

# MYCRANE MANUAL

## Customer



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Version 2.0

12/07/2024

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# 1 Introduction

Welcome to MYCRANE. We are glad to have you as Customer on our Platform!

This manual will give you a complete overview of all functionalities of the MYCRANE Crane Rental Platform. The manual can be used to assist you in completing your first crane inquiry, and to give you an overview of all functionalities.

Some of our users have extensive experience in the crane industry. For those people a manual is not required and you can start the MYCRANE product immediately. Therefore, we have included a short explanation in [Section 3](#). Other users are new to the crane industry, for those people we have added a full explanation in this manual.

If you're a first-time user or if you're an experienced crane expert, don't hesitate to contact our support department. We are available 24 / 7 to help you with all questions related to MCYRANE, or the crane industry in general. You can contact us at [in.info@my-crane.com](mailto:in.info@my-crane.com), or by phone at +91 93210 03850.

Thank you again for joining MYCRANE - We look forward to working with you.

## 2 Registration

### 2.1 MYCRANE webpage

Visit [in.my-crane.com](https://in.my-crane.com) and click in the top right corner on register (see Figure 1). A pop-up will open, enter the required information and agree with the user agreement to use the website.

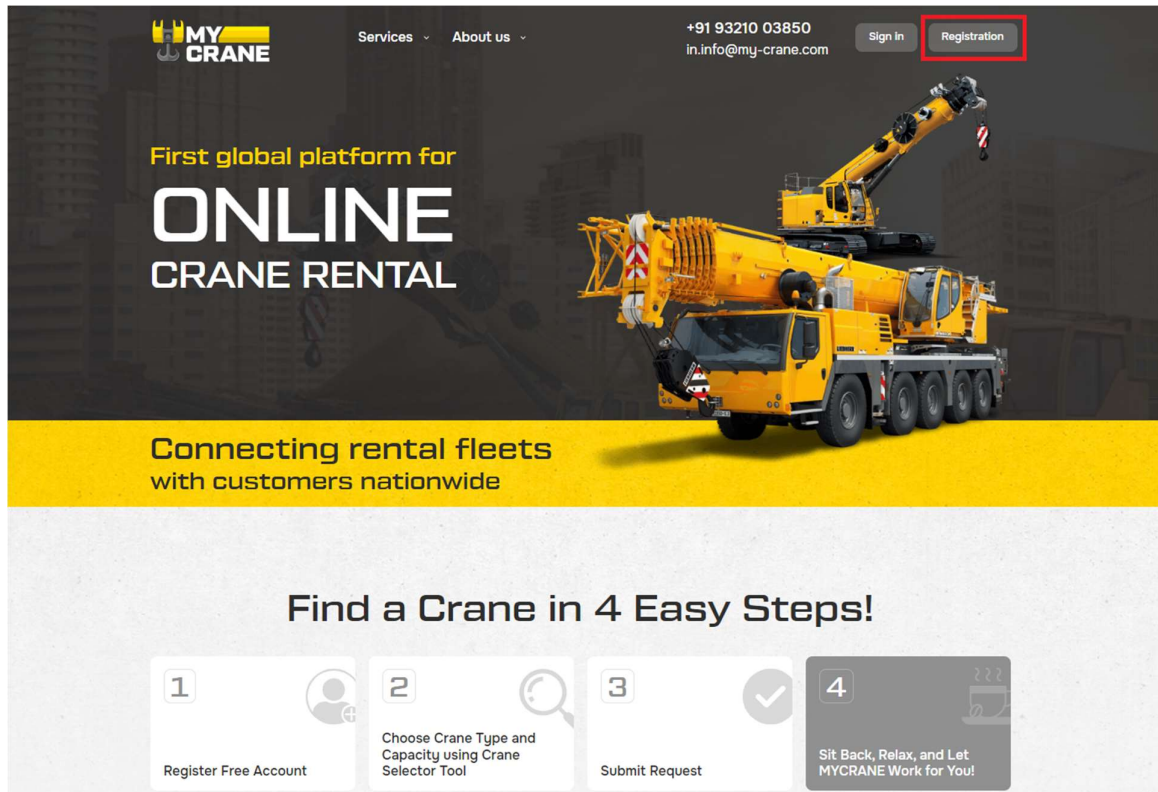
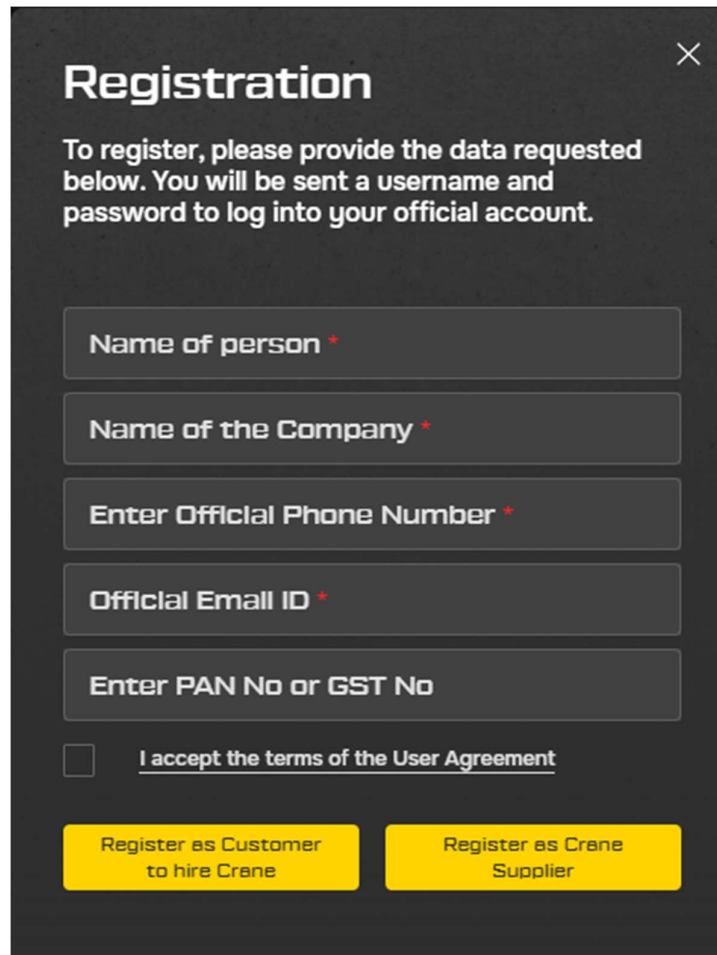


