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Author

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Reviewer

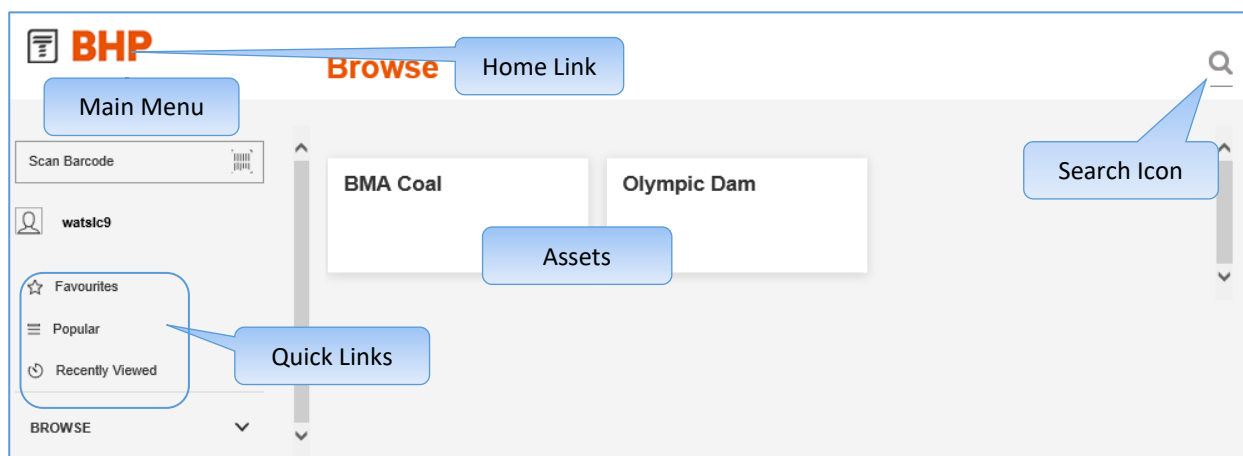
Poornima Shanbhag

This Quick Response Guide (QRG) explains how External Contractors can access and use the various features of Tempo which has replaced the **DAT** and **iPICK**. External Contractors are able to access and use Tempo on all devices (android or Apple phones, pads, etc).

Accessing Tempo

The Tempo program is accessible via the web link:
<https://minaucontroleddocs.bhp.com>

The following shows an overview of the Landing Page which you will see when entering Tempo.



Additional **Main Menu** functions will appear depending on what function is selected.

