

## **Maximo 7.6 – Subcontractor Portal**

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

#### **How to upload completion documents.**

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

- **to add completion documents.**

1. Go to Documents tab.

Details Attendance Assets Log Notes **Documents** Mitigation Events

Required Documents

Document	Applies To	Id	Certcode	Description	Due By Status	Non-Completion Reason
<input type="checkbox"/> Images	ASSIGNMENT	30298978		As-left photo	PRECOMP	

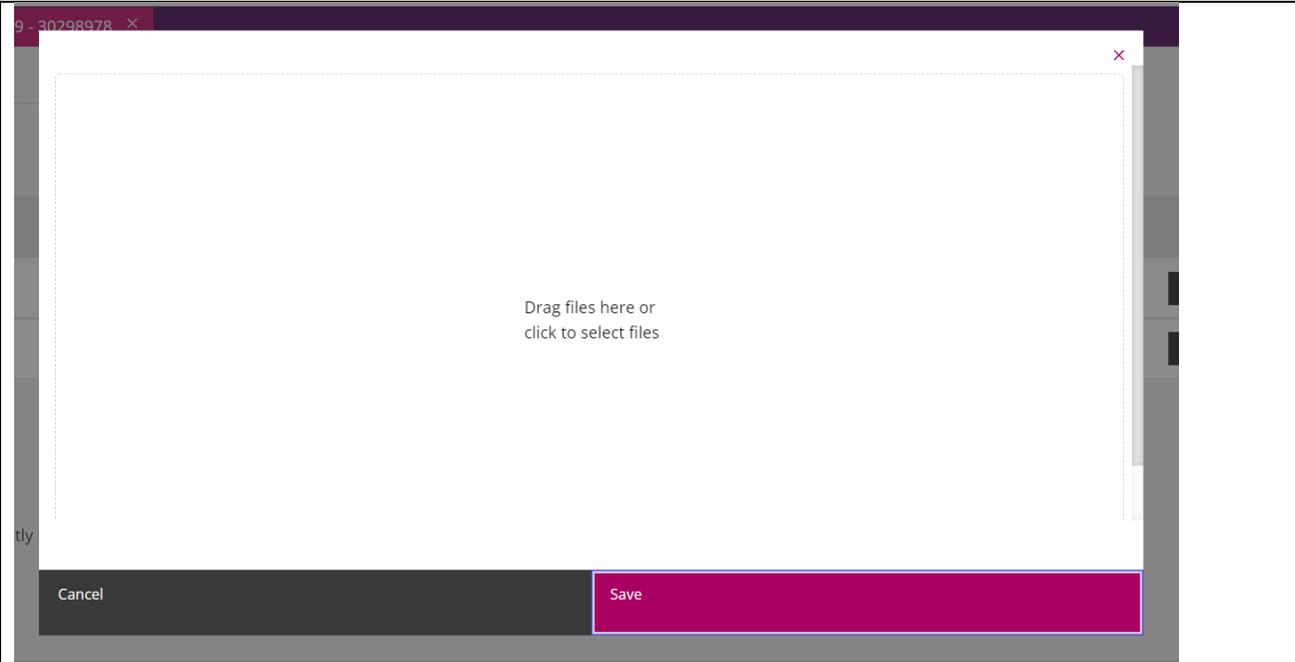
Documents

BEFORE PICTURE.JPG  
IMAGES

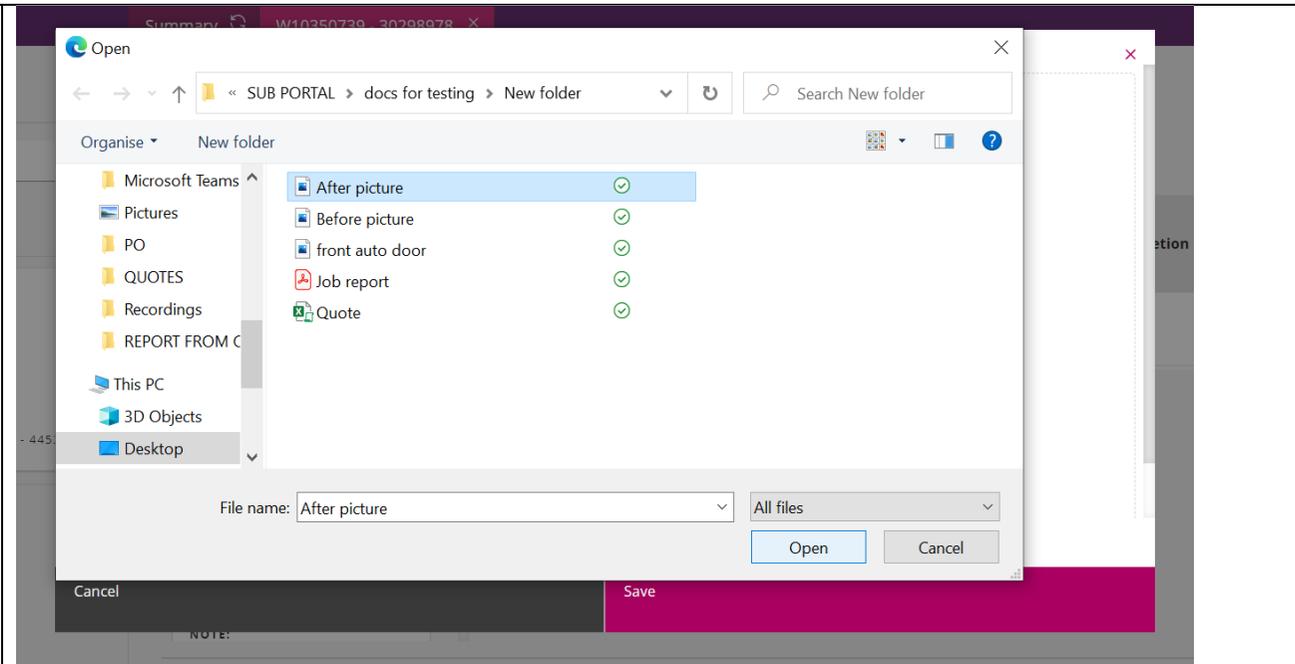
2. Click Create.  
(Note: A new pop-up window will open.)

Description	Due By Status	Non-Completion Reason	Non-Completion Notes	Action
As-left photo	PRECOMP			Cannot provide
				Create

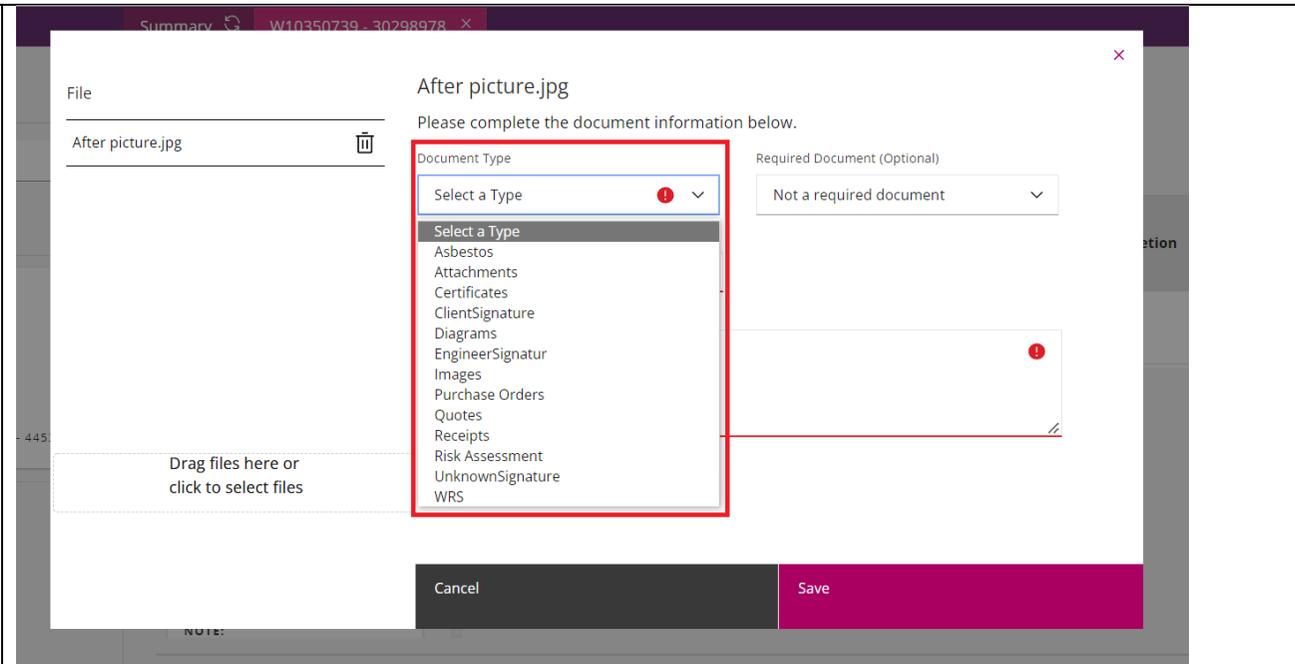
3. Click inside the white box.



