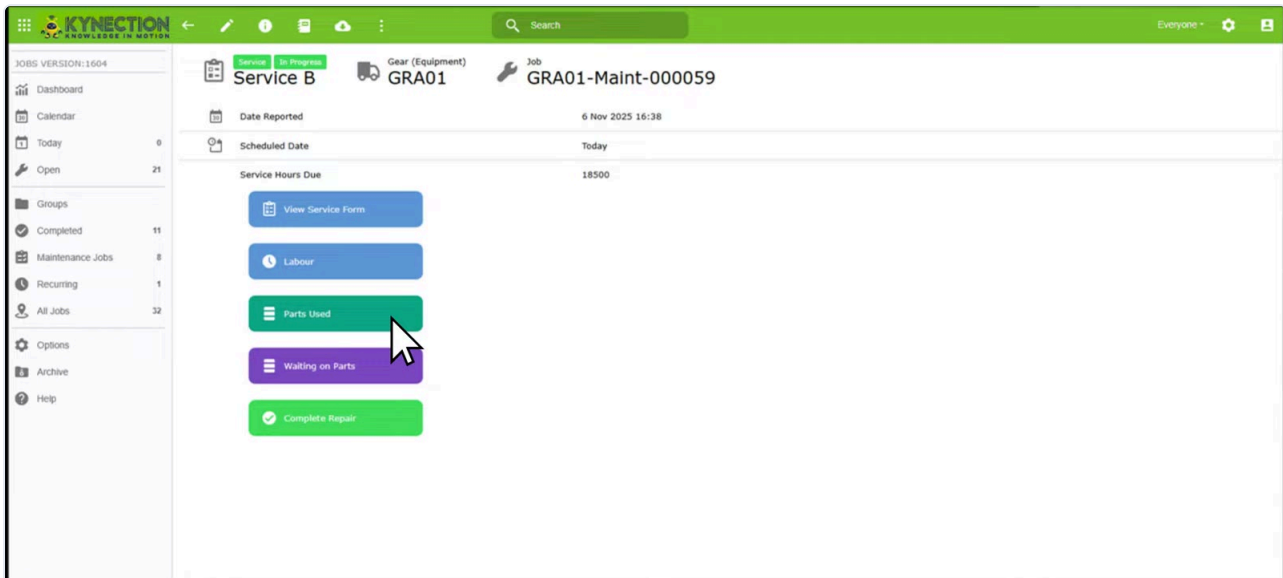
STEP 2 • 04:25 IN THE VIDEO

Enter the completion date and odometer

The job begins by entering the repair completion date and odometer reading. The odometer reading recorded on the repair form overrides readings recorded on pre-starts. Supplier service documentation can be uploaded using **Select File**.

Managing faults and service documentation

The service form is a pass or fail checklist. A fail opens a sub form that becomes a real fault against the asset.