Changing Assets or Notifications

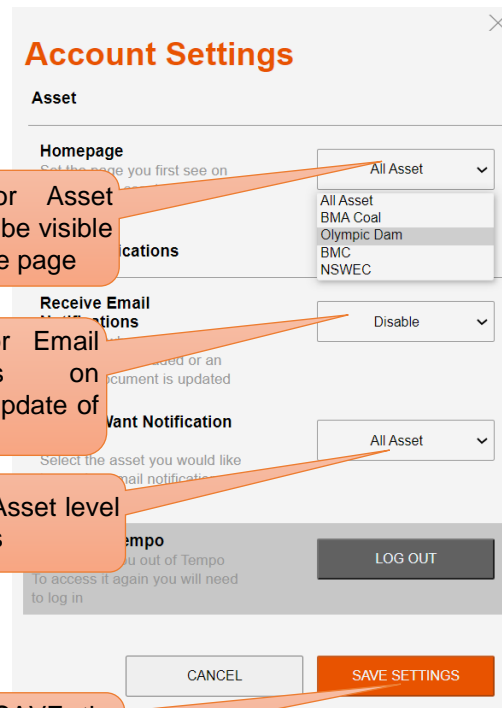
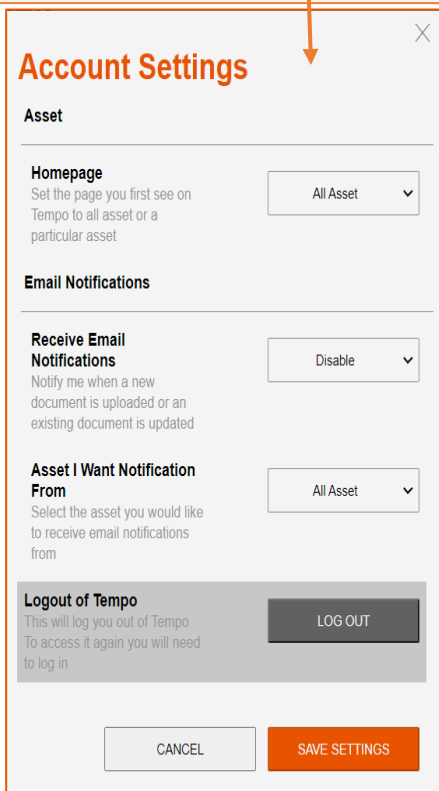
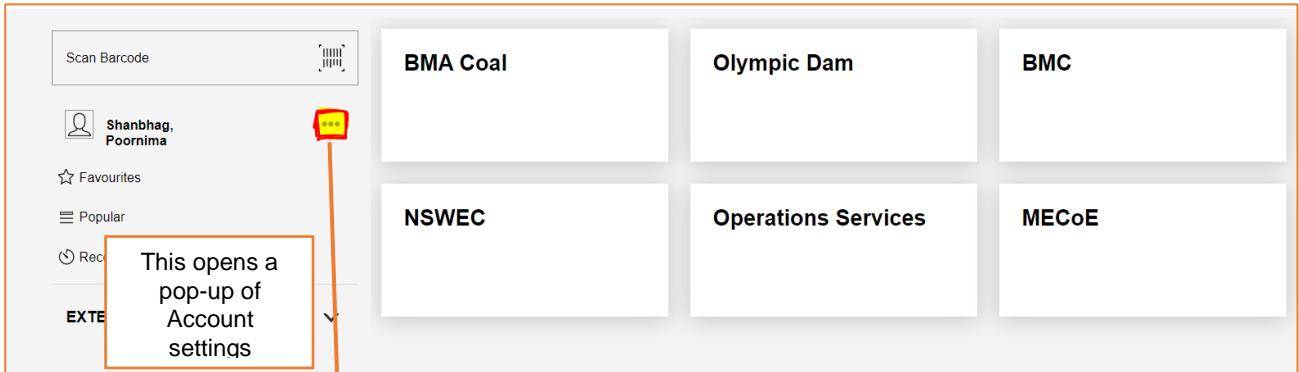
1. In the **Tempo page**, click on the **...** button which is beside the user name, it then opens the 'Account Settings' pop-up.
2. On the pop-up, under the 'Email Notifications' pane, select the relevant options from the drop down to receive notifications.
3. You can change the assets you want to view or subscribe to by selecting the drop down options.
4. Click on the **Save Settings** button.

If applicable, the Tempo **Landing Page** will open reflecting the new asset choice

QRG: CDRM Tempo 2 – Tempo for External Contractors



Would you like to change the asset view when main tempo page loads or receive automated notifications by email when any document is changed or added to the Tempo Portal or notified based on assets? Below are the ways to do it.



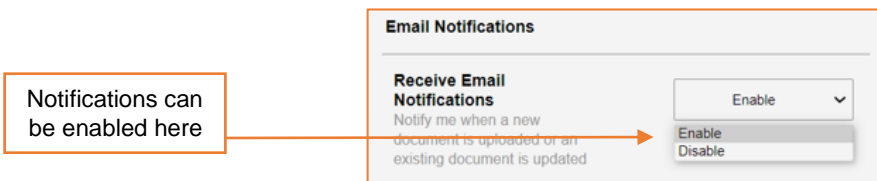
This is for Asset selection to be visible on the Home page

This is for Email notifications on upload or update of doc

This is for Asset level notifications

This is to SAVE the details changed on above drop downs

On the Email Notifications, select the options in drop down.

