



## Maximo 7.6 – Subcontractor Portal

### How to use the Subcontractor Portal

#### How to add Log Notes.

The details on the next page will help you:

- to add Log Notes

1. Go to Log Notes tab.  
(Note: Here you can see Log Notes created by client, Mitie engineers, Mitie Supply Chain etc.)

| Date Created      | Source    | Type        | Created By   | Description                           |
|-------------------|-----------|-------------|--------------|---------------------------------------|
| 20-May-2022 10:34 | W10350739 | Information | Train SCU1 ⓘ | Unqualified Engineer Selected for Ass |

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

| Description                                  | Long Description  | Client Viewable          |
|--|---|--------------------------|
| Unqualified Engineer Selected for Assignment |  | <input type="checkbox"/> |

[Add Log](#)

3. In Summary add a brief note.

The screenshot shows a modal window titled "Add Work Log" with a close button (X) in the top right corner. The window contains the following elements:

- Summary:** A text input field containing "door closer on order - ETA 15.06.2022", which is highlighted with a red rectangular border.
- Log Type:** A dropdown menu currently displaying "Sub-Contractor Update".
- Details:** A rich text editor area with a toolbar containing icons for text color, bold (B), italic (I), underline (U), link, list, and link removal.
- Buttons:** "Cancel" and "Save" buttons at the bottom of the dialog.

4. In Details box add any relevant notes related to your update.

The screenshot shows a software interface with a modal dialog box titled "Add Work Log". The dialog has a close button (X) in the top right corner. It contains three main input sections: "Summary" with the text "door closer on order - ETA 15.06.2022", "Log Type" with the selected option "Sub-Contractor Update", and "Details" which is highlighted with a red rectangular border. The "Details" section includes a rich text editor toolbar with icons for bold, italic, underline, link, list, and link removal, and the text "Once the parts will be delivered to site we will arrange for a return visit." Below the dialog, there are two buttons: "Cancel" on the left and "Save" on the right.

5. Click Save.  
*(Note: The Log Notes was uploaded into our system, and you can see it on the Subcontractor Portal.)*

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### Add Work Log

Summary

door closer on order - ETA 15.06.2022

Log Type

Sub-Contractor Update

Details

Normal **B** *I* U [Link](#)

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~~Link~~

Once the parts will be delivered to site we will arrange for a return visit.

Cancel Save