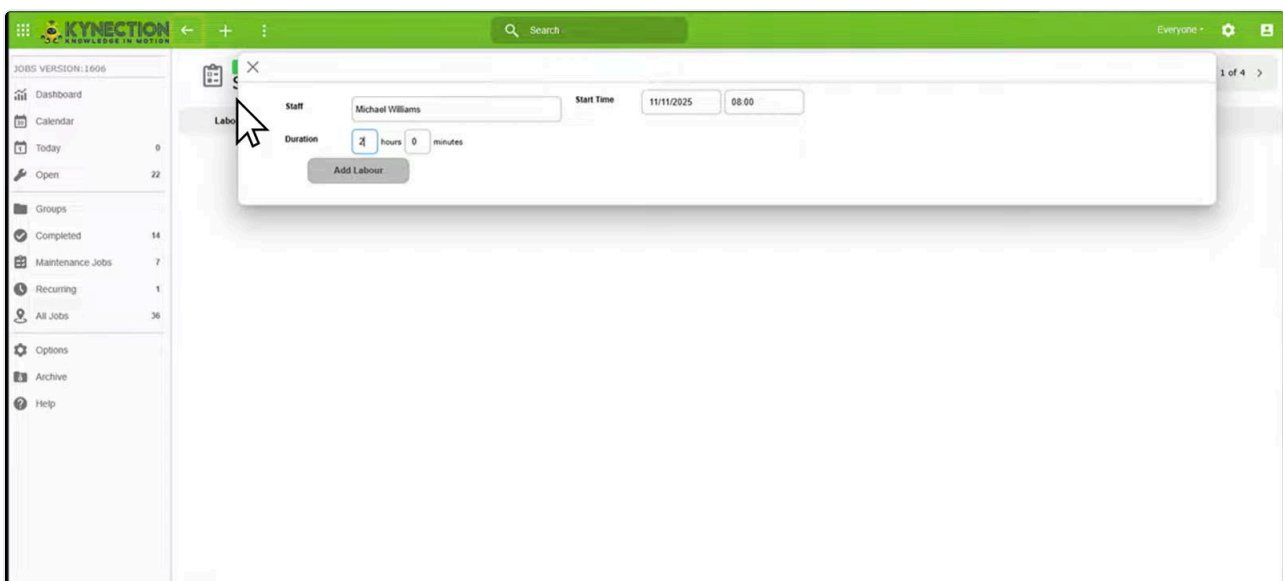


STEP 1 • 04:50 IN THE VIDEO

Create the service form and work the checklist

Select **Create Service Form** to start recording the service details. Complete the service by tapping the **Pass** or **Fail** buttons against the service items. Fail opens a sub form to record the fault.

CHAPTER 09 • STEP 1 OF 2



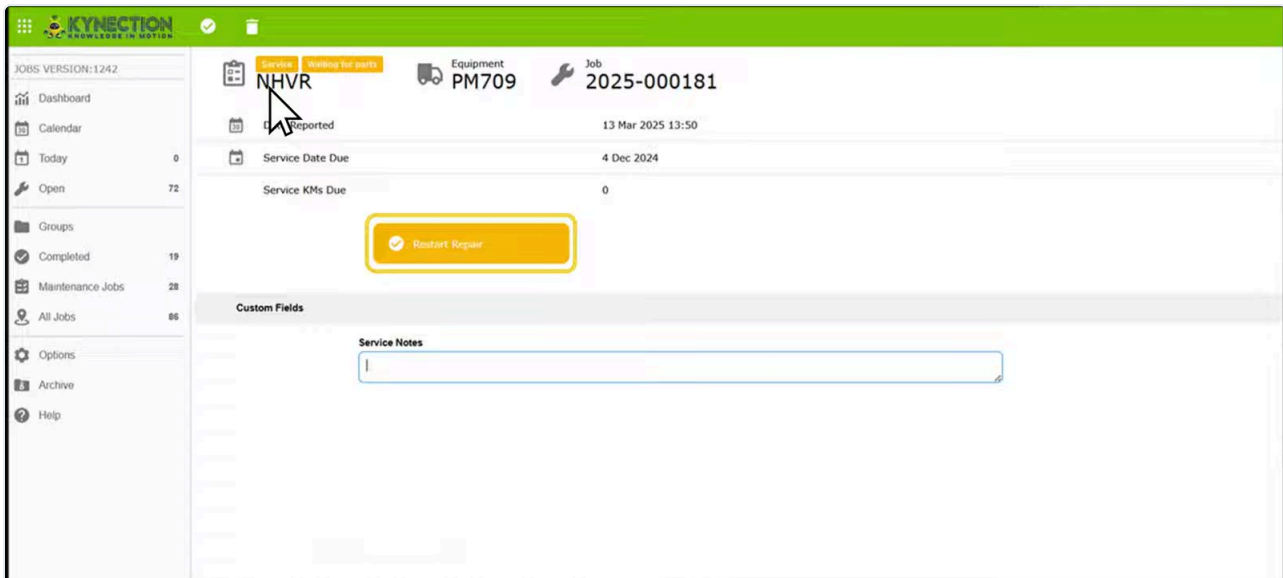
STEP 2 • 05:10 IN THE VIDEO

Complete or leave the fault open

Faults can be completed during the service or left open. Select the sub fault, add notes and upload a photo, then use the tick in the toolbar to save. Either way the fault must be submitted before the service can be completed. Sign off with your name and signature.

Recording labour and parts expenses

Labour links to timesheets for verification and approval, and documenting supplier labour gives you data to compare suppliers.



STEP 1 • 05:35 IN THE VIDEO

Add a labour record

Gear modules using expenses have **Labour** and **Parts Used** buttons on the service. Add a labour record using the plus icon from the toolbar. This example records the start and duration, which then updates timesheets. Multiple labour records may be added.

