Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to add asset updates.

The details on the next page will help you:

- **to add asset updates.**

1.	Go to Assets tab.	

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

Sequence	Asset Number	Asset Description	Asset Barcode	Location	Work Outcome	Work Complete Status
⊙				ADIDAS - PORTSMOUTH - 4453 - FO		

ID

Current Condition

Work Outcome

Non Completion Reason

Select a Reasc ⌄

☐ Work Complete

2.	Tick the box next to Work Complete	

3.	Select the relevant Work Outcome from the drop-down options.	

4.	Select the Completion Date using the calendar.	

5.	Add details regarding works done on site in Completion Notes.	

| 6. | Click Save Assets. *(Note: The process should be repeated for each asset on the list.)* | |