

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.

The screenshot shows a 'Create Attendance' dialog box with the following fields and values:

- Description*:** Attended site, checked the door - door closer needed. (This field is highlighted with a red border in the image.)
- Start*:** dd-mmm-yyyy
- End*:** dd-mmm-yyyy
- Number of Attendees:** 1

Buttons at the bottom: Cancel, Save Attendance

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

The screenshot shows a 'Create Attendance' dialog box with the following fields and values:

- Description*: Attended site, checked the door - door closer needed.
- Start*: 06-Jun-2022 15:35 (highlighted with a red box)
- End*: 06-Jun-2022 16:35
- Number of Attendees: 1

Buttons: Cancel, Save Attendance

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

The screenshot shows a 'Create Attendance' dialog box with the following fields and controls:

- Description*:** A text input field containing 'Attended site, checked the door - door closer needed.'
- Start*:** A date and time selection field showing '06-Jun-2022' and '15:35'. It includes a calendar icon and a clock icon.
- End*:** A date and time selection field showing '06-Jun-2022' and '16:35'. It includes a calendar icon and a clock icon. This field is highlighted with a red border.
- Number of Attendees:** A text input field containing the number '1'.
- Buttons:** 'Cancel' (dark grey) and 'Save Attendance' (magenta).

6. Select the Number of Attendees.

The screenshot shows a 'Create Attendance' dialog box with the following fields:

- 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 (highlighted with a red box)

Buttons: 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.)

The screenshot shows a 'Create Attendance' dialog box with the following fields and values:

- 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

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save Attendance'. The 'Save Attendance' button is highlighted with a red rectangular box.