CHAPTER 10 • STEP 1 OF 2

Expense	Quantity	Unit Price	Total Amount	Category	Linked To	Date
Service C	0	\$0.00	\$75.00	Labour Expense	DOZ06	Today
Spill kit	0	\$0.00	\$0.00		DOZ06	Today
Spare Parts	0	\$0.00	\$45.00		DOZ06	Today
Ryco Oil Filter Z79A	0	\$0.00	\$12.99		DOZ06	Today
(6a) Hacketts FCR Pavement	0	\$0.00	\$831.85		DOZ06	Today
Service C	0	\$0.00	\$889.84	Service Expense	DOZ06	Today
Spill kit	0	\$0.00	\$0.00		DOZ06	Today
Spare Parts	0	\$0.00	\$45.00		DOZ06	Today
Ryco Oil Filter Z79A	0	\$0.00	\$12.99		DOZ06	Today
(6a) Hacketts FCR Pavement	0	\$0.00	\$831.85		DOZ06	Today
Service C	0	\$0.00	\$889.84	Service Expense	DOZ06	Today
Service C	0	\$0.00	\$889.84	Service Expense	DOZ06	24 Sep 2024
Service B	0	\$0.00	\$889.84	Service Expense	DOZ06	24 Sep 2024

STEP 2 • 06:05 IN THE VIDEO

Record the parts used

Click **Parts Used**, then use the drop-down menu to select the part consumed. Standard items can be recorded against the service type to populate automatically. **Waiting on Parts** has a section for parts on order and supplier details.

Finalising repairs and job approval

Complete the repair, then mark the job complete with the real service date. Approval closes it.

Category	Name	Current KM	KM To Service	Service KM	Current HR	HR To Service	Service HR	Days To Service	Service Date	Type	Status
Bobcat	BOB027	0	0	0	0	1,000	1,000	0		C	Upcoming
Bobcat	BOB027	0	0	0	0	500	500	0		B	Upcoming
Bobcat	BOB027	0	0	0	0	250	250	0		A	Upcoming
Car	LV079	0	10,000	10,000	0	0	0	0	30 Jul 2026	A	Upcoming
Crusher	CRU071	0	0	0	0	1,000	1,000	0		C	Upcoming
Crusher	CRU071	0	0	0	0	500	500	0		B	Upcoming
Crusher	CRU071	0	0	0	0	250	250	0		A	Upcoming
Dolly	DOL401	0	100,000	100,000	0	0	0	-58	2 Jun 2025	C	Overdue
Dolly	DOL401	0	20,000	20,000	0	0	0	0		B	Upcoming
Dolly	DOL401	0	10,000	10,000	0	0	0	0		A	Upcoming
Dolly	DOL401	0	0	0	0	0	0	-404	21 Jun 2024	NHVR	Overdue
Dolly	DOL402	0	100,000	100,000	0	0	0	-404	21 Jun 2024	C	Overdue
Dolly	DOL402	0	20,000	20,000	0	0	0	0		B	Upcoming
Dolly	DOL402	0	10,000	10,000	0	0	0	0		A	Upcoming
Dolly	DOL402	0	0	0	0	0	0	-404	21 Jun 2024	NHVR	Overdue

STEP 1 • 06:35 IN THE VIDEO

Complete the repair

Once all information is documented, select **Complete Repair** to finalise the service. Repeat the process for any other scheduled or optional repairs. Where a repair was paused, the start button is replaced with **Restart Repair**.