Figure 1: Register at [in.my-crane.com](https://in.my-crane.com)

## 2.2 User registration form

After clicking on the registration link, the pop-up with the registration form will open (see Figure 2). You can indicate if you're looking for a crane or if you want to supply a crane. If you select the option: 'Register as Customer to hire crane' you will be able to request quotes from suppliers. If you select 'Register as Crane Supplier' you will be able to add equipment and quote on jobs.

For Customers, the first option is the option to select.

A dark-themed registration form pop-up with a close button (X) in the top right corner. The title "Registration" is in large white font. Below it, a paragraph in white text reads: "To register, please provide the data requested below. You will be sent a username and password to log into your official account." The form contains five input fields with white text labels: "Name of person \*", "Name of the Company \*", "Enter Official Phone Number \*", "Official Email ID \*", and "Enter PAN No or GST No". Below these fields is a checkbox followed by the text "I accept the terms of the User Agreement". At the bottom, there are two yellow buttons with black text: "Register as Customer to hire Crane" and "Register as Crane Supplier".

**Registration**

To register, please provide the data requested below. You will be sent a username and password to log into your official account.

Name of person \*

Name of the Company \*

Enter Official Phone Number \*

Official Email ID \*

Enter PAN No or GST No

☐ I accept the terms of the User Agreement

Register as Customer to hire Crane

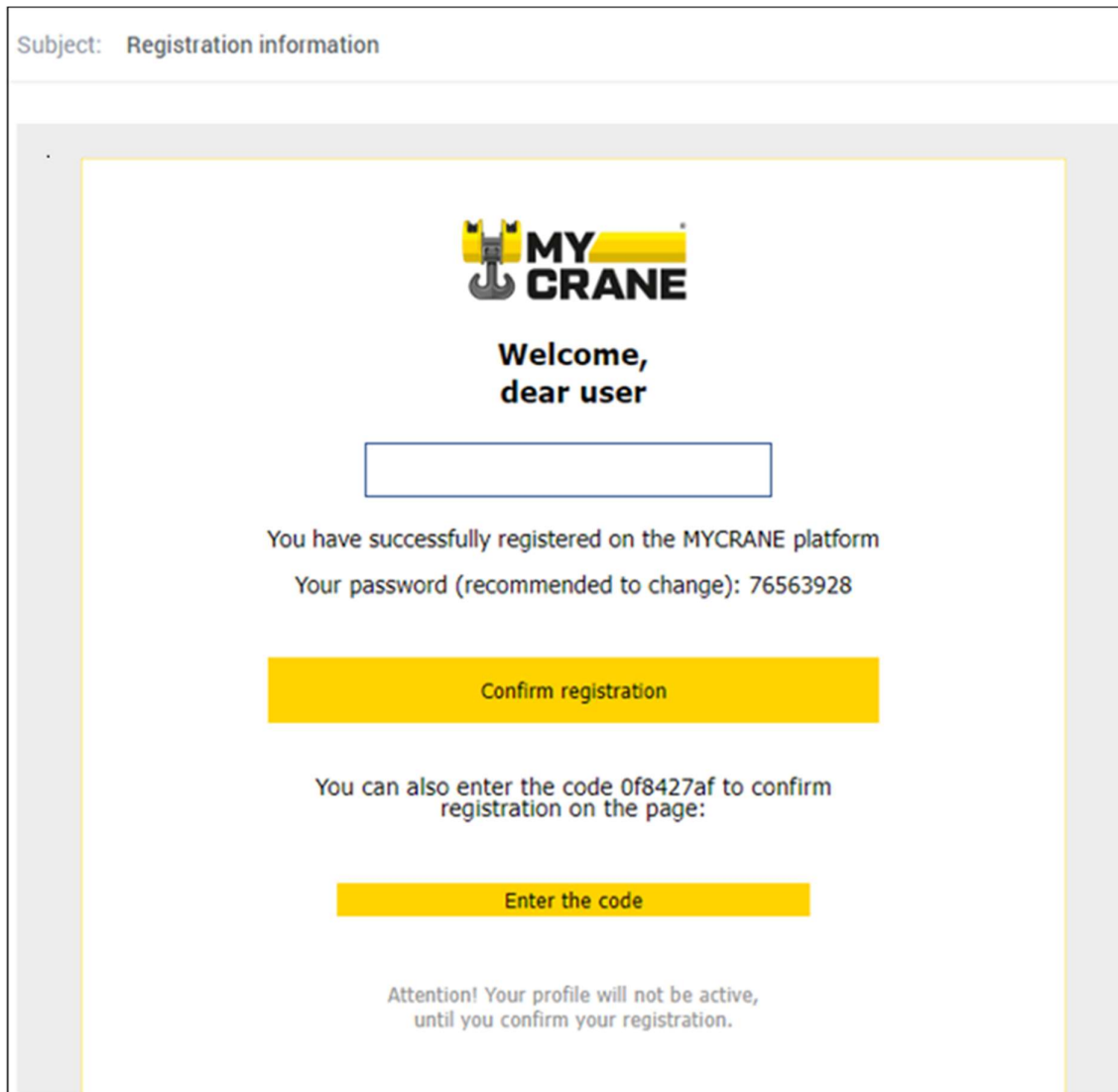
Register as Crane Supplier

Figure 2: Complete the registration form

## 2.3 Validation of your account

After registration you will receive an email with a verification link & your password. The first step is to validate your e-mail address (and account) by clicking on the 'Confirm Registration' button.

