Maximo 7.6 – Subcontractor Portal

How to use the **Subcontractor Portal**

How to record site attendance.

The details on the next page will help you:

- **to record site attendance.**

1.	Go to Attendance tab.	Details **Attendance** Assets Log Notes Documents Mitigation Events

2.	Click Create Attendance. *(Note: A new pop-up window will open.)*	Found ave any attendance records. **Create Attendance**

| 3. | Add a brief description of your visit on site. | |

4.	Select the start date and time using the calendar and clock icons.	

Create Attendance ✕

Description*

Attended site, checked the door - door closer needed.

Start*

06-Jun-2022 📅 15:35 🕐

End*

06-Jun-2022 📅 16:35 🕐

Number of Attendees

1

Cancel   **Save Attendance**

| 5. | Select the end date and time using the calendar and clock icons. | | |

6.	Select the Number of Attendees.	
		Create Attendance ✕
		Description*
		Attended site, checked the door - door closer needed.
		Start*
		06-Jun-2022 📅 15:35 🕐
		End*
		06-Jun-2022 📅 16:35 🕐
		Number of Attendees
		1
		Cancel Save Attendance

| 7. | Click Save Attendance. *(Note: The Attendance was added successfully. Now this can be seen on the Subcontractor Portal. Please make sure you create a separate attendance for each visit on site.)* | | |