CHAPTER 11 • STEP 1 OF 2

Equipment	Type	Defect ID	Description	Date Raised	Status	Company	Assigned To	Planned	Qty	Product	Warehouse Location	Equipment ID	Category	Location	Project	Last Update
FTE214	Service	KAD-000001	A	17 Jul 2025	Schedule	Nathan Buller	No					127QPU	Trailer - Tipper		Kynector	20 Jul 2025
PH705	Service	DUS-000014	D	17 Jul 2025	In Progress	Nathan Buller	Yes					XQ36TK	Prime Mover	111 Railway Parade, Seaford VIC 3198, Australia	Kynector	20 Jul 2025
PH705	Fault	MUS-000012	Dash Cam Operator	23 Jul 2025	Waiting for parts	Nathan Buller	No					XQ36TK	Prime Mover	111 Railway Parade, Seaford VIC 3198, Australia	Kynector	20 Jul 2025
PH705	Service	MUS-000011	NHVR	23 Jul 2025	Schedule	Jasmine Tate	Yes					XQ36TK	Prime Mover	111 Railway Parade, Seaford VIC 3198, Australia	Kynector	20 Jul 2025
PH706	Service	DUS-000005	NHVR	23 Jul 2025	Open	Jasmine Tate	Yes					XQ35TK	Prime Mover		Kynector	20 Jul 2025
PH706	Fault	MUS-000001	Entry/Exit Steps/Gr Handles Secure	23 Jul 2025	Open	Nathan Buller	No					XQ35TK	Prime Mover		Kynector	20 Jul 2025
TLA301	Fault	DUS-000001	Test Foot/Park Brake for Function	17 Jul 2025	Open	Jasmine Tate	No					913QWG	Trailer - B-Double	110 Railway Parade, Seaford VIC 3198, Australia	Kynector	20 Jul 2025

STEP 2 • 07:00 IN THE VIDEO

Mark the job complete

Once all maintenance items are updated, complete the job with **Mark Complete**. Change the date to match the actual service date before saving. The job is then ready for approval, and after approval it is marked as closed. Completed jobs show crossed out in the scheduler.

Monitoring expiries and compliance reports

Expiries, upcoming services and the escalation list are the three oversight screens that stop work slipping.

Kynecton DEMO TRANSPORT

FROM 1 May 2025 TO 31 Jul 2025

NUMBER OF VEHICLES			NUMBER OF TRAILERS			DAILY VEHICLE CHECKS			FAULT REPORTS / REPAIRS			SERVICES (A,B,C)		
Total No. in Scheme	Total No. on Register	+/- Units	Total No. in Scheme	Total No. on Register	+/- Units	Total daily checks done & signed off	Total daily checks done & not signed off	NCRs raised?	No. of Faults Reported	No. of Faults closed out	No. of Faults not closed out	No. of services done	No. of services done when due	No. of services not done when due
2	2	0	0	0	0	4	0	NO	2	1	1	0	0	0
Remarks:			Remarks:			Remarks:			Remarks:			Remarks:		
ANNUAL ROADWORTHY INSPECTIONS COMPLETED			INTERCEPTS / BREACHES / INFRINGEMENTS			NON-CONFORMANCE REPORTS			ANNUAL INTERNAL REVIEWS			TRAINING / INDUCTION OF NEW CASUALS, LABOUR HIRE, CONTRACTORS		
No. Due	No. Completed	Not completed when due	No. of intercepts	No. of breaches / defects	No. of infringements	NCR's raised	NCR's closed out	NCR's not closed out	Due date of Annual Review	Date completed	Review not done?	No. of new staff employed	No. of staff trained	No. of staff not trained
0	0	0	0	0	0	0	0	0					0	
Remarks:			Remarks:			Remarks:			Remarks:			Remarks:		
Reviewed by: Ky Admin			Signed:			Date: 2025-07-30								

STEP 1 • 07:25 IN THE VIDEO

Check expiries and upcoming services

The expiry tab presents registration expiry and inspection renewal dates. Subheadings are customisable and the table exports to Excel. Upcoming or overdue services gives planning oversight, but will not calculate the next service if no interval has been configured, which prevents false overdue flags.

CHAPTER 12 • STEP 1 OF 2

Recurring Expense

Description: Monthly subscription

Amount: 40

Start Date: 01/08/2025

End Date: 31/08/2026

Expense Category: Service Expense

Frequency: Every month

Currency:

Equipment:

If parent category is chosen, its child categories are processed along with the parent category

