



# **Maximo 7.6 – Subcontractor Portal**

## **How to use the Subcontractor Portal**

### **How to use the Search function when you have the Work Order Reference**

**The details on the next page will help you:**

- **To use the Search function when you have the Work Order Reference**

1. Click the Advanced Search tab on the left side of the screen.  
(Note: Search filters will be displayed.)

The screenshot displays the mitie software interface. At the top left is the mitie logo. Below it, there are tabs for 'Search' and 'History'. The 'Search' tab is active, and a search bar is visible. Below the search bar, the 'Advanced Search' tab is highlighted with a red box. The main content area is divided into three columns: 'Open Work' with a value of 1,510, 'Open Reactive' with a value of 245, and 'Pending Acceptance' with a value of 1,344. On the left side, there is a list of work items with details such as status, type, and location.

Open Work	Open Reactive	Pending Acceptance
1,510	245	1,344

Search filters displayed on the left:

- 30407611 - In progress (Subcontractor)  
W10504556 - In progress  
TYPE: RW  
LOCATION: SAVERS - WILLENHALL\_2108
- 30407610 - In progress (Subcontractor)  
W10504555 - In progress  
TYPE: RW  
LOCATION: SAVERS - SELBY\_2890
- 30407609 - Awaiting uplift  
W10504554 - In progress  
TYPE: RW  
LOCATION: SAVERS - BATLEY\_2827
- 30407607 - Dispatched to

2. If you have the Work Order reference type it in the Work Order Tab, then click Search.  
*(Note: The job will be displayed.)*

The screenshot shows the mitie Summary page. The left sidebar contains search filters: 'Work Order' (with 'W10504556' selected), 'Assignment status' (with 'Select Status' selected), 'Work order type' (with 'Choose a work type' selected), and 'Postcode'. The 'Search' button is highlighted with a red box. The main content area displays two summary cards: 'Open Work' with a count of 1,510 and 'Open Reactive' with a count of 245. The 'Summary' tab is active at the top.

3. Click the job on the left side of the screen to have it displayed.

The screenshot displays the Mitie software interface. At the top left is the Mitie logo. Below it is a search bar with the text "Basic Search" and a "Show Fields" button. A search results list on the left shows a job entry: "30407611 - In progress (Subcontractor)" with a yellow dot icon, "W10504556 - In progress", "TYPE: A/W", and "LOCATION: SAV255 - WILLINHALL\_2108". The main content area is titled "Summary" and "W10504556 - 30407611". It features a "Details" tab and several sub-sections: "Work Order" (W10504556 / In progress (Subcontractor)), "Assignment ID" (30407611), "Customer" (Savers Health & Beauty Ltd), "Classification" (Manual Industrial Door - Installation), "Priority" (4, P4 Low), "Work Order Target Start" (12 Jul 2022, 16:59), "Estimated Start" (dd-mm-yyyy, --:--), "Actual Start" (07-Jul-2022, 23:06), "Work Order Status" (INPRG: In progress), "Assignment Status" (SUBINPRG: In progress (Subcontractor)), "Customer Ref", "Work Category" (REACTIVE), "Service Request Created" (07 Jul 2022 23:05), "Work Order Target Finish" (04 Aug 2022, 16:59), "Estimated Finish" (dd-mm-yyyy, --:--), and "Actual Finish" (dd-mm-yyyy, --:--).