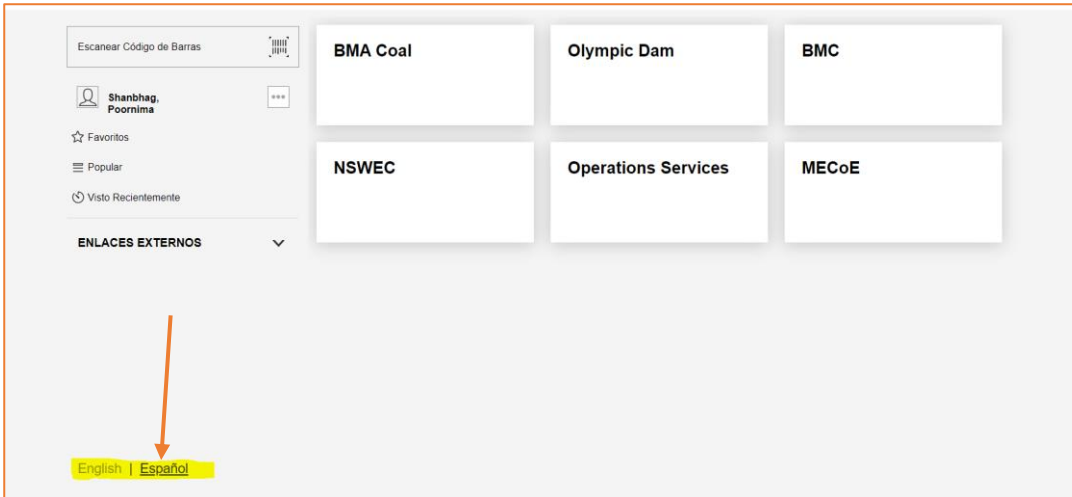


Notifications can be enabled here

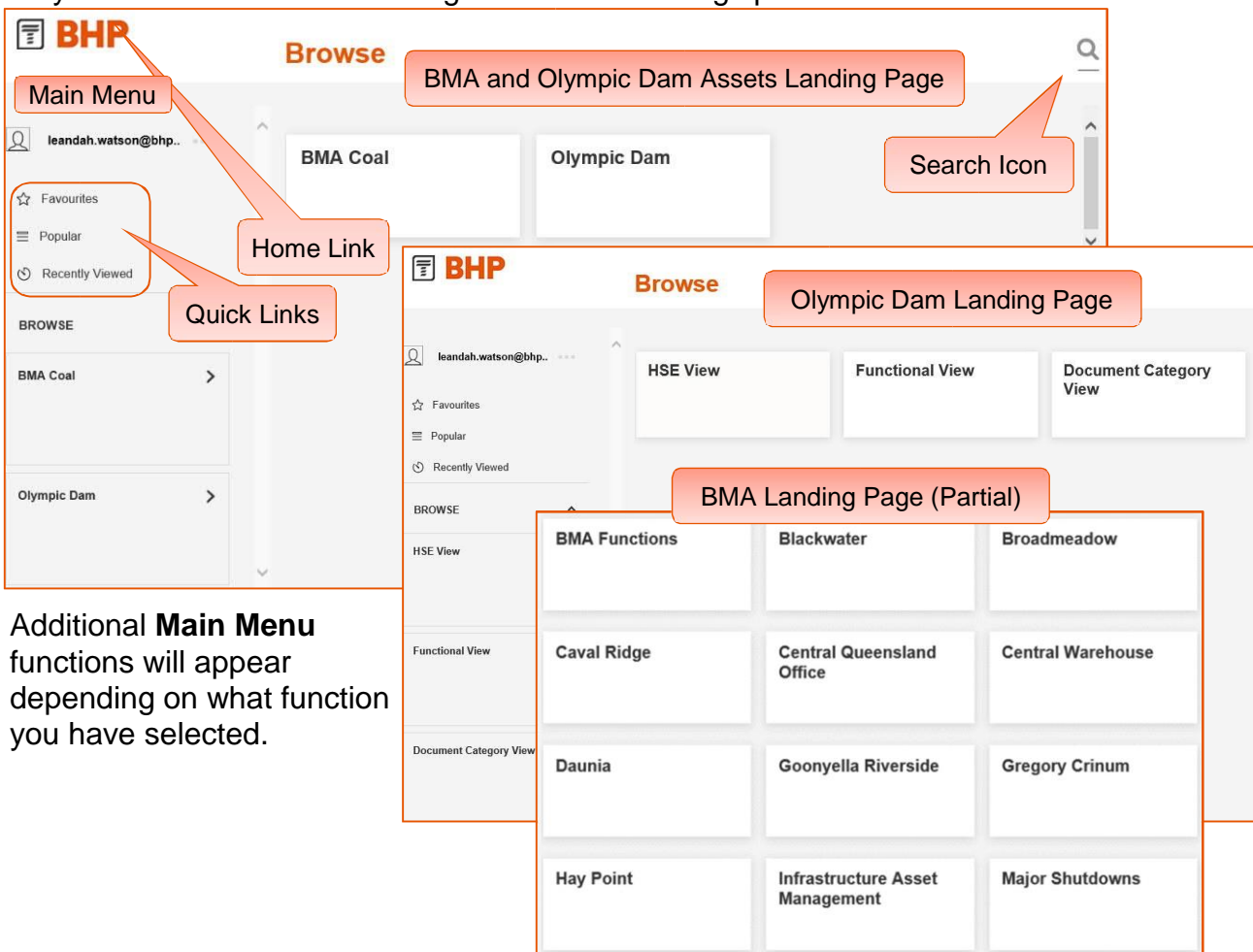
QRG: CDRM Tempo 2 – Tempo for External Contractors Language selection

