



This is a list of terms used in the training guides for the Subcontractor Portal

Term	Definition
Mobile Application	Refers to the BroadSpectrum Subcontractor Portal To access it, open Google Chrome and go to this website www.connect.broadspectrum.com
UI5	Refers to the BroadSpectrum Subcontractor Portal and it is a term commonly used by the BroadSpectrum IT Support desk. To access it, open Google Chrome and go to this website www.connect.broadspectrum.com
EOT	Abbreviation for Extension of Time. An EOT enables to extend the due date or the SLA so that the work can be completed within a new timeframe. It enables the subcontractor to request a revised end date by applying for an extension of time. Where the work cannot be completed within the initial due date, you must raise an EOT request.
Asset Variation Form	The old name is "Equipment Form". This form must be filled in and uploaded (before completing or claiming a work order) where a Defence Asset ID cannot be found in the Subcontractor Portal.
Equipment Form	The old name to refer to the Asset Variation Form.
Equipment	It is either an individual segment in an equipment system or manageable items of equipment of their own. Where the job is related to an equipment, a Defence Asset ID number must be recorded if it is not already displayed on the work order. If you cannot find the Defence Asset ID in the Subcontractor Portal, you must fill in and attach the Asset Variation Form.
SLA	Refers to Service Level Agreement and is referred to as the Due Date in the training documents.
Functional Location	Functional Locations are typically immovable estate items such as land buildings or infrastructure. They are further broken down by estate classification or Functional Location Category to identify where they are positioned within the hierarchy. The BroadSpectrum Functional location typically has this hierarchy: Country (AU for Australia) – DEFENCE – Region - Base – Property – Building - Building Level – Building Space (eg a room) Eg – AU – DEF – CW – EDP – 0939 (Australia – Defence – Central West – Edinburgh – Property 0939)
Dashboard	A word used to refer to the following dashboards within the Subcontractor Portal

Glossary of Terms



	A screenshot of the Subcontractor Portal dashboard. At the top, there is a navigation bar with a user profile icon, the BROADSPECTRUM logo, and the word "Home". Below this are four menu items: "Work Orders", "Claims", "Information", and "Admin", each enclosed in a green oval. To the right of these is a "Dashboard" button. The main area contains five status tiles: "Accept Or Reject" (5 Work Orders), "Acknowledged" (0 Work Orders), "Made Safe" (0 Work Orders), "On-Site" (0 Work Orders), and "On-Hold" (0 Work Orders). The "Acknowledged" tile is highlighted with a red border. Below these tiles is a "Work Order Manager" tile. Two red arrows point from the bottom of the "Acknowledged" tile to the text in the table below.
Tile	<p>Within each dashboard, there are several files.</p> <p>For example, the Work Orders Dashboard is comprised of the following files:</p> <ul style="list-style-type: none">- Accept or Reject tile- Acknowledged file- Made Safe tile- On-Site tile- On-Hold tile- Completed tile- Work Order Manager tile