STEP 2 • 08:20 IN THE VIDEO

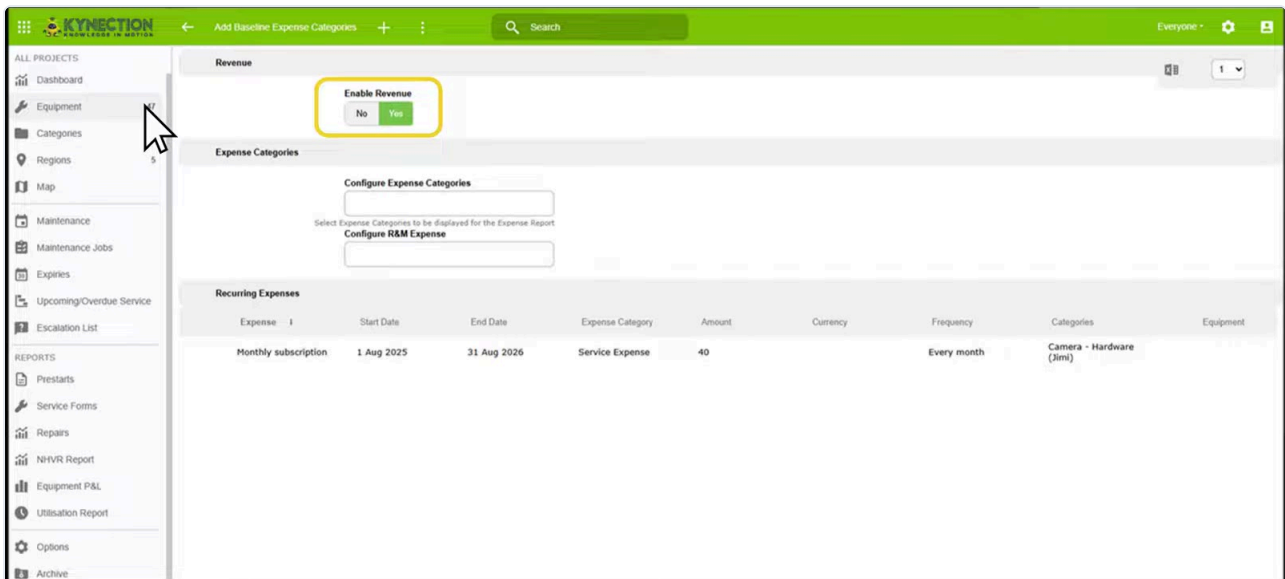
Use the escalation list and shortcuts

The escalation list shows faults and defects escalated within the organisation, for instance a fault raised but not scheduled for over seven days, or a repair job started but not closed. Pre-starts from the last seven days and the service form shortcut sit alongside it.

CHAPTER 12 • STEP 2 OF 2

Configuring admin settings and recurring expenses

Recurring expenses, revenue and services are admin-only. A parent category cascades to its children.

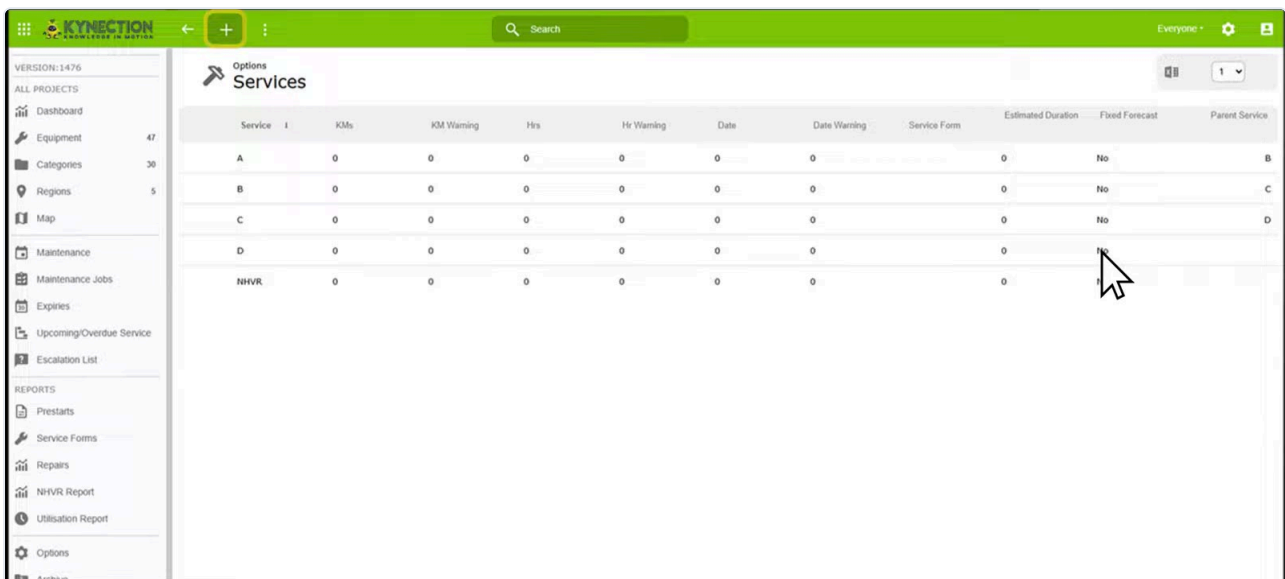


STEP 1 • 09:10 IN THE VIDEO

Open expense options and add a recurring expense

Navigate to the expense options within the **Options** menu. Use the plus icon in the top toolbar to add a new recurring expense. If a parent category is chosen, its child categories are processed along with it.

