

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to upload prestart documents.

The details on the next page will help you:

- to add prestart documents.

1. Go to Documents tab.

Details Attendance Assets Log Notes **Documents** Mitigation Events

Required Documents

Document	Applies To	Id	Certcode	Description	Due By Status
<input type="checkbox"/> Images	ASSIGNMENT	30298978		As-left photo	PRECOMP
<input type="checkbox"/> Images	ASSIGNMENT	30298978		As-found photo	PRESTART

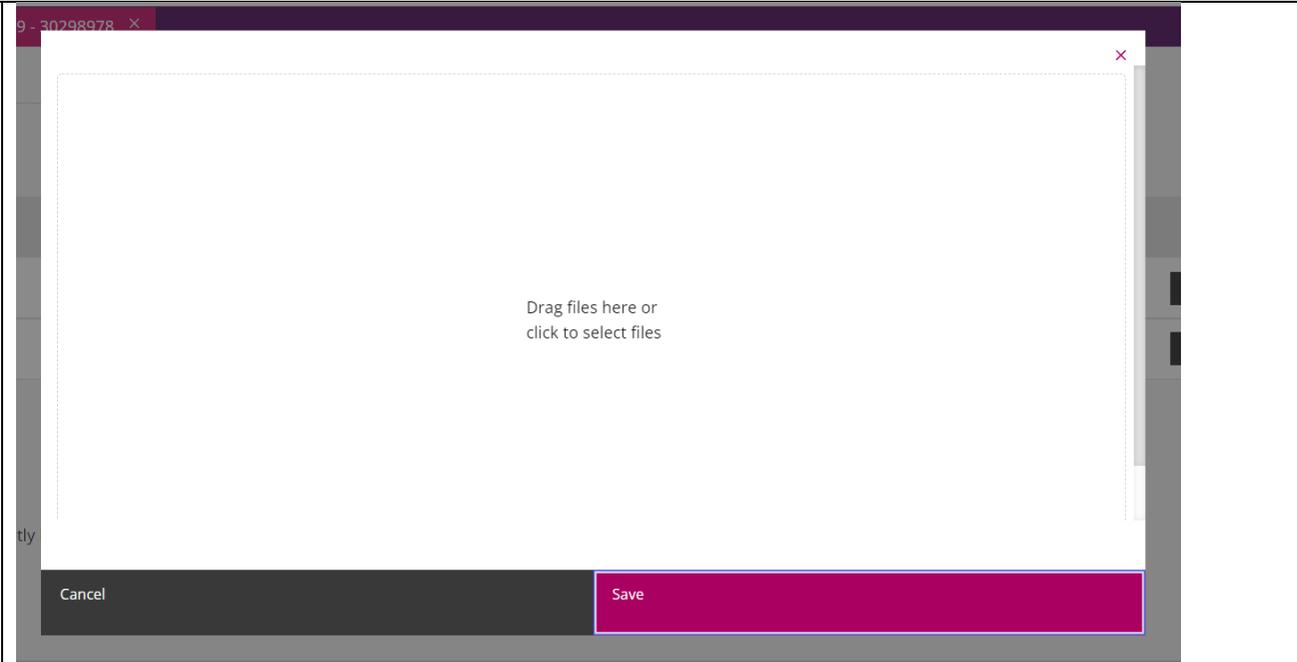
Documents

This work order does not currently have any linked documents.

