



## Maximo 7.6 – Subcontractor Portal

### How to use the Subcontractor Portal

#### How to pass back a job.

The details on the next page will help you:

- to pass back a job.

1. Click the icon next to Assignment Status  
(Note: A new pop-up window will open.)

Details		Attendance	Assets	Log Notes	Documents	Mitigation Events
Work Order	Work Order Status	Work Order Description				
W10337150 / In progress (Subcont	INPRG: In progress 	Savers Health &				
Assignment ID	Assignment Status	Assignment Description				
30287818	SUBINPRG: In progress  	Savers Health &				
Customer	Customer Ref	Reported By				
Savers Health & Beauty Ltd		Dennis Har				
Classification	Work Category	Appointment Entitlem				
Manual Fire Door - Fault or Failure	REACTIVE					
Priority	Service Request Created	Permit Require				
5 P5 Routine	12-May-2022 11:46	<input type="checkbox"/>				

2. Select the relevant Non-Completion Reason.  
(Note: The New Status is pre-selected as SUBFINISH: Subcontractor Work Finish.)

**Change Status**

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBINPRG: In progress (Subcontractor) | New Status: SUBFINISH: Subcontractor Work Finished

Status date: 06-Jun-2022 18:15

Non Completion Reason: **INCURREDCOST: Costs Incurred**

Remedial / Follow-on works required  
 Asset work outcomes updated  
 Required Prestart Documents Complete  
 Required Precomp Documents Complete

⚠ Missing asset work outcomes  
⚠ Please enter Failure Details before changing status

Cancel | Save

3. In Status Memo box add more details on why the job is passed back to Mitie.

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBINPRG: In progress (Subcontractor)

New Status: SUBFINISH: Subcontractor Work Finished

Status date: 06-Jun-2022 18:15

Non Completion Reason: INCURREDCOST: Costs Incurred

Status Memo: Electrician needed

Remedial / Follow-on works required  
 Asset work outcomes updated  
 Required Prestart Documents Complete  
 Required Precomp Documents Complete

⚠ This is being returned to Mitie for assessment of further work requirements

Cancel Save

4. Click Save.  
*(Note: This is being returned to Mitie for assessment of further work requirements. The Assignment Status is now SUBENGCMP: Awaiting recall period to end.)*

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBINPRG: In progress (Subcontractor)

New Status: SUBFINISH: Subcontractor Work Finished

Status date: 06-Jun-2022 18:15

Non Completion Reason: INCURREDCOST: Costs Incurred

Status Memo: Electrician needed

Remedial / Follow-on works required  
 Asset work outcomes updated  
 Required Prestart Documents Complete  
 Required Precomp Documents Complete

**⚠ This is being returned to Mitie for assessment of further work requirements**

Cancel Save