After your account is validated, you can now login. The Login ID is your provided E mail ID and Password is sent on your provided E mail.



*Figure 3: Welcome email*

## 3 Summary in 6 Steps

This section is for people that don't like to read the manual. It gives a short summary of the steps required to create your first inquiry and accept the offer of the crane suppliers.

Step 1: When clicking on 'Hire crane' on the Crane Rental Dashboard, the Crane Inquiry form will open. You can include all your Job details, required information about the crane, the Responsibility Matrix details and contractual requirements.

Step 2: MYCRANE will share your inquiry with our database of Crane Suppliers. Your request is shared with companies that have matching available equipment in the location of your project. No action is required from your end. Crane Suppliers will quote on the job within 1-5 business days.

Step 3: After you have received quotes from Crane Suppliers, you will select the best option based on price and MYCRANE's company rating. This allows you to find the best company to execute your project successfully.

Step 4: When you have selected your preferred Crane Supplier, you will send a work order to the selected supplier or contractor. This ensures that you can use your standard company T&C's, payment terms and insurance details.

Step 5: The job will be executed according to the contract.

Step 6: The Crane Company will send you an invoice according to your agreed payment schedule, and you are responsible to pay the Crane Supplier directly.

## 4 Crane Rental Dashboard

After your first login, the Crane Rental Dashboard will open. (see Figure 4). This is the main screen that will be used throughout the manual. When you add crane inquiries they will show up in this section as well.

