

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to move a job in progress.

The details on the next page will help you:

- to move the job in progress.

1. Click the icon next to Assignment Status.
(Note: A new pop-up window will open.)

Details Attendance Assets Log Notes Documents Mitigation Events

Work Order
W10350739 / Awaiting Pre-Start Documents from

Work Order Status
ASSIGNED: Assigned

Assignment ID
30298978


Assignment Status
SUBPREDOCS: Awaiting Pre-Start Doc

Customer
Adidas (U.K.) Ltd

Customer Ref
Custref01

Classification
Manual Fire Door - Fault or Failure

Work Category
REACTIVE



2. In Status Memo add any relevant notes – this is optional.
(Note: As you can see the New Status is preselected as SUBINPRG: In Progress (Subcontractor).)

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBPREDOCS: Awaiting Pre-Start Documents fr

New Status: SUBINPRG: In progress (Subcontractor)

Status date: 06-Jun-2022 17:30

Non Completion Reason: Select a Reason

Status Memo: Enter Memo

Asset work outcomes updated
 Required Prestart Documents Complete
 Required Precomp Documents Complete

Cancel Save

3. Click Save.
(Note: The New Assignment Status is now SUBINPRG: In Progress (Subcontractor).)

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBPREDOCS: Awaiting Pre-Start Documents fr

New Status: SUBINPRG: In progress (Subcontractor)

Status date: 06-Jun-2022 17:30

Non Completion Reason: Select a Reason

Status Memo: Enter Memo

Asset work outcomes updated

Required Prestart Documents Complete

Required Precomp Documents Complete

Cancel Save