Language option is now available in Tempo portal. There is option of English or Spanish.

Click on the relevant link in the bottom left corner.



When you first enter Tempo, you will see one of the following **Landing Pages**, depending on your choice of **Asset/s** during the account settings process.



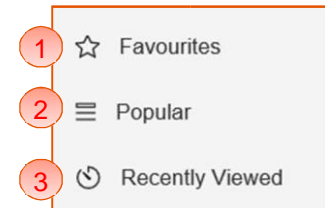
Additional **Main Menu** functions will appear depending on what function you have selected.

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Quick Links

Quick Links help you access documents that matter to you quickly and easily.

1. **Favourites** – shows your documents that you have “favourited”.
2. **Popular** – shows the organisation’s most popular searched-for documents.
3. **Recently Viewed** – shows the last 100 documents you have opened.

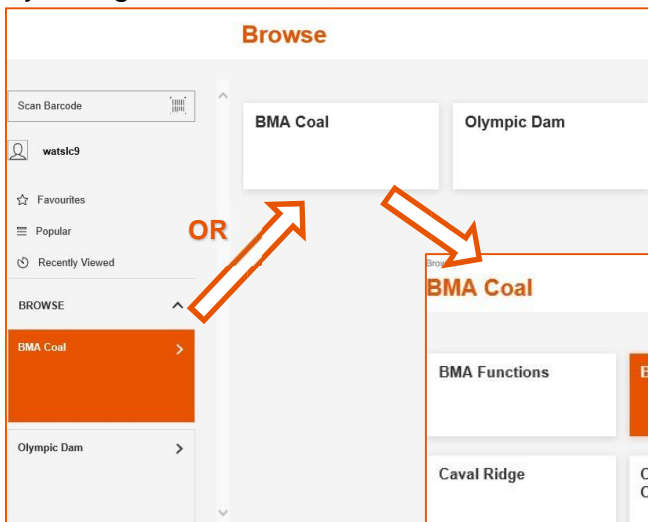


Browse Function

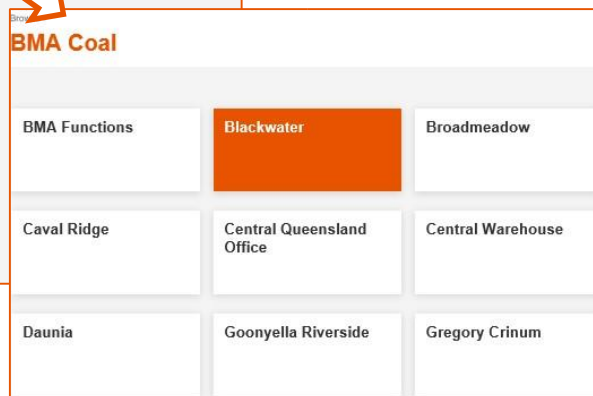
Use **Browse** to search through sets of folders and subfolders to locate a document. Folders turn orange when selected.

