



Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to change status - Completed.

The details on the next page will help you:

- to change status - Completed.

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	
W10350739 / In progress (Subcont	INPRG: In progress 	Automatic doors broken 	
Assignment ID	Assignment Status	Assignment Description	
30298978	SUBINPRG: In progress  	Automatic doors broken	
Customer	Customer Ref	Reported By	Affected User
Adidas (U.K.) Ltd	Custref01	BLOGG 	BLOGG 
Classification	Work Category	Appointment Entitlement	
Manual Fire Door - Fault or Failure	REACTIVE	REQUIRED	
Priority	Service Request Created	<input checked="" type="checkbox"/> Permit Required	
1 P1 Emergency 	20-May-2022 10:30	<input type="checkbox"/> Reported as Business Critical	
Work Order Target Start	Work Order Target Finish		

2. In Status Memo box add a brief description of the works done in site. *(Note: As you can see the New Status is pre-selected as SUBFINISH: Subcontractor Work Finished.)*

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 19:03

Status Memo: Engineer attended site. Replaced door closer with new one. Door now working. Site secure.

Remedial / Follow-on works required

Asset work outcomes updated

Required Prestart Documents Complete

Required Precomp Documents Complete

Cancel Save

3. Click Save.
(Note: The job Assignment Status is now SUBENGCOMP: Awaiting recall period to end. Once the recall period is ended you can apply for payment using the Application for Payment.)

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

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