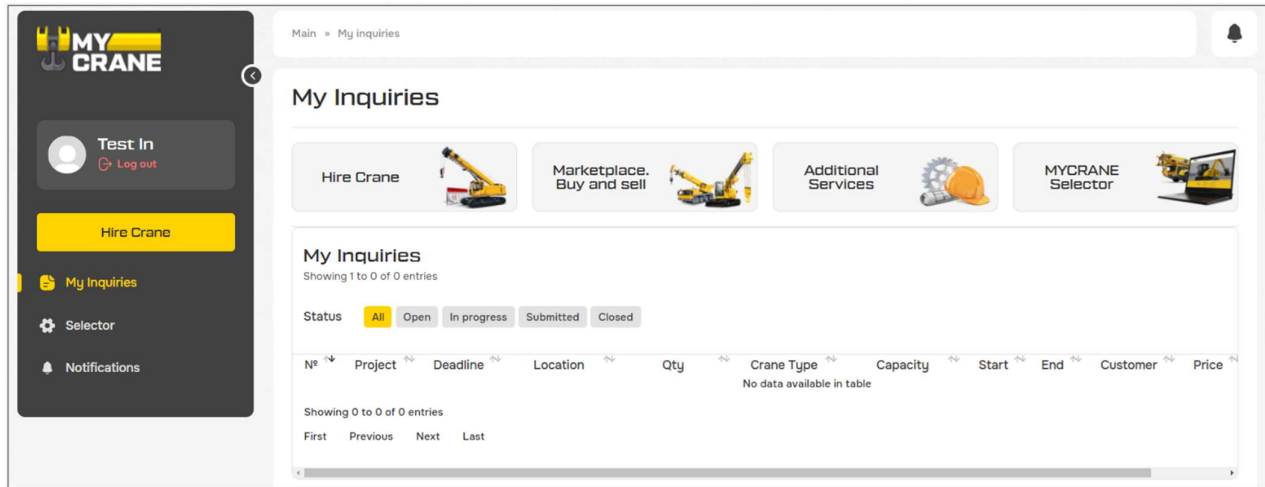


Figure 4: Crane Rental Dashboard

There are several options available:

- |                            |  |
|----------------------------|--|
| 1. <i>Profile section:</i> | Manage your profile & account settings.                    |
| 2. <i>Log-out:</i>         | Securely log-out of your account.                          |
| 3. <i>Hire crane:</i>      | Open a new inquiry form to request a crane.                |
| 4. <i>My Inquiries:</i>    | Overview of your ongoing projects.                         |
| 5. <i>Notifications:</i>   | Notifications about inquiries (new bids).                  |
| 6. <i>Selector:</i>        | Our free-to-use Crane Selector to size the crane capacity. |



# 5 Request Your First Inquiries

## 5.1 Order lifting services OR order additional services

Click on the 'Hire crane' button.

To add your first inquiry, click on Hire crane to start

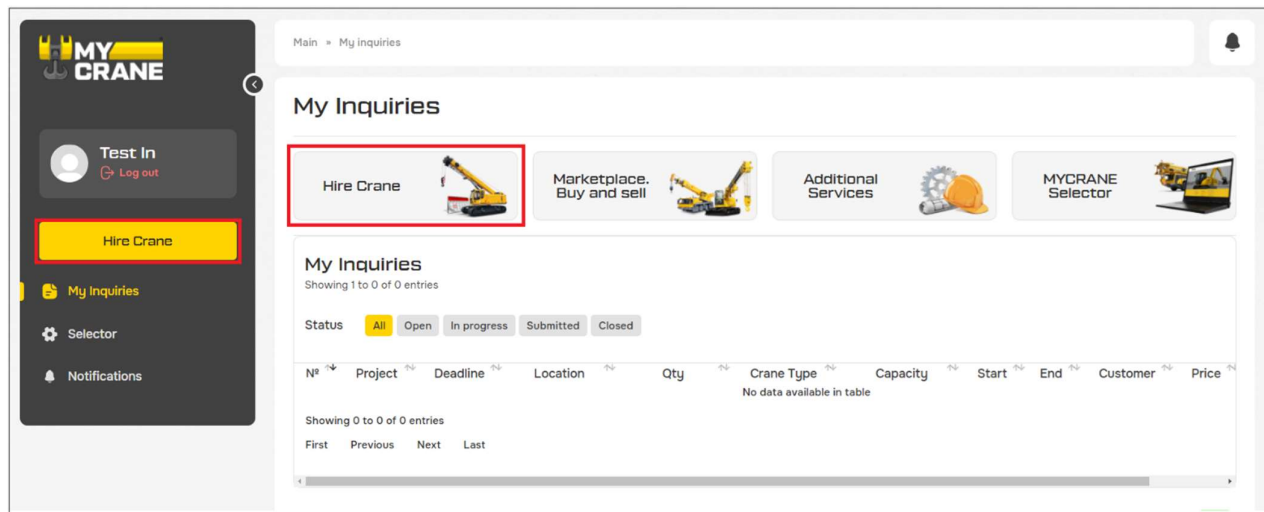


Figure 5: Click on Hire crane to start your first crane inquiry

You have two options in this form (see Figure 6).

- Hire crane: In this screen you can complete the Crane Inquiry form. If you want to order a crane or receive a budget estimation you should select this option.
- Order additional services: If you want to use MYCRANE's engineering services, method statements, transportation of the crane or request a site visit, this is the form you'll use.



## 5.2 General Job Information

In the first step, you will enter the general Job information (Figure 7).

The screenshot shows a web form titled "Create inquiry". At the top, there are two buttons: a yellow "Hire Crane" button with a crane icon and a grey "Order additional services" button with a plus icon. Below these are three radio button options: "Urgent work" (with a description about marking the inquiry as urgent), "Budget assessment" (with a description about marking the inquiry for budget assessment), and "Final Offer" (with a description about marking the inquiry as final round). Below the options are several input fields: "Project name" (text input with "test\_request"), "State" (dropdown menu with "State" selected), "City" (text input), "Deadline for proposal" (calendar icon and "dd.mm.yyyy" text), and "Quantity of cranes" (text input with "Example: 2").

