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BHP

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://minaucontrolleddocs.bhp.com

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

BHP Browse	Home Link	Q
Main Menu		
Scan Barcode BMA Coal	Olympic Dam	Search Icon
A watsic9	Assets	
 ☆ Favourites ➡ Popular 		Ŷ
© Recently Viewed Quick Links		
BROWSE		

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 besides 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



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.

Scan Barcode	BMA Coal	Olympic Dam	BMC
Shanbhag, Poornima	1		
≩ Favourites ■ Popular D Rec This opens a pop-up of Account settings	NSWEC	Operations Services	s MECoE
ccount Settings	, ×	Account Setting	ys ×
omepage et the page you first see on mpo to all asset or a articular asset nail Notifications		Asset Homepage Set the sage you first see on his is for Asset	All Asset ~ All Asset BMA Coal
eceive Email otifications Dtfy me when a new cument is uploaded or an tisting document is updated	Disable V	Receive Email This is for Email	Olympic Dam BMC NSWEC Disable
sset I Want Notification om elect the asset you would like receive email notifications m	All Asset 🗸	otifications on cument is updated pload or update of oc Select the asset you would like	All Asset ~
gout of Tempo s will log you out of Tempo access it again you will need og in		this is for Asset level otifications u out of Tempo to log in	LOG OUT
CANCEL	d	tails changed on ove drop downs	SAVE SETTINGS

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

	Email Notifications	
Notifications can	Receive Email Notifications	Enable 🗸
be enabled here	Notify me when a new document is uploaded or an existing document is updated	Enable Disable



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.

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Shanbhag, Poornima	***			
රු Favoritos				
E Popular	NSWE	:	Operations Services	MECoE
S Visto Recientemente				
ENLACES EXTERNOS	~			
English Español				

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.

BHP Browse	BMA and	Olympic Dam Asse	ts Landing Page	<u>q</u>
Q leandah.watson@bhp BMA Coal		Olympic Dam	Search	lcon
Popular Recently Viewed Recently Viewed Quick Links	BHP	Browse	Olympic Dam La	nding Page
BMA Coal	Q leandah.watson@bhj ☆ Favourites Ξ Popular ③ Recently Viewed	P A HSE View	Functional View	Document Category View
Olympic Dam	BROWSE HSE View	BMA Functions	Landing Page (Par Blackwater	tial) Broadmeadow
Additional Main Menu functions will appear depending on what function you have selected.	Functional View	Caval Ridge	Central Queensland Office	Central Warehouse
	Document Category View	Daunia	Goonyella Riverside	Gregory Crinum
		Hay Point	Infrastructure Asset Management	Major Shutdowns



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 searchedfor documents.
- 3. **Recently Viewed** shows the last 100 documents you have opened.

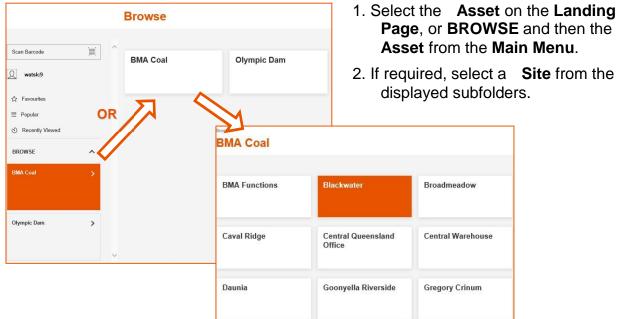
1 ☆ Favourites 2 ≡ Popular 3 ③ Recently Viewed

Browse Function

Use **Browse** to search though 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:



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:
 - Environmento 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



• **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.

BHP Home Link	Browse > Olympic Dam ISE View Safety	
Back A	Sort By: A-Z / Popularity	Breadcrumbs show you where you are in the folder chain and help you navigate
Scan Barcode	Permit to Work (PTW) - Compliance Audit	
Q watsic9	Hot Work Procedure	000082370
 Documents 	Permit to Work (PTW) - Procedure	000081359
(5) Recently Viewed	Testing and Inching Program - Clearance Certificate	000081160

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



- 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.
- 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 thedocument name, Document ID, Custodian and Publish Date to aid in quick identification.
- 5. Use filtering to narrow the results.

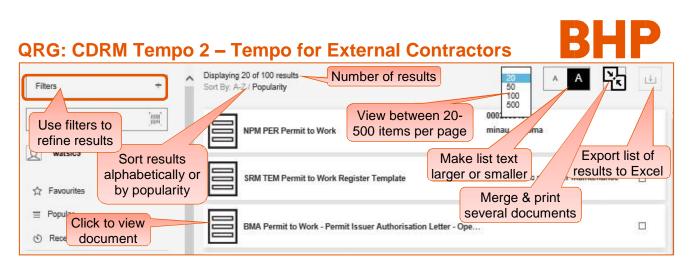
Searching Tips

- · 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.

permit to work Search Term		Q
Displaying 20 of 100 results Sort By: A-Z / Popularity Results	20 V A 000199835 bma iam inm manag	er infrastruct
BWM FRM 150I Permit to Work Emergency Management Plan	000203327 bma bwm eng man	Launch Search Function
GCM REG Permit to Work Register	000201865 minau_qc_bma	
MSD FRM Permit to Work - Permit Holder Authorisation Letter	000203891 bma msd sse	
Permit to Work (PTW) - Area Owner Authorisation - HV Electrical	000123368	



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.

Displaying 68 of 68 results Sort By: A-Z / Popularity	2.Click on "Print/Merge"
SRM FRM Hazardous Hot Work Sub Permit	000204054 b1. Tick 2 or more documents
SRM TEM Permit to Work Register Template	000200479 bma srm mtc manager maintenance 🛛 🗸

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.



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

permit to wo	Filters	×
Displaying 15 of 15 results Suit By A-2 / Popularity	Assel: Ormple Lam Document Type: Form, Procedure Function: Site Training, Surface Training Filters chosen	v
Number of results change	Document Category	~
as filters applied	Document Type	~
Permit to Work (P	Function	~
Permit to Work (P	Department	~
Permit to Work (P	Governance and Logistics HSE These sample departments	
Permit to Work (P	Hydromet Production relate to chosen functions of Site Training Business Partnering Training and Surface Training)	
Permit to Work (P	HSE Category	~
Permit to Work (P	HSE Sub Category	~
Permit to Work (F	Publishing Scope	~
Permit to Work (P	Legislation	~
	Apply Filters >	Clear All

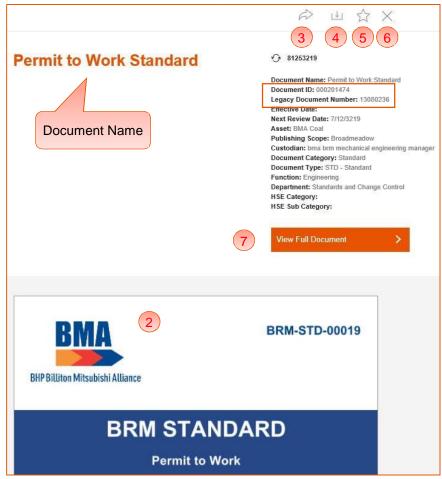
Filtering Hints & Tips

- 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:

- 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 $\frac{1}{2}$ which then becomes \star .
 - To delete a current one, click on the \star 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		Qualifications Reports Interface
HSE View	Functional	Report: Site Entry Qualifications Personnel No: Download Site Entry Qualifications
ChemAlert	Training Re	Full Qualifications Current Qualifications Expired Qualifications SOP Qualifications