As you select each folder, its name appears at the top of the screen to show you the folder chain. This folder chain is also known as ‘**breadcrumbs**’.

If you registered to view more than one asset:



1. Select the **Asset** on the **Landing Page**, or **BROWSE** and then the **Asset** from the **Main Menu**.
2. If required, select a **Site** from the displayed subfolders.



Each **Asset** or **Site** folder contains the following subfolders to continue your browsing:

- **HSE View**, which contains subfolders which cover the HSE categories, such as:
 - Environment
 - Safety
 - Health Hygiene and Radiation
- **Functional View**, which lists subfolders relating to **Functions** and their **Departments** relevant to the selected **Asset** or **Site**, such as:
 - Engineering
 - HSE
 - Mining

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- **Document Category View**, which lists subfolders containing **Document Categories**, such as :
 - Procedures
 - Standards
 - Work Instructions
 - Other
 - Controlled Documents

Depending on the category chosen, there will be one or two more levels of subfolders.

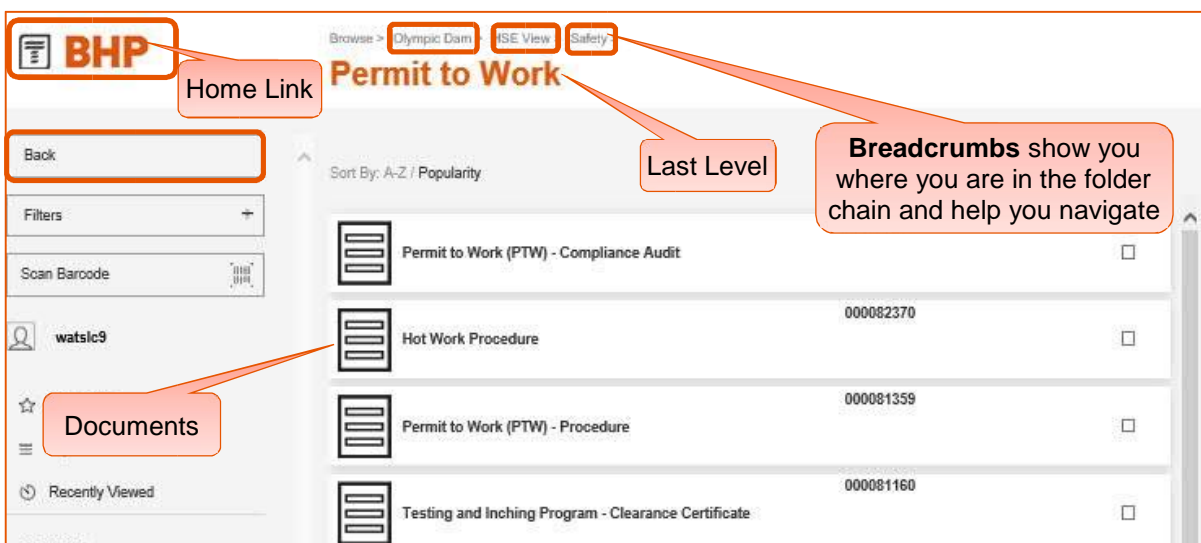
In all browse areas, buttons will only appear if there are documents in that folder.

3. Continue to make your selections of folders until you arrive at the **Document List**.

Moving Between Levels

Each time you select a folder, **breadcrumbs** show your location at the top of the screen.

