



Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to use the Search function when you have site Post Code

The details on the next page will help you:

- To use the Search function when you have site Post Code

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. To the right of the search bar, there are three summary cards: 'Open Work' with a count of 1,510, 'Open Reactive' with a count of 245, and 'Pending Acceptance' with a count of 1,344. Below the search bar, there is a list of work items. The first item is '30407611 - In progress (Subcontractor)' with details 'W10504556 - In progress', 'TYPE: RW', and 'LOCATION: SAVERS - WILLENHALL_2108'. The second item is '30407610 - In progress (Subcontractor)' with details 'W10504555 - In progress', 'TYPE: RW', and 'LOCATION: SAVERS - SELBY_2890'. The third item is '30407609 - Awaiting uplift' with details 'W10504554 - In progress', 'TYPE: RW', and 'LOCATION: SAVERS - BATLEY_2827'. The fourth item is '30407607 - Dispatched to'.

2. Click the Work order type from the displayed options

The screenshot displays the Mitie Summary page. On the left is a search sidebar with the following elements:

- Search** and **History** tabs.
- Basic Search** and **Hide Fields** buttons.
- Work Order** text input field.
- Assignment status** dropdown menu with "Select Status" selected.
- Work order type** dropdown menu with "Choose a work type" selected (highlighted with a red box).
- Postcode** and **Street Address** text input fields.
- Search** and **Reset** buttons.

On the right, the **Summary** section features three data cards:

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

3. Select the Work order type from the drop-down options

The screenshot displays the mitie software interface. On the left, there is a search sidebar with a 'Work order type' dropdown menu. The dropdown is open, showing several options: 'Choose a work type', 'RM: Remedial Work', 'RC: Recall Work', 'RW: Reactive Work', 'QW: Quoted Work', 'QR: Quotation Request', 'QI: Quotation Inspection (Estimating)', 'PM: Preventative Maintenance', and 'FO: Follow On'. The 'RW: Reactive Work' option is highlighted. To the right of the sidebar, there are three summary cards: 'Open Work' with a value of 1,510, 'Open Reactive' with a value of 245, and 'Pending Acceptance' with a value of 1,344. The interface also includes a 'Search' button and a 'Reset' button at the bottom of the sidebar.

4. Type the site Postcode in the Postcode Tab

The screenshot displays the 'mitie' Summary page. On the left, a search sidebar contains the following elements: a 'Basic Search' button, a 'Hide Fields' button, a 'Work Order' text input field, an 'Assignment status' dropdown menu with 'Select Status' selected, a 'Work order type' dropdown menu with 'RW: Reactive Work' selected, a 'Postcode' text input field containing 'WV13 2AA' (highlighted with a red border), and a 'Street Address' text input field. At the bottom of the sidebar are 'Search' and 'Reset' buttons. The main content area features a purple header with a 'Summary' tab and a refresh icon. Below the header are three summary cards: 'Open Work' with a value of 1,510, 'Open Reactive' with a value of 245, and 'Pending Acceptance' with a value of 1,344.

5. Click Search
(Note: A list with jobs will be displayed.)

The screenshot shows the mitie Summary page. On the left is a search filter sidebar with the following fields: Work Order, Assignment status (Select Status), Work order type (RW: Reactive Work), Postcode (WV13 2AA), and Street Address. At the bottom of the sidebar are Search and Reset buttons. The Search button is highlighted with a red box. The main content area features a purple header with 'Summary' and a refresh icon. Below the header are three summary cards: 'Open Work' with 1,510 jobs, 'Open Reactive' with 245 jobs, and 'Pending Acceptance' with 1,344 jobs.

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

6. Select the job you want to be displayed on the right side of the screen.

The screenshot displays the Mitie software interface. On the left, a search results list is shown with two entries. The first entry, '30407611 - In progress (Subcontractor)', is highlighted with a red box. This entry includes the work order ID 'W10504556 - In progress', the type 'RW', and the location 'SAVERS - WILLENHALL_2168'. The second entry is '30407607 - Dispatched to Subcontractor', with work order ID 'W10504552 - Assigned', type 'RW', and location 'SAVERS - WILLENHALL_2168'.

The main area of the interface shows the 'Details' view for the selected work order 'W10504556 / In progress (Subcontractor)'. The details are organized into several 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
- Actual Finish:** dd-mm-yyyy