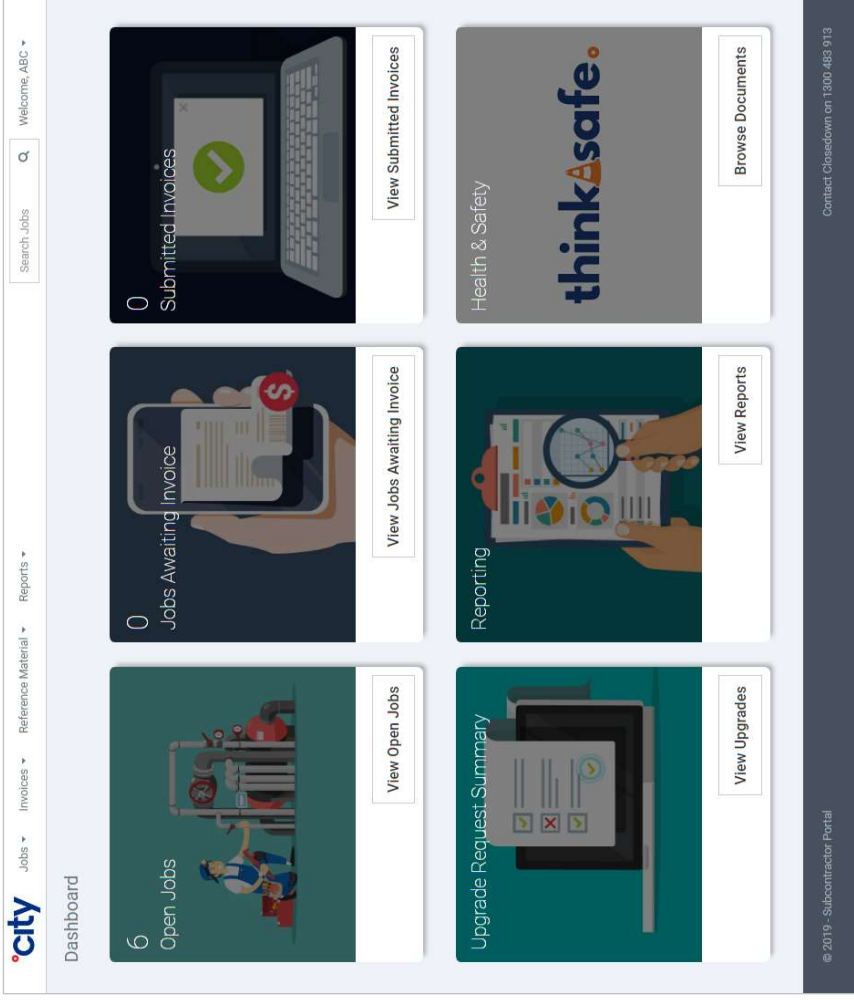
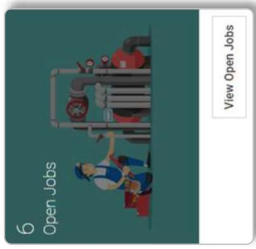


## 1. SUBMITTING JOB UPGRADES



1. The Dashboard is displayed upon log in.



city Jobs ▾ Invoices ▾ Reference Material ▾ Reports ▾ Welcome, ABC (Alliances) ▾

Search Jobs

Open Jobs

Filter jobs by store name:

Store Name	NEW	RETURNING	AWAITING PARTS	PPM	ACTIVITY
Casuarina 04045	2	1	1	0	0
Casuarina Bradshaw 49475	1	0	0	0	0
Darwin Cbd 04605	1	0	0	0	0

2. Clicking 'View Open Jobs' will provide a count of the following for each of your sites:

- New Open Reactive Jobs
- Reactive Jobs Marked 'Returning'
- Reactive Jobs Awaiting Parts
- Single Planned Preventative Maintenance (PPM) Jobs
- Activity Type Jobs

Click on the **corresponding number** to view the jobs of that category at the desired site.



The screenshot shows the City Subcontractor Portal interface. At the top, there is a navigation bar with the City logo, a search bar labeled "Search Jobs", and several menu items: "Jobs", "Invoices", "Reference Material", "Reports", and "Welcome, ABC (Alliance)". Below the navigation bar, the page title is "Brandon Park 05405 - New jobs" and the breadcrumb is "Open Jobs » Brandon Park 05405 - New jobs". The main content area displays a table with job details:

JOB ID	CALLOUT DATE	FAULT SERVICE	NOTES	WORK ORDER
5591040	05/10/2018 01:49 PM	Air Conditioning	test	<a href="#">Download</a>

3. For Reactive Jobs a summary of the categorized jobs is shown.

You can click on the **Job ID** to view full job details and close down the job or click on **'Download'** under work order (if available) to view a PDF copy of the Work Order for that Job.



