

# Subcontractor Portal – Instructions for vendors

## How to email work order shop paper



Step	Instruction	Screen																																				
1.	<p>Open Google Chrome and go to <a href="https://www.connect.broadspectrum.com">www.connect.broadspectrum.com</a>, enter your username and password, then click 'Login'.</p>																																					
2.	<p>You can email the work order shop paper from any of the Work Orders dashboard tiles. In this example, click the 'Accept or Reject' tile.</p>																																					
3.	<p>Click the selection box to select the individual work orders.  <b>Tip:</b> You can also click on the Select All selection box to email shop papers for all listed work orders.</p>	<table border="1"> <thead> <tr> <th>Work Order</th> <th>Operation</th> <th>Operation Status</th> <th>Operation Description</th> <th>Customer Priority</th> <th>Customer Work Category</th> <th>Address</th> <th>Actual Onsite Date</th> <th>Actual Onsite Time</th> </tr> </thead> <tbody> <tr> <td>114642181</td> <td>0010</td> <td>Dispatched</td> <td>EU05.001-PLUMBING-GAS-HOTWATER SYSTEM</td> <td>Routine</td> <td>Requested</td> <td>Pike Street, RAAF Base Edinburgh EDINBURGH S111 SA AU</td> <td></td> <td></td> </tr> <tr> <td>114642140</td> <td>0010</td> <td>Dispatched</td> <td>EU03.006.001-FIRE-EXTINGUISHER,S PRINTLER</td> <td>Routine</td> <td>Requested</td> <td>MARRNER ROAD, RAAF Base EDINBURGH EDINBURGH S111 SA AU</td> <td></td> <td></td> </tr> <tr> <td>114642143</td> <td>0010</td> <td>Dispatched</td> <td>EU05.001-GEN-CARP-COORINATE-AUTO WINDOW</td> <td>Routine</td> <td>Requested</td> <td>Smithfield Avenue, RAAF Base EDINBURGH EDINBURGH S111</td> <td></td> <td></td> </tr> </tbody> </table>	Work Order	Operation	Operation Status	Operation Description	Customer Priority	Customer Work Category	Address	Actual Onsite Date	Actual Onsite Time	114642181	0010	Dispatched	EU05.001-PLUMBING-GAS-HOTWATER SYSTEM	Routine	Requested	Pike Street, RAAF Base Edinburgh EDINBURGH S111 SA AU			114642140	0010	Dispatched	EU03.006.001-FIRE-EXTINGUISHER,S PRINTLER	Routine	Requested	MARRNER ROAD, RAAF Base EDINBURGH EDINBURGH S111 SA AU			114642143	0010	Dispatched	EU05.001-GEN-CARP-COORINATE-AUTO WINDOW	Routine	Requested	Smithfield Avenue, RAAF Base EDINBURGH EDINBURGH S111		
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- 4. Click 'Send Email'.  
The shop paper will be emailed to the email address registered to your user account.

The screenshot shows the 'Work Order Manager' interface. At the top, there are search filters for Work Order Number, Customer Reference, Personnel Number, Resource Name, and Contract Number. Below these are filters for Operation Status, Field Worker, Created Date (15/02/2019 - 16/05/2019), Address, and Max Results (99). There are 'Search' and 'Reset' buttons. A table below shows three work orders, each with a checked checkbox in the first column. The 'Send Email' button at the bottom right is highlighted with a red box.

Work Order	Operation	Operation Status	Operation Description	Customer Priority	Customer Work Category	Address	Actual Onsite Date	Actual Onsite Time
<input checked="" type="checkbox"/>	119642103	0010	Dispatched	EU05.001-PLUMBING-GAS HOTWATER SYSTEM	Routine	Requested	Pika Street, BA02 BASE EDINBURGH EDINBURGH S111 SA AU	
<input checked="" type="checkbox"/>	119642500	0010	Dispatched	EU03.006.001-FIRE EXTINGUISHER, 5 PINKALE	Routine	Requested	MARHER ROAD, RA02 BASE EDINBURGH EDINBURGH S111 SA AU	
<input checked="" type="checkbox"/>	119642549	0010	Dispatched	EU05.001-GEN-CARD, DOOR/NON-AUTO, WINDOW	Routine	Requested	Smithfield Avenue, RA02 BASE EDINBURGH EDINBURGH S111 SA AU	