Figure 7: Insert the general project information.

There are 3 different options that you could select:

- **Urgent work:** The suppliers will receive a special notification indicating this is an urgent request and you want to receive quotes immediately.
- **Budget assessment:** If you're in the bid phase and want to receive a budgetary quote, please choose this option. If you have the work on-hand and are ready to order the crane, don't choose this option.
- **Final offer:** If you check this box, inquiry will be marked with a special sign informing Suppliers that this inquiry is final round.

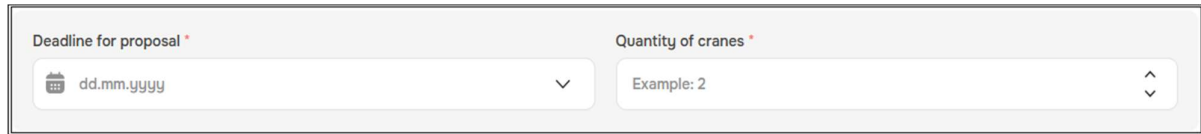
The required fields in this first section are: project name, contact name and project location.

- **Project Name + Contact name:** Indicate the name of the project.
- **State:** Select the state where the project will be executed.
- **Job Nearest Location:** Add further details of the project location. You can use the map functionality.

### 5.3 Proposal deadline, quantity of cranes and job duration

In the next step you include the deadline for the proposal. This is the latest date crane suppliers can add their proposal.

The number of cranes is included in the quantity of cranes field. If you need 1 crane you select 1, if you need 2 cranes you select 2, etc.



The screenshot shows a form with two input fields. The first field is labeled 'Deadline for proposal' with a red asterisk and contains a calendar icon and the placeholder text 'dd.mm.yyyy'. The second field is labeled 'Quantity of cranes' with a red asterisk and contains the placeholder text 'Example: 2'. Both fields have dropdown arrows on their right sides.

*Figure 8: Proposal information*

If you know the capacity of the crane required for your project you can enter the requirements here. If you don't know what crane is required, you can use the MYCRANE Selector to find the crane with the right capacity. The MYCRANE Selector can be found in the menu on the left-hand side of the page.

If you have questions please contact MYCRANE's support to get assistance in finding the right crane for your job.

Crane N°1

Type of crane \*

Type of crane

Type of boom \*

Category of Lifting capacity \*

Capacity of the crane \*

Age limit

No restriction

Boom Configuration or Other Details

Crane Work Details

Start date \*

dd.mm.yyyy

End date \*

dd.mm.yyyy

Number of working days per week (Excluding Sunday - 6 days) \*

Working Shifts Per Day (1, 2, 3) \*

Working hours per Shift (8, 10, 12) \*

Amount of hours of service provision on a weekend

Total estimated amount of working hours

Figure 9: Enter the crane details

**Type of crane:** Select the right type of crane.

- **Lifting Capacity Range:** Select the right capacity range of the crane. MYCRANE will contact only the suppliers within this Lifting Capacity Range.
- **Crane Capacity:** Enter the capacity crane you're looking for. Please note this the crane capacity. If you are unsure, contact MYCRANE support to guide you through the process.
- **Crane Manufacturer & model:** If you have a preference for a certain crane manufacturer please select that Manufacturer & Model here.
- **Boom configuration or other details:** If you know the exact configuration enter this in the field.
- **Start & End date:** Select the right Start and End date for the project. Make sure these values are realistic. MYCRANE assists the customer in preparing their quotes based on the input of these fields.
- **Crane work details:** Be as precise as possible with the estimation of the number of working days per week, number of shifts per day and the number of working hours per shift. Based on the start & end date, and the estimation of the number of working hours, a Total Estimated number of working hours is calculated. Please check this number.

Crane Work Details

Start date \*

dd.mm.yyyy

▼

End date \*

dd.mm.yyyy

▼

Number of working days per week (Excluding Sunday - 6 days) \*

Working Shifts Per Day (1, 2, 3) \*

Working hours per Shift (8, 10, 12) \*

Amount of hours of service provision on a weekend

Total estimated amount of working hours

Figure 10: Enter the details of the crane work

If you anticipate a standby period, please indicate the start and end date of this standby period. We calculate the correct number of estimated standby hours. Usually crane companies charge a lower standby rate compared to the rate when the equipment is operational.

## 5.4 Responsibility Matrix

The Matrix of responsibility is used to define the scope of the provided services. Please indicate who will be responsible for each of the options listed in the table.

