

Maximo 7.6 – Subcontractor Portal

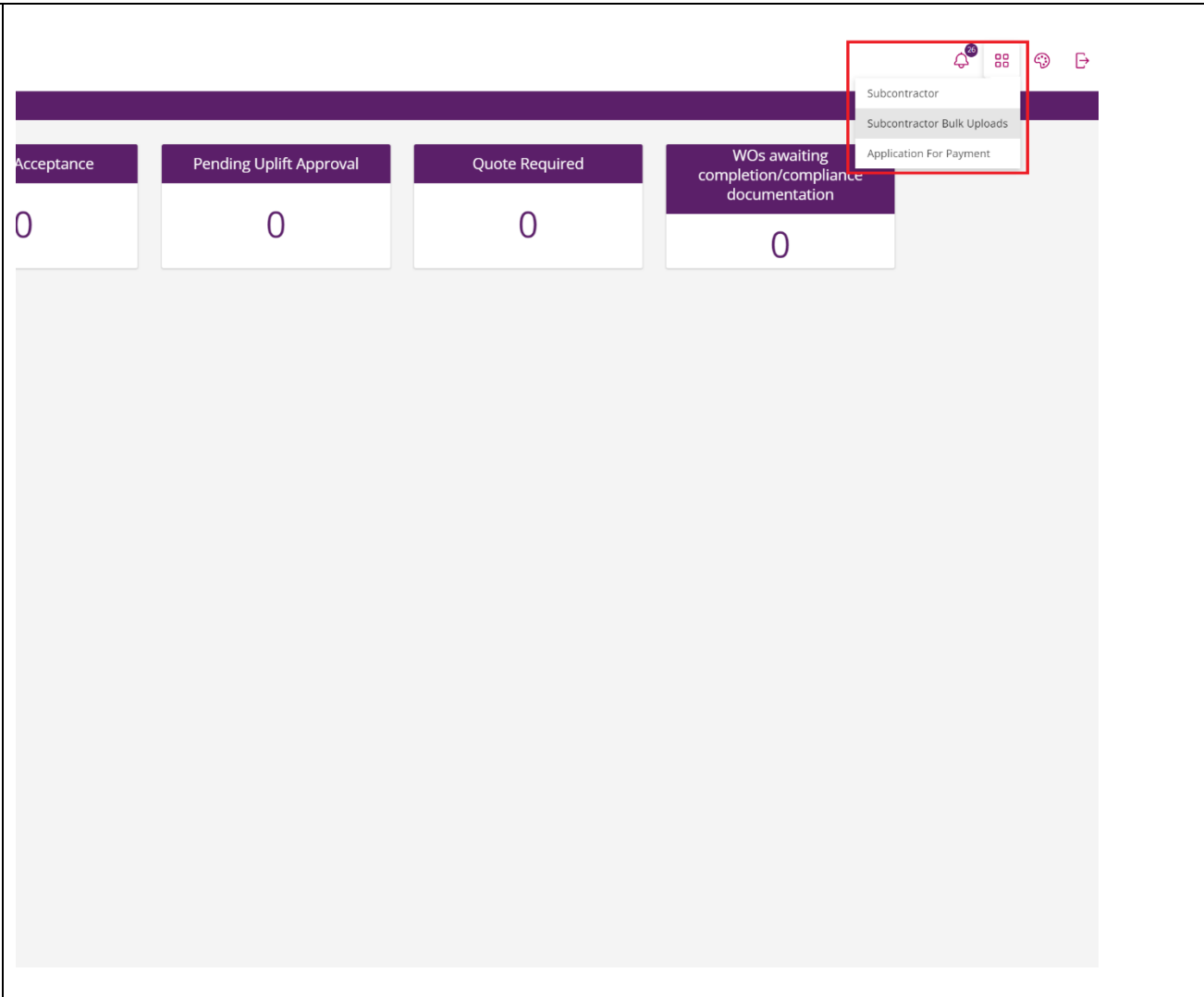
How to use the Subcontractor Portal

How to download list with open assignments using the Bulk Upload.

The details on the next page will help you:

- to download list with open assignments (*jobs that are dispatched, accepted and in progress*) using the Bulk Upload

1. Switch to Subcontractor Bulk Upload area by using the four-square icon on the top right side of the screen.
(Note: A new pop-up window will open.)



2. Select the Assignment Query – All Live Assignments
(Note: A list with jobs will appear.)



Select Assignments Query... ^

- All Live Assignments Close menu
- Assignments with Priorities 1 and 2
- Assignments past Estimated Finish not at a status of SUBFINISH ...
- Assignments past Estimated Start without an Actual Start
- Assignments that require permits without a permit reference
- Assignments without Estimated Dates

3. Go on the left bottom side of the screen and click Export

(Note: An excel file will be downloaded on your computer)

The screenshot shows the mitie software interface. At the top, there is a search bar with 'All Live Assignments' and buttons for 'Convert to Manual', 'Reset Table', and 'Clear'. Below this are two main data tables.

Assignments Table:

Assignment	Appointment Required	Appointment Start	Appointment Finish	Assignment Description	Permit Reference	Permit Required	SR Number	Work Order	Customer	Building	Status	Reason Code	Actual Start	Actual Finish
33051058	false			01-13-15 Outdoor Hand CCTV...		false	3601130	W02098108	A20386005	Q1-ACC09 L...	SUB-INPRG			
28678202	false			MIS to update to install a key...		false	16020678	N516886938	096021829	60485 S-MAN...	SUB-INPRG			
55211554	false			FIXR with Disabled Toilet Adu...		false	370281918	W10191438	009021507	65079 S-SKY...	SUB-INPRG		21/07/2022 11:...	
50731886	false			01-13-15 CCTV alterations L...		false	3601067	W02098103	A20386005	Q1-ACC09 C...	SUB-ACCFTF			
50751531	false			Wall protection arena base co...		false	510790814	W10014236	096032518	FD-N-SL-804...	SUB-INPRG		01-09-2022 18:...	

Multi Assets Table:

Assignment	Work Order	Multi Asset	Asset	Location	Work Complete	Work Complete Date	Work Outcome	Work Completion Notes	Non-Completion Reason	Current Condition	New Condition
29601666	NW2026108	113160109		1138724	<input type="checkbox"/>						
23673292	N516886393	115197511		926149	<input type="checkbox"/>						
50744774	W10194456	300559506		1109044	<input type="checkbox"/>						
50751886	NW2026163	115147369		1138725	<input type="checkbox"/>						
50751531	W10211298	200290666		1533292	<input checked="" type="checkbox"/>	09-09-2022 11:08:27	NON-SATISFACTORY	506 completed sign off phase...			

At the bottom left of the interface, there is an 'Export' button with a download icon, which is highlighted with a red box. To its right is an 'Import' button with an upload icon.