



Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to provide an ETA.

The details on the next page will help you:

- to provide an ETA for a job

1. Go to Estimated Start Section.

Details Attendance Assets Log Notes Documents Mitigation Events

Adidas (U.K.) Ltd Custref01

Classification: Manual Fire Door - Fault or Failure Work Category: REACTIVE

Priority: 1 P1 Emergency ⚠ Service Request Created: 20-May-2022 10:30

Work Order Target Start: 20-May-2022 13:30 Work Order Target Finish: 20-May-2022 14:30

Estimated Start Estimated Finish: dd-mmm-yyyy

Actual Start Actual Finish: dd-mmm-yyyy

2. Choose the Date using the calendar.

Details Attendance Assets Log Notes Documents Mitigation Events

Adise (UK) Ltd Custref01

Work Category: REACTIVE

Service Request Created: 20-May-2022 10:30

Work Order Target Finish: 20-May-2022 14:30

Estimated Finish: dd-mmm-yyyy

Actual Start: dd-mmm-yyyy

Actual Finish: dd-mmm-yyyy

Calendar: June 2022

S	M	T	W	Th	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

The calendar shows the date 7th June 2022 highlighted. A red box highlights the calendar icon in the date input field.

3. Click the clock icon to select the time.

Details Attendance Assets Log Notes Documents Mitigation Events

Adidas (U.K.) Ltd Custref01

Classification Manual Fire Door - Fault or Failure

Priority 1 P1 Emergency

Work Order Target Start 20-May-2022

Estimated Start 07-Jun-2022

Actual Start dd-mmm-yyyy

Work Category REACTIVE

Service Request Created 20-May-2022 10:30

Work Order Target Finish 20-May-2022 14:30

Estimated Finish dd-mmm-yyyy

Actual Finish dd-mmm-yyyy

16 09

17 10

18 11

19 12

20 13

21 14

22 15

16:09

4. Click Save Changes to save the ETA.

<p>Appointment Entitlement</p> <p>REQUIRED</p> <p><input checked="" type="checkbox"/> Permit Required</p> <p><input type="checkbox"/> Reported as Business Critical</p> <p><input checked="" type="checkbox"/> Reported as risk to Health and Safety</p> <p>Location</p> <p>813511 - ADIDAS - PORTSMOUTH - 4453 - FO</p> <p>Address</p> <p>UNIT 71 & 72 EAST BUILDING, , GUNWHARF QUAYS, PORTSMOUTH, PO1 3TA</p>	<p>Failure Reason</p> <p>Choose a failure reason</p> <p>Failure Class</p> <p>HDOORS: Doors</p> <p>Problem</p> <p>Cause</p> <p>Remedy</p>
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Save Changes