Matrix of responsibilities \*

	Customer	Crane Supplier
Development of the method statement / risk assessment	<input type="radio"/>	<input type="radio"/>
Ground Preparation, Access road, Space for Assembly and dismantling, Load for TPI	<input type="radio"/>	<input type="radio"/>
Crane Crew Lodging (Accommodation) and Boarding (Travel ) at site	<input type="radio"/>	<input type="radio"/>
Riggers For Erection or Job or work	<input type="radio"/>	<input type="radio"/>
Handling of Local Issues	<input type="radio"/>	<input type="radio"/>
Diesel (HSD / Fuel) for Daily Crane Operation	<input type="radio"/>	<input type="radio"/>
Below Hook All tools and Tackles (rigging during operation)	<input type="radio"/>	<input type="radio"/>
Lift Plan	<input type="radio"/>	<input type="radio"/>
One Time Third Party Inspection during commissioning of Machine	<input type="radio"/>	<input type="radio"/>
Crew for Operation (Per Shift 1 Operator and 1 Helper) and Consumables for Maintenance of Crane	<input type="radio"/>	<input type="radio"/>
Supporting Crane for Assembly, Dismantling, unloading, loading during commissioning and demobilization from site	<input type="radio"/>	<input type="radio"/>
Supporting crew like riggers, mechanic and electrician required during Change of Boom Configuration	<input type="radio"/>	<input type="radio"/>

Figure 11: Responsibility matrix

## 5.5 Additional information on the inquiry

You have the opportunity to upload technical documentation including a plot plan, drawings and other technical specifications here. Please include the weight of the load to be lifted, including the radius and lifting height. The Supplier uses this information to validate if the proposed crane is the best option for the job. In this section you can include all of your contractual requirements. Indicate the preferred currency, payment terms & conditions here. You also have the possibility to upload documents such as T&C's or insurance requirements.

**Additional information on the Inquiry**

Currency of the offer contract

Payment terms and conditions

Example: mobilization - 50% advance payment

**Attach**

Plot plan (scheme)

Packing list with characteristics of items to be lifted

Method statement for lifting operations

Drawings

Lifting schedule

Contract

Other

**Additional information on the Inquiry**

Figure 12: Additional information

## 5.6 Publish inquiry

In the last comment box, you can include any additional comments. If you are ready to rent the crane, please publish.

The image shows a web form interface. At the top, there is a header bar with the text "Additional information on the Inquiry". Below this header is a large, empty rectangular text input area. At the bottom of the form, there is a yellow button with the text "Publish Inquiry" in black.

*Figure 13: Submit the form*

MYCRANE will notify the suppliers that are active in your selected region and have the required equipment. Within a business day we will validate the request, make sure all potential questions are answered and help you to find the best option.

Within 1-5 business days you will receive an overview of different quotes in your account. No further action is required.



# 6 Track the Progress of Your Inquiry

We will keep you notified automatically by email about new quotes received from suppliers. If you want to check this manually, you can go to your Crane Rental Dashboard and click on ‘My Inquiries’.

An overview of all your inquiries will show up here (see 4). When you select your most recent project, you can see all of the inquiry details.

Clicking on the Project Name will open your inquiry form, including the different supplier quotes.

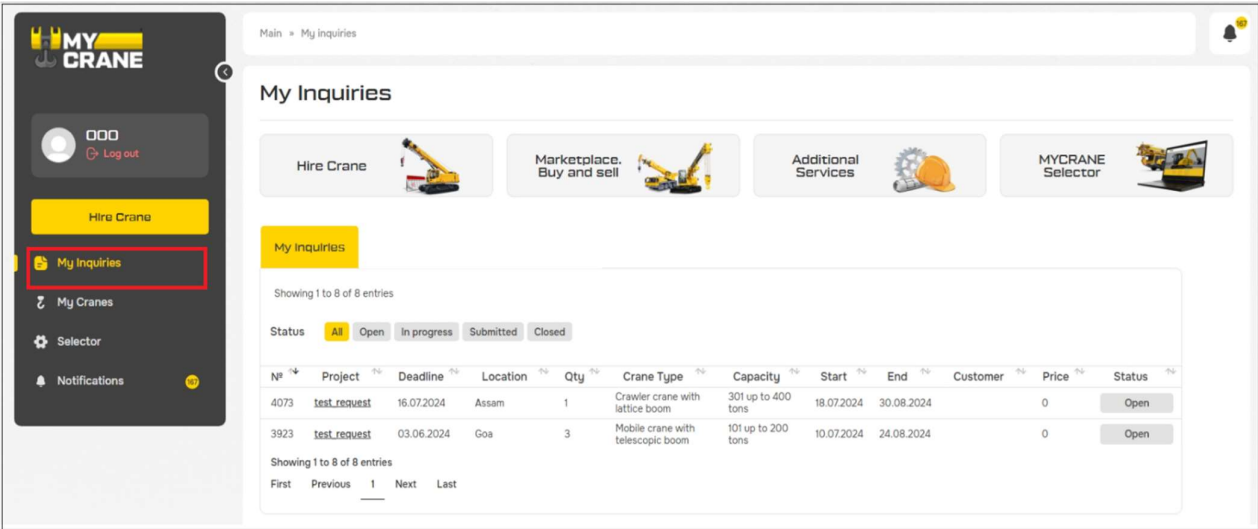


Figure 14: Track the progress

## 7 How to View the Different Quotations

To get access to the proposals, go to My Inquiries -> My Inquiries -> The name of your inquiry (see Figure 13).