- To go back up to a previous level or several levels, click on a **folder name** in the **Breadcrumb list**.
- To go back one level at a time, click on the **Back** button
- To go back to the **Landing Page**, click on the **Home** link.



Search Function

Tempo searches across **ALL Assets** and **Sites** on approximately 20 categories of **metadata**, and retrieves those documents which match the entered search terms. The **Search** function does NOT search through text within a document.

Examples of **Metadata** (information) includes the following:

- Asset
- Document title
- Document ID
- Legacy Document Number (from previous document system – E-docs or Q-docs)
- Document Type (e.g. Procedure, Process, SOP, SWI, Form)

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- Function and Department
- HSE Categories (e.g. safety, waste, environment)
- Publishing Scope (= Site/s where documents are published)
- Author and Custodian
- Dates
- Keywords

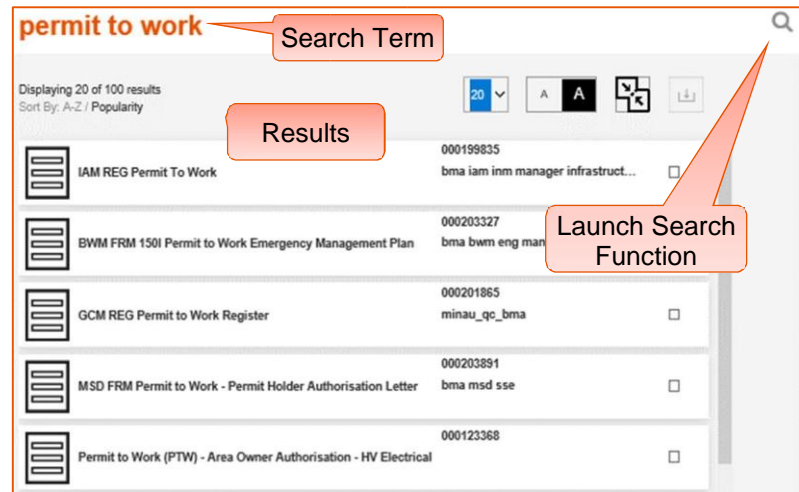
1. Click on the **magnifying glass** to launch the **Search** function.

2. Type your **search term** (word, number, date, etc) or several (which can be a mix from any of the above categories and do not need separators).

3. Hit the **Enter** key to conduct the search.

4. The results list shows the document name, Document ID, Custodian and Publish Date to aid in quick identification.

5. Use **filtering** to narrow the results.

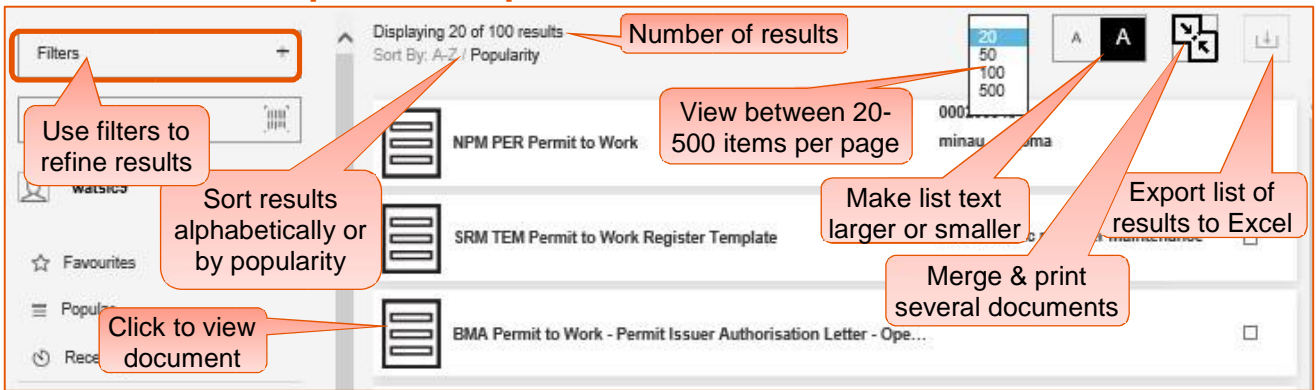


Searching Tips

- If no results are returned from your search, double-check your spelling. The **Search** function is spelling-sensitive (but not case-sensitive)
- You cannot edit the words in the search – you must clear the search by clicking on the magnifying glass and then re-enter your terms.
- You can enter several terms on the one line. The results will display documents which contain **all** of the terms you have used but which appear in **any** of the metadata fields. The space between terms = “AND”.