4. Select the file from your computer and click Open.



5. Select the Document Type from the drop-down options.



6. Select the requirement type from the drop-down options.

Summary W10350739 - 30298978

File

After picture.jpg

Document Type

Images

Title

Notes

Required Document (Optional)

Not a required document

Not a required document

As-left photo

Drag files here or click to select files

Cancel Save

NOTE:

7. Add the document title.

The screenshot shows a document editing window titled "After picture.jpg" with a close button (X) in the top right corner. The window is divided into several sections:

- File:** A list containing "After picture.jpg" with a trash icon to its right.
- Document Information:** A section titled "Please complete the document information below." containing:
  - Document Type:** A dropdown menu currently set to "Images".
  - Required Document (Optional):** A dropdown menu currently set to "As-left photo".
  - Title:** A text input field containing "after picture", which is highlighted with a red rectangular border.
  - Notes:** A large, empty text area with a red exclamation mark icon in the bottom right corner.
- Drag Area:** A dashed-line box containing the text "Drag files here or click to select files".
- Buttons:** "Cancel" (dark grey) and "Save" (magenta) buttons at the bottom.

At the top of the window, there are browser-like tabs: "Summary" and "W10350739 - 30298978".

8. In Notes add a brief description related to your file.

The screenshot shows a document upload interface for a file named "After picture.jpg". The interface includes a file list at the top, a "Please complete the document information below." section with dropdown menus for "Document Type" (set to "Images") and "Required Document (Optional)" (set to "As-left photo"), a "Title" field containing "after picture", and a "Notes" text area highlighted with a red border containing the text "New door closer installed.". Below the form is a "Drag files here or click to select files" area and "Cancel" and "Save" buttons. The interface also shows a breadcrumb trail "Summary > W10350739 - 30298978" and a "NOTE:" label at the bottom.

9. Click Save.  
*(Note: Once the file is uploaded you can see the documents on the Subcontractor Portal. Here you can also see any documents provided by client or Mitie Supply Chain. Please repeat the process to add the Job report from your engineer, quotes and any other required documents.)*

The screenshot shows a web application window with a dark purple header. The main content area is a form for uploading a document. At the top left, there is a 'File' section with a list containing 'After picture.jpg' and a trash icon. The main form area is titled 'After picture.jpg' and contains the following fields:

- Document Type:** A dropdown menu with 'Images' selected.
- Required Document (Optional):** A dropdown menu with 'As-left photo' selected.
- Title:** A text input field containing 'after picture'.
- Notes:** A text area containing 'New door closer installed.'

Below the form is a dashed box with the text 'Drag files here or click to select files'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular border.