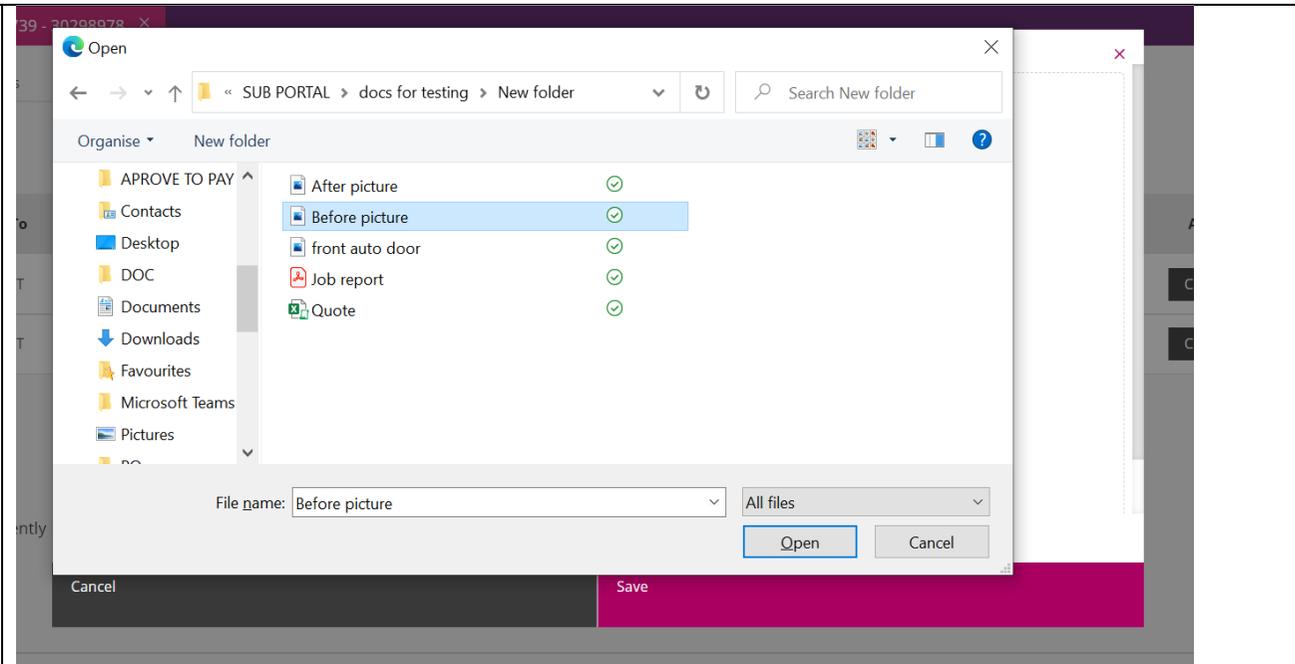
2. Click Create.
(Note: A new pop-up window will open.)

Due By Status	Non-Completion Reason	Non-Completion Notes	Action
PRECOMP			Cannot provide
PRESTART			Cannot provide
			Create

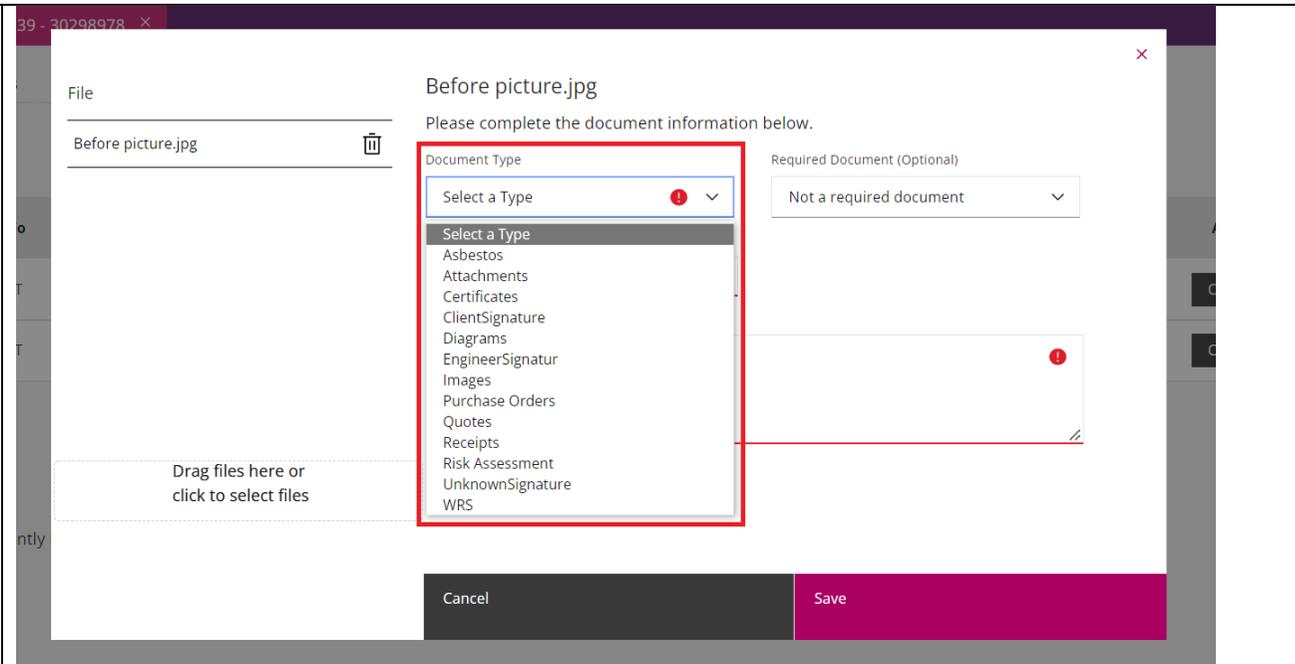
3. Click inside the white box.