Main » My Inquiries

### My Inquiries

Hire Crane Marketplace. Buy and sell Additional Services MYCRANE Selector

My Inquiries

Showing 1 to 8 of 8 entries

Status **All** Open In progress Submitted Closed

N°	Project	Deadline	Location	Qty	Crane Type	Capacity	Start	End	Customer	Price	Status
4073	test_request	16.07.2024	Assam	1	Crawler crane with lattice boom	301 up to 400 tons	18.07.2024	30.08.2024	0		Open
3923	test_request	03.06.2024	Goa	3	Mobile crane with telescopic boom	101 up to 200 tons	10.07.2024	24.08.2024	0		Open

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Figure 13: Click on the request to see the proposals

On the received offers tab, you will see the table with quotes for your specific project (see **Error! Reference source not found.**)

000

Log out

Hire Crane

My Inquiries

My Cranes

Selector

Notifications

Main » My inquiries » test\_request

Inquiry No. 3654

Date: 11 Jun 2024

Project name:

test\_request

Deadline for proposal:

14 Jun 2024

Start day:

17 Jun 2024

End day:

18 Sep 2024

Location:

Chhattisgarh

Job details

Received offers

Table print version

Suppliers

Supplier:

y.test1

Request Additional Info

Descriptions

Crane 1

Crane 2

Manufacturer: Liebherr  
Model: 84797851563132  
Year: 2023

Manufacturer: Terex  
Model: 1231312  
Year: 2022

Total Expected Costs

1 560 000 INR

Actions

Award

Reject

Print

Cost details

Price of mobilization and of the Contractor's crane	Crane 1	1000
	Crane 2	1000
Price of demobilization of the Contractor's crane	Crane 1	1000
	Crane 2	1000
Auxiliary equipment for assemble/disassemble (if necessary)	Crane 1	1000
	Crane 2	1000
Rental of crane during assemble/disassemble (if necessary)	Crane 1	1000
	Crane 2	1000
Rental price, hour	Crane 1	1000
	Crane 2	1000
Rental price, month	Crane 1	N/A
	Crane 2	N/A
Stand by price, hour	Crane 1	1000
	Crane 2	1000
Other cost	Crane 1	1000
	Crane 2	1000
Expected Total Cost of crane	Crane 1	455000
	Crane 2	1105000
Current Location of the crane.	Crane 1	
	Crane 2	
Total expected costs		1 560 000 INR
Comment		-1 0001 0001 0001 000
Attached files		

Figure 14: Overview of your received offers

## 8 Select the Crane Supplier and Confirm

On the Received offers tab, check the previous section of this manual, select the yellow button: 'Award' is shown (see **Error! Reference source not found.**). Clicking on this button will open a new screen to confirm the selection of the crane suppliers.

A new screen (Figure 15) will open. The first thing you'll notice is that the supplier has not accepted the task yet. After you have chosen the crane supplier you prefer, they will be notified to confirm the job from their end.

The screenshot shows the MYCRANE web application interface. On the left is a dark sidebar with the MYCRANE logo and navigation links: 'Hire Crane', 'My Inquiries', 'My Cranes', 'Selector', and 'Notifications'. The main content area is titled 'Inquiry No. 3654' with a date of '11 Jun 2024'. It shows the project name 'test\_request' and the executor 'ytest1'. Below this are six cards with icons and text: 'Deadline for proposal: 14 Jun 2024', 'Start day: 17 Jun 2024', 'End day: 18 Sep 2024', 'Location: Chhattisgarh', 'Nearest city: Test', and 'Quantity of cranes: 2'. A status box indicates 'Status of inquiry: The Contractor is chosen'. A tab bar at the bottom of the main area includes 'Job details', 'Awarded supplier' (highlighted in yellow), 'Chat with the supplier', 'Received offers', and 'Table print version'. The 'Awarded supplier' tab shows the supplier 'ytest1' and a 'Total expected costs' of '1 560 000 INR'. Below this are buttons for 'Generate a contract', 'Print', and 'Contact Supplier'. A table follows with columns for 'Description', 'Crane 1', and 'Crane 2'. The table lists various costs including mobilization, demobilization, auxiliary equipment, rental, and other costs. At the bottom, there is a comment field with the text '-1 0001 0001 0001 000' and an attached file named '02\_20.docx'.

