



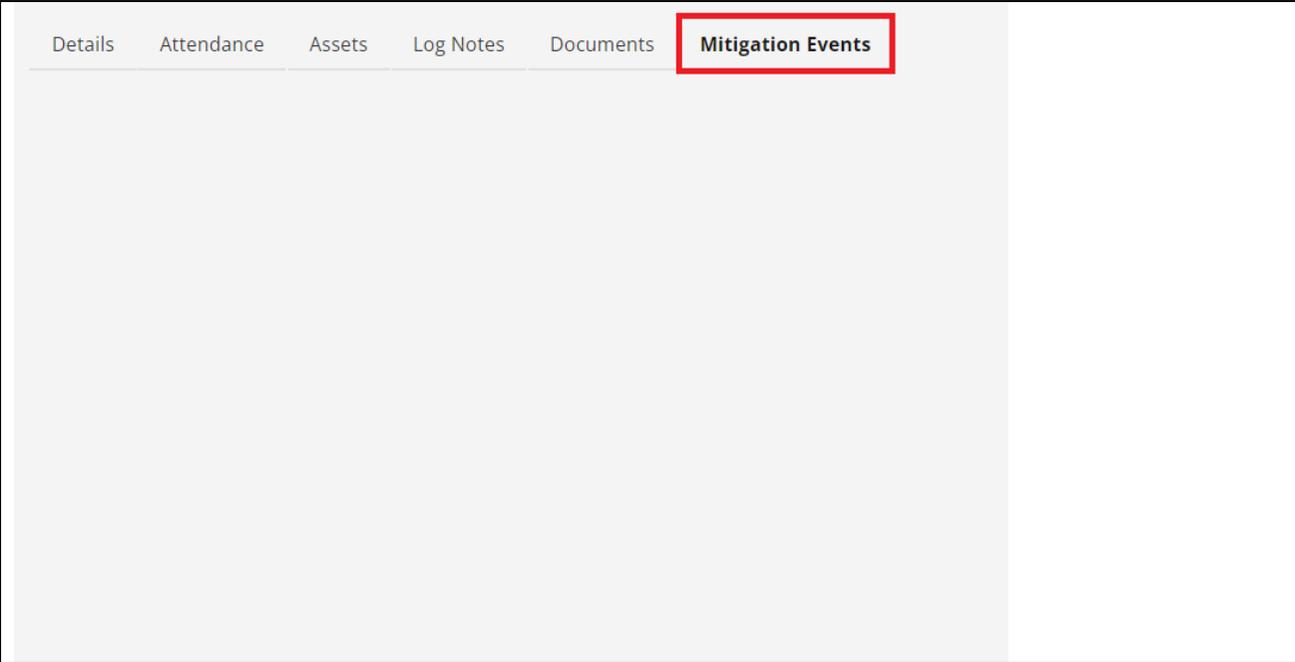
## Maximo 7.6 – Subcontractor Portal

### How to use the Subcontractor Portal

#### How to add Mitigation Notes.

The details on the next page will help you:

- to add Mitigation Notes

1.	Go to Mitigation Events tab.	 <p>The screenshot shows a horizontal navigation menu with six tabs: 'Details', 'Attendance', 'Assets', 'Log Notes', 'Documents', and 'Mitigation Events'. The 'Mitigation Events' tab is highlighted with a red rectangular border. The rest of the page content is a light gray placeholder.</p>
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2. Click Add Mitigation Event.  
*(Note: A new pop-up window will open.)*

Found  
tly have any mitigation events.

Add Mitigation Event

3. In Notes add a summary.

The screenshot shows a modal window titled "Add Mitigation Event". It contains the following fields and elements:

- Event Date:** A date picker showing "06-Jun-2022" and a time field showing "16:38".
- Notes:** A text input field containing "access issue", which is highlighted with a red rectangular border.
- Event Type:** A dropdown menu currently set to "Required 2+ Operatives".
- Details:** A rich text editor with a toolbar containing icons for "Normal", bold (B), italic (I), underline (U), link, list, and link removal.
- Buttons:** "Cancel" and "Save" buttons at the bottom of the dialog.

4. Select the relevant Event Type from the Drop-Down options.

**Add Mitigation Event**

Event Date  
06-Jun-2022 16:38

Notes  
access issue

Event Type  
Required 2+ Operatives

- Required 2+ Operatives
- 3rd Party Delay
- Access Obstructed - Permanently
- Access Obstructed - Temporarily
- Access Denied/Unavailable
- Adverse Weather Conditions
- Agreed Scope Change
- Awaiting Escort**
- Awaiting Materials
- Budget Constraint
- Unable To Locate Plant
- Change Not Approved by Client
- Client Delay
- Client Security Process Failure
- Cost Not Approved by Client
- Mitigation agreed by client
- Mitigation submitted to client
- Access-2-man site
- Access-Environmental (e.g.nesting birds, fly tipping)
- Access-Escorted/Supervisor Required

5. Add any additional information on Details box.

The screenshot shows a dialog box titled "Add Mitigation Event" with a close button (X) in the top right corner. The dialog contains the following fields:

- Event Date:** A date picker showing "06-Jun-2022" and a time field showing "16:46".
- Notes:** A text input field containing "access issue".
- Event Type:** A dropdown menu with "Awaiting Escort" selected.
- Details:** A rich text editor area, highlighted with a red border, containing a toolbar with icons for Bold (B), Italic (I), Underline (U), Link, List, and Unlink, and a text area with the content "Escort is needed. Site to confirm when access is provided."

At the bottom of the dialog, there are two buttons: "Cancel" (dark grey) and "Save" (magenta).

6. Click Save.  
*(Note: The Mitigation Event was created, and you can see it on the Subcontractor Portal.)*

The screenshot shows a modal window titled "Add Mitigation Event". It contains the following fields and elements:

- Event Date:** A date picker showing "06-Jun-2022" and a time "16:46".
- Notes:** A text input field containing "access issue".
- Event Type:** A dropdown menu showing "Awaiting Escort".
- Details:** A rich text editor with a toolbar (Normal, Bold, Italic, Underline, Link, List, Unlink) and the text "Escort is needed. Site to confirm when access is provided.".
- Buttons:** "Cancel" and "Save" buttons at the bottom. The "Save" button is highlighted with a red rectangular box.