CHAPTER 13 • STEP 1 OF 2



STEP 2 • 09:55 IN THE VIDEO

Set the frequency and time frame

The system generates an expense according to the configured frequency, drawn from the equipment or categories specified within the designated start and end periods. Expenses are only created inside that time frame. Choosing categories hides the equipment field, and vice versa.

CHAPTER 13 • STEP 2 OF 2

Setting up revenue and baseline expenses

Revenue is enabled by adding baseline expense categories, which makes revenue selectable as an expense category.

STEP 1 • 10:25 IN THE VIDEO

Add baseline expense categories

Configure revenue by selecting **Add Baseline Expense Categories**, then select yes to the confirmation pop-up. The revenue category then appears in the configured expense type combo box, enabling revenue to be chosen as an expense category.

CHAPTER 14 • STEP 1 OF 2

STEP 2 • 10:48 IN THE VIDEO

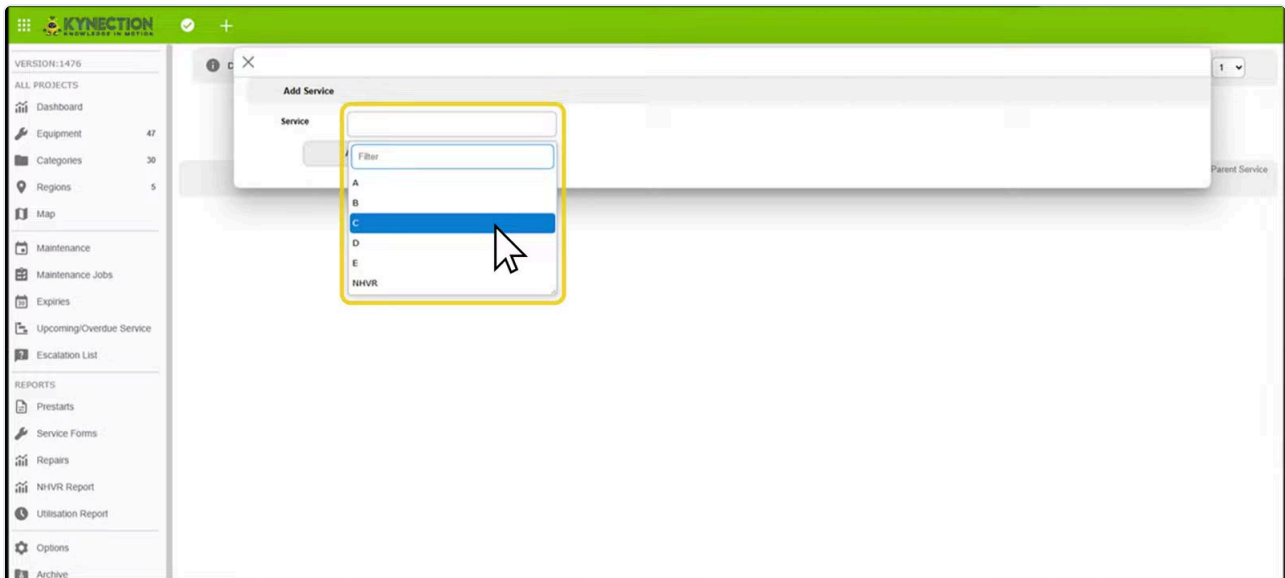
Understand the P&L total

If the revenue amount is not entered, the equipment P&L total displays as the sum of all expenses per equipment.

CHAPTER 14 • STEP 2 OF 2

Creating new service intervals

Services are set up once at a high level, then attached to categories. The table starts empty because categories can have mixed servicing requirements.