4. Select the file from your computer and click Open.



5. Select the Document Type from the drop-down options.



6. Select the requirement type from the drop-down options.

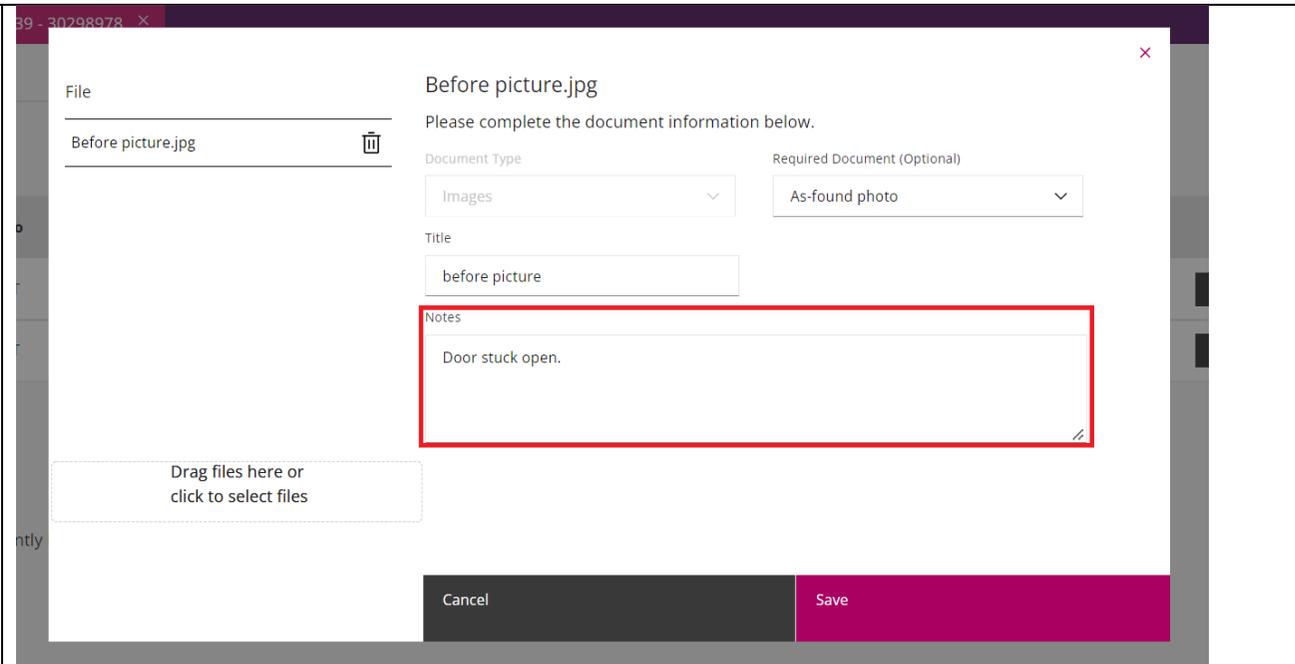
The screenshot shows a web form for uploading a document titled "Before picture.jpg". The form includes a file name field with a trash icon, a "Document Type" dropdown menu set to "Images", a "Title" field with a red exclamation mark icon, and a "Notes" text area with a red exclamation mark icon. A red box highlights the "Required Document (Optional)" dropdown menu, which is open and shows three options: "Not a required document", "As-left photo", and "As-found photo". The "As-found photo" option is currently selected. At the bottom of the form, there are "Cancel" and "Save" buttons. A dashed box at the bottom left contains the text "Drag files here or click to select files".

7. Add the document title.

The screenshot shows a dialog box titled "Before picture.jpg" with a close button (X) in the top right corner. The dialog is divided into several sections:

- File:** A list containing "Before picture.jpg" with a trash icon to its right.
- Document Type:** A dropdown menu currently set to "Images".
- Required Document (Optional):** A dropdown menu currently set to "As-found photo".
- Title:** A text input field containing "before picture", which is highlighted with a red rectangular border.
- Notes:** A large text area for additional information, currently empty, with a red exclamation mark icon in the top right corner.
- Drag files here or click to select files:** A dashed-line box at the bottom left.
- Buttons:** "Cancel" (dark grey) and "Save" (magenta) buttons at the bottom.

8. In Notes add a brief description related to your file.



9. Click Save.
(Note: Once the file is uploaded you can see the documents on the Subcontractor Portal. Here you can also see any documents provided by client or Mitie Supply Chain.)

The screenshot shows a web application window with a document upload form. The window title is "Before picture.jpg" and it has a close button (X) in the top right corner. The form is titled "File" and contains the following elements:

- A file list showing "Before picture.jpg" with a trash icon to its right.
- A "Please complete the document information below." instruction.
- Two dropdown menus: "Document Type" (set to "Images") and "Required Document (Optional)" (set to "As-found photo").
- A "Title" text input field containing "before picture".
- A "Notes" text area containing "Door stuck open." with a small icon in the bottom right corner.
- A dashed box with the text "Drag files here or click to select files".
- Two buttons at the bottom: a dark grey "Cancel" button and a red "Save" button.