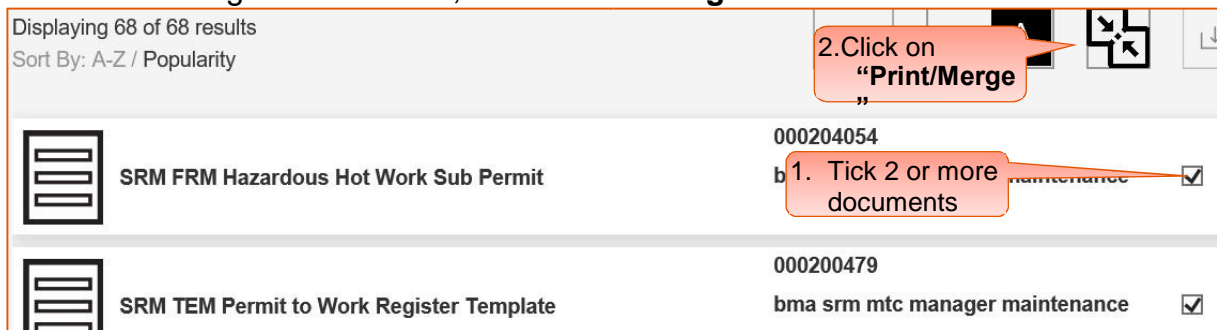
Actions on Results

The following diagram shows the various actions that you can perform upon results of your search.



Bulk Merge & Print

To print several documents from the **Document List**, tick the boxes of the appropriate document to the right of their titles, then hit the “**Merge/Print**” button.



The documents will be merged together and open in another webpage where they can be printed in one action.

NOTE: If you want to print a **single** document, you must first open and then print it via the **Preview Panel** and selecting either the **Download** icon or **View Full Document** button.

See the **Preview Actions** section below. **Export Results List**

If you want to print the list of documents in the Results List for information, reporting or to send via email, select the **Download** icon  from the top menu .

This will load all the listed documents’ names and metadata in CSV format into an Excel spreadsheet where you can manipulate the data for your further use.

Filters

Filters can be applied to results from **Search, Browse, Favourites, Popular** or **Recently Viewed** functions to narrow the number of documents and find a document faster.

1. Click on the **Filters** button in the **Main Menu** to launch the filtering function.
2. Click on each filter category to reveal specific items.
3. The filters are dynamic, so as you choose one filter from the top, the next lists narrowdown to reflect your choices above. Select one or many filters.
4. As you choose each filter, your choices appear at the top of the list.

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5. Select **Apply Filters** to run the search.
6. Select **Clear Filters** to clear the selected filters.

Filtering Hints & Tips

- You do not have to choose all your filters at once. You can choose one or several, hit the **Apply Filters** button, view the results, then hit the **Filters** button again to choose more filters and re-run. You can do this as many times as you want to filter down.
- It is recommended that you first choose your relevant **Asset** and, if applicable, the **Publishing Scope** (if you want to see only documents which have been published to specific **Sites**). This will narrow down your results considerably.
- When you choose your filters criteria from the categories, only filters or categories which have data relating to the search item will appear (e.g. if there are no **Procedures** relating to the search term, that filter type will not be shown as a choice; or if there are no **Standards** or **Legislation** relating to the search term, that filter category will not expand).
- You can go into **Filters** at any point to check or change your criteria. Filters stay in place until you select the **Clear Filters** button at the base of the **Filters** page, or on the **Magnifying Glass** to run a new search.