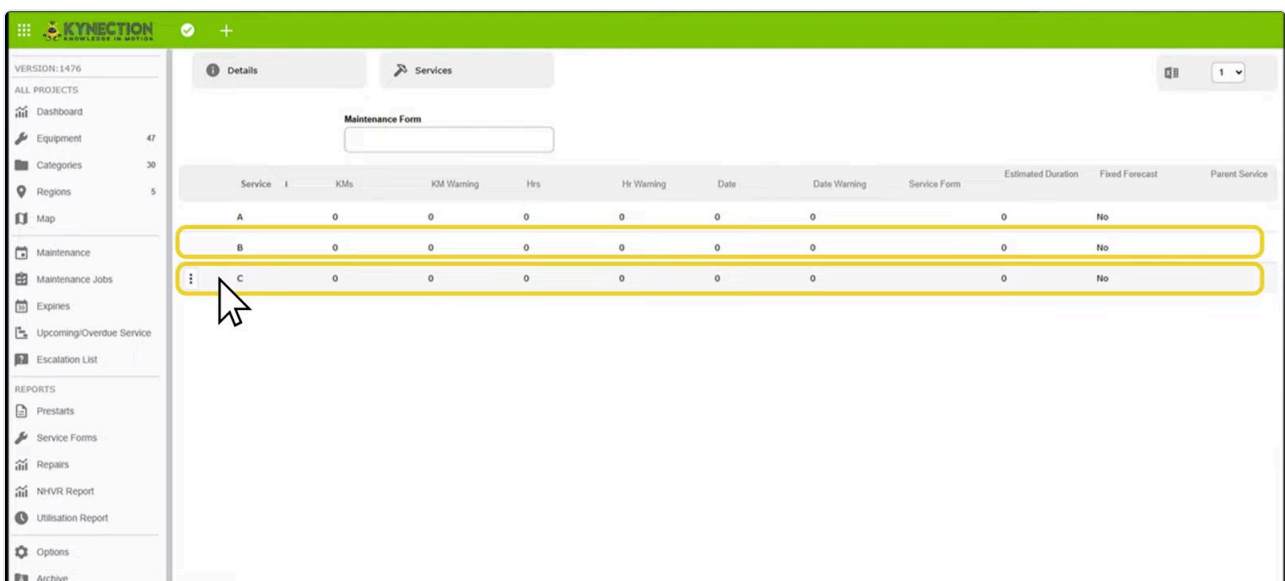


STEP 1 • 11:15 IN THE VIDEO

Create the service

From the options menu select **Services**. To create a new service, click the plus icon in the toolbar and enter the service name. The table is empty on a new setup because categories can have mixed servicing requirements, so no baseline can be assumed.

CHAPTER 15 • STEP 1 OF 2



STEP 2 • 11:50 IN THE VIDEO

Set intervals, warnings and the form

On the edit screen record intervals for kilometre, hour and date servicing requirements. Warnings advise of upcoming services, and you can set an expected duration. **Fixed Forecast** means the next service aligns to when the last was **due**, not when it was completed. [Link a service form template here](#) if one is needed.

Configuring category services and hierarchy

The last step attaches the new service to the categories that need it.

Service	I	KMs	KM Warning	Hrs	Hr Warning	Date	Date Warning	Service Form	Estimated Duration	Fixed Forecast	Parent Service
A		0	0	0	0	0	0		0	No	B
B		0	0	0	0	0	0		0	No	C
C		0	0	0	0	0	0		0	No	
D		0	0	0	0	0	0		0	No	
NHVR		0	0	0	0	0	0		0	No	

STEP 1 • 12:15 IN THE VIDEO

Open the category view

With the new service configured, go to the category view to add it to the applicable categories. From the options menu select **Categories**. The table shows all services configured against the category along with the pre-start interval.

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Service	I	KMs	KM Warning	Hrs	Hr Warning	Date	Date Warning	Service Form	Estimated Duration	Fixed Forecast	Parent Service
A		0	0	0	0	0	0		0	No	B
B		0	0	0	0	0	0		0	No	C
C		0	0	0	0	0	0		0	No	
D		0	0	0	0	0	0		0	No	
NHVR		0	0	0	0	0	0		0	No	

STEP 2 • 12:23 IN THE VIDEO

Read the category detail

In the detail section you will find the essential non-servicing information, including the parent group, pre-start details, the applicable pre-start interval and other customisable category information.

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