



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
1				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

Assets Log Notes Documents Mitigation Events

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

ID:

Asset:

Current Condition:

New Condition:

Work Outcome: !

Completed By:

Non Completion Reason:

Completion Date: 06-Jun-2022

Work Complete

Completion Notes: !

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

Assets Log Notes Documents Mitigation Events

Asset Number	Asset Description	Asset Barcode	Location	Work Outcome	Work Complete Status
			ADIDAS - PORTSMOUTH 4453 - FO	<div style="border: 2px solid red; padding: 5px;"><p>Work Outcome</p><p>Select Work Outcome</p><p>SATISFACTORY: Work completed - no defects found</p><p>NONSATISFACTORY: Failure / Serious defect noted</p><p>RECOMMEND: Work completed - minor defect or improvement noted</p><p><input checked="" type="checkbox"/> Work Complete</p></div>	

ID:

Asset:

Current Condition:

New Condition:

Work Outcome:

Completed By:

Completion Date: 06-Jun-2022

Completion Notes:

4. Select the Completion Date using the calendar.

Assets Log Notes Documents Mitigation Events

ID	Asset Description	Asset Barcode	Location	Work Outcome	Work Complete Status
			ADIDAS - PORTSMOUTH - 4453 - FO	SATISFACTORY: Work completed - no defects found	Work Complete

ID

Current Condition

Work Outcome

SATISFACTORY

Non Completion Reason

Work Complete

Completion Notes

< June 2022

S	M	T	W	Th	F
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	1
3	4	5	6	7	8

06 - Jun - 2022

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

Assets Log Notes Documents Mitigation Events

Asset Number	Asset Description	Asset Barcode	Location	Work Outcome	Work Complete Status
			ADIDAS - PORTSMOUTH - 4453 - FO	SATISFACTORY: Work completed - no defects found	Work Complete

ID:

Asset:

Current Condition:

New Condition:

Work Outcome: SATISFACTORY

Completed By:

Non Completion Reason:

Completion Date: 05-Jun-2022

Work Complete

Completion Notes

Engineer attended site. Replaced door closer with new one. Door now

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

Asset Description	Asset Barcode	Location	Work Outcome	Work Complete Status
		ADIDAS - PORTSMOUTH - 4453 - FO	SATISFACTORY: Work completed - no defects found	Work Complete

Current Condition	New Condition
<input type="text"/>	<input type="text"/>
Work Outcome	Completed By
SATISFACTORY <input type="text"/>	<input type="text"/>
Non Completion Reason	Completion Date
<input type="text"/>	05-Jun-2022
<input checked="" type="checkbox"/> Work Complete	Completion Notes
	Engineer attended site. Replaced door closer with new one. Door now

Save Assets