Brandon Park 05405 - Job 5591040  
 Open Jobs - Brandon Park 05405 - New Jobs - Job 5591040

**Job Details:**  
**Fault Service:** Air Conditioning  
**Department:** Back Dock  
**Manufacturer:**  
**Model:**  
**Serial No:**

**Reference Material:**  
 Manufacturer Manuals  
**Asset Type, Manufacturer field(s) left blank, no matching documents were detected.**  
[Click Here to Search Reference Material](#)  
 City User Manuals

ⓘ The documents accessible via this portal to City FM contractors is for information purposes only. The documents can be used to assist City FM contractors to deliver services to City FM only and can not be used for any jobs contractors deliver to any other clients. City takes no responsibility for any injury or damage to any person or property, resulting from the contractor's use of these documents.

**Job Upgrades:**

Upgrade Submitted Lodged on: 05-Oct-2018 Total Amount: \$600.00	✓
Upgrade Submitted Lodged on: 05-Oct-2018 Total Amount: \$575.00	✓
Upgrade Processing Lodged on: 09-Oct-2018 Total Amount: \$1,100.00	✓

**+ Lodge an Upgrade**

**Closedown Information:**

**Asset tag:**

**Root Cause:** Choose among the following...

**Gas Used:**

**Status:** Choose among the following...

**Notes:**

**Onsite:** 16/10/2018 12:00 AM Today

**Total maintenance time:** 00:00

4. The Job details screen gives you all required information to view and complete the job.

All information about the job, and any matching reference material to support are displayed in the upper section of the page.

Any works over \$500 in value require an Upgrade to be lodged and approved before the works can take place. To do this in the portal, you can click on:



Below that, any previously lodged Upgrades are shown as well as the Closedown form to complete the job.



city jobs Reference Material Welcome, Test Engineer

Search jobs

Upgrade Request: Job #5591026

Open Jobs - Test Coles Store - New Jobs - Job 5591026 - Lodge an Upgrade

Fill out the upgrade form below for works over \$500 in value. The One Stop Shop is your contact for all upgrade requests and enquiries. **For urgent works please call the One Stop Shop on 1800 040 585**

Job Information Job #5591026 (Called Out)

Site Test Coles Store 99995 (Coles Supermarket)

Contractor Test Engineer

Contact Name  Your name  
Please fill in your name.

Contact Number  Your contact number  
Please fill in your contact number.

Description of works

A description of the work you are undertaking, warranting this upgrade.  
Please fill in a description of works.

No upgrade expenses added yet. Click the button below to begin.

+ Add an upgrade expense

All fields above need to be filled and upgrade totals must be over \$500 before you can submit this form

Print copy Submit

5. Initial upgrade expense must be over \$500 excluding GST. Additional upgrade requests need to be lodged through One Stop Shop, you can contact them by calling 1800 040 585.

6. An upgrade form is then displayed. Fill out your name and contact number, along with a description of the works warranting the upgrade.

You can add expenses to the Upgrade by clicking on:

+ Add an upgrade expense

If your request is urgent, contact One Stop Shop.

### Add an upgrade expense ✕

Expense Type:


Labour Type:

Cost per Hour (excluding taxes & GST):

Hours Worked:

Tax (10%): \$24.25

Total Cost: \$266.75

- When you select to **Add an upgrade expense** the upgrade expense form is displayed on-screen.  
Select the Expense Type (eg. Labour) and fill out any other required fields and select **Add expense**.  
Once all expenses are added and required fields filled in, click on  to send the Upgrade Request for approval.



[Jobs](#) ▾ [Invoices](#) ▾ [Reference Material](#) ▾ [Reports](#) ▾ Welcome, ABC (Alliance) ▾

[Upgrade Summary](#)  
 Dashboard ▸ [View Upgrade Summary](#)

Upgrade requests lodged in the past month are shown below.

Upgrade Number	Job Number	Site	Upgrade Status	Upgrade Amount:	Lodged On
110838	5591040	Brandon Park 05405 05405	Submitted	\$ 600.00	5th October 2018
110839	5591040	Brandon Park 05405 05405	Submitted	\$ 575.00	5th October 2018
110840	5591040	Brandon Park 05405 05405	Submitted	\$ 1,100.00	9th October 2018

8. To view a summary of all your lodged upgrade requests, click on **View Upgrades** in the Upgrade Summary tile from the dashboard.

When your upgrade has been approved, the status will change from **Submitted** to **Approved**.