Description	Crane 1	Crane 2
Manufacturer	Liebherr	Tarax
Model	8479/951563132	1231312
Year of manufacture	2023	2022
Price of mobilization and of the Contractor's crane	1000	1000
Price of demobilization of the Contractor's crane	1000	1000
Auxiliary equipment for assemble/dissassemble (if necessary)	1000	1000
Rental of crane during assemble/dissassemble (if necessary)	1000	1000
Rental price, hour	1000	1000
Rental price, month	N/A	N/A
Stand by price, hour	1000	1000
Other cost	1000	1000
Total expected costs	455000 INR	1105000 INR
Current Location of the crane.	N/A	N/A

Figure 15: Selection of supplier

In the overview screen you will be able to share documents and messages with the customer directly. This will help to keep all documents in a centralized location on your portal.

## **9 Closing of the Contract, Terms and Conditions**

After selecting the Crane Supplier that you want to work with, a direct contract between the Customer and Crane Supplier will be created. This ensures that you can use your standard Terms & Conditions, Insurance Requirements and Payment Terms.

MYCRANE Support will guide you through this process and answer any question that may arise.

# 10 MYCRANE Selector

The MYCRANE Selector is an independent free-to-use crane selection tool. This helps you get an accurate idea what crane capacity is required for your project.

There are 2 main types of equipment included: Crawler Cranes & Mobile Cranes. Multiple makes of each are included in our selector. We are continuously adding new makes and models to our database as well (Liebherr, Demag, Tadano, Grove, XCMG, Sany, etc.).

### Select the Right Crane for Your Project

#### Enter Load Information

Imperial

Metric

Weight

100

t

Height

5

m

Width

4

m

Lifting height

10

m


Radius

19


m

#### Select Crane Type

Crawler CRANE



All Terrain CRANE



Click for results

Need help?

We can assist you in finding the right crane!

Click for help

Figure 16: MYCRANE Selector input screen

The information you enter here is what will be used to adequately size your crane. Figure shows the definition of the radius and lifting height, 2 parameters you will want to include.

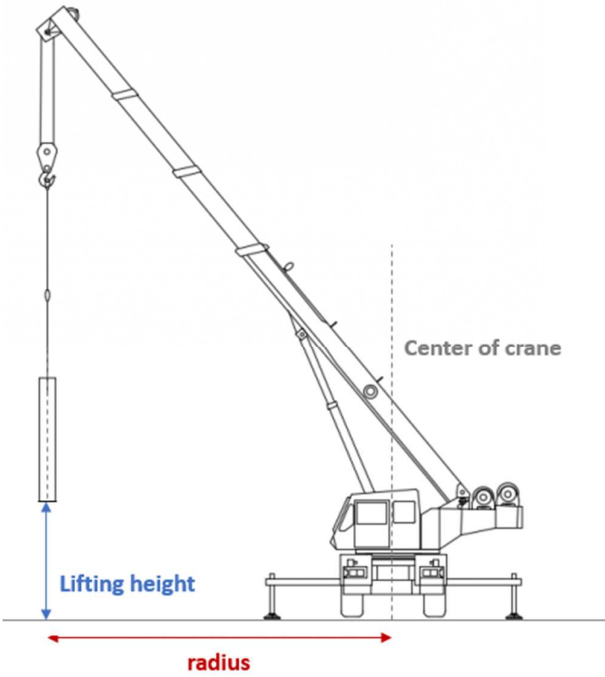


Figure 19: Lifting Height & Radius

We take a safety margin of 3-meter, into account for the lifting height. This includes hook + hoist clearance and rigging. There is 1-meter, clearance included between the ground surface and bottom of the load. All of our load charts are utilized up to 100%.

MY CRANE

Services ▾About us ▾info@my-crane.comSign inRegistration

Main — Selector

SELECTOR

Liebherr LR 1300.1 SX

Liebherr LR 1350/1

Liebherr LR 1400 SX

Liebherr LR 1500

TADANO CC 28.600-2

TADANO CC 38.650-1

MORE

Liebherr LTM 1300-6.2

GROVE GMK6400-1

Liebherr LTM 1400-7.1

Liebherr LTM 1450-8.1

TADANO AC 8.500-1

Liebherr LTM 1500-8.1

MORE

FILL THE PARAMETERS

metric system

imperial system

Weight, tons

50

Height, meters

5

Width, meters

4

Lifting height

10

Radius

19

Select

Results

Remarks:

3 meters additional lifting height taken into account for hook + hoist wire + rigging

1 meter clearance between load and ground surface

Beta version MYCRANE Selector, tool is under continuous development

Disclaimer:

MYCRANE is not liable for any misinformation in the Selector

MYCRANE Selector is for reference, and information only

Always consult a lifting engineer before executing a lift

MYCRANE manual customer – version 2.0