Preview Actions

Click on a document from the **Document List** to view the **Preview Panel**. From here, you can perform several actions:

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1. View the document's information

- If it has been migrated from the previous system, you will see both the **Legacy Document Number** and its new **Document ID**.

2. Preview it.

3. Email a link to it.

- Opens a new Outlook message where the link and an automatic message are placed.

4. Download it.

- Open, save or print a document in its **native format**, if applicable. (e.g. form, spreadsheet, template). Choose to **open** or **save** the document where you can then fill out a form, complete a spreadsheet or complete a template

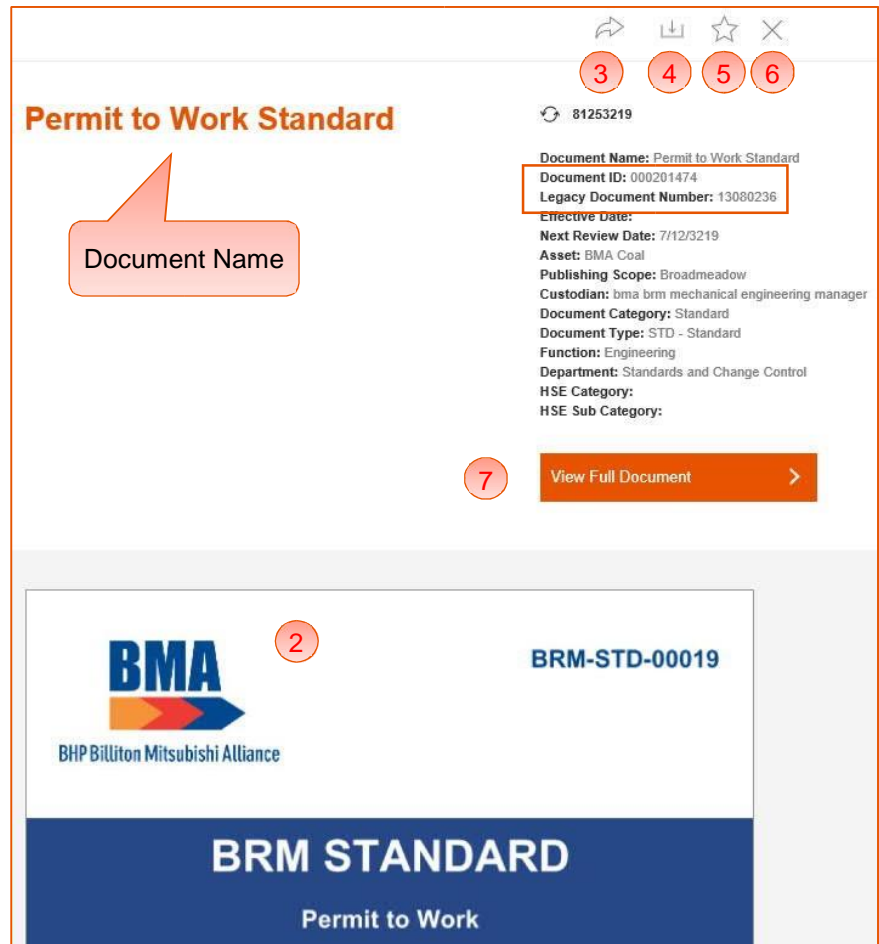
5. Add it to your **Favourites List**

- Allows you to quickly access in future. add, click on the ☆ which then becomes ★.
- To delete a current one, click on the ★ to clear it.

6. Close the Panel.

7. View Full Document

- Opens the document in a new tab as a **PDF only** where you can save or print it.



Training Records (if applicable)

Training Records can be found using the **Browse** function. The functionality is equivalent to that in **iPICK**.

Browse > BMA Coal >

Blackwater

HSE View

Functional

ChemAlert

Training Records

Qualifications Reports Interface

Report: Site Entry Qualifications ▾

Personnel No:

Site Entry Qualifications

- Full Qualifications
- Current Qualifications
- Expired Qualifications
- SOP Qualifications