

How to upload mandatory documents





Important note:

1. **Mandatory documents are uploaded at Work Order Operation level, not at work order header level.**
2. **To add additional non-mandatory files, such as photos, upload at Work Order Header level.**

Step	Instruction	Screen																		
1.	Open Google Chrome and go to www.connect.broadspectrum.com , enter your username and password, then click 'Login'.																			
2.	You can upload mandatory documents from any of the Work Orders dashboard tiles, except the Completed file. In this example, click the 'On-Site' file.																			
3.	Click on the work order number.	<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>114642183</td> <td>0010</td> <td>On-Site</td> <td>EU05.001=PLUMBING-GAS HOTWATER SYSTEM</td> <td>Routine</td> <td>Requested</td> <td>Fika Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU</td> <td>17/05/2019</td> <td>11:31:00</td> </tr> </tbody> </table>	Work Order	Operation	Operation Status	Operation Description	Customer Priority	Customer Work Category	Address	Actual Onsite Date	Actual Onsite Time	114642183	0010	On-Site	EU05.001=PLUMBING-GAS HOTWATER SYSTEM	Routine	Requested	Fika Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU	17/05/2019	11:31:00
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<p>4. Click on the operation. Note: there could be more than one operation to choose from. In this example, there is only Operation 10.</p>	<p>The screenshot shows the 'Work Orders' page for order 114642193. It lists details for 'RAAF EU REPAIR HOT WATER - TEST ORDER'. Below, a table shows one operation: '10 EU05.001=PLUMBING -GAS HOTWATER SYSTEM' with status 'On-Site'. This row is highlighted with a red border.</p>																									
<p>5. Click Documents. Then click the Upload icon  to attach your document. This displays all the mandatory documents that need to be uploaded before setting the status to 'Completed'.</p>	<p>The screenshot shows the 'EU05.001=PLUMBING-GAS HOTWATER SYSTEM' page. A green callout box says 'Here you are in Operation 10'. The 'DOCUMENTS' tab is highlighted with a red box. Below is a table of required documents:</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Number of required Documents</th> <th>Number of attached Documents</th> <th>Upload</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>T01 Asset Reports</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> <tr> <td>T02 Maintenance Document</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> <tr> <td>T24 Ops and MaintManual</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> <tr> <td>T28 Supporting AP Docs</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> </tbody> </table>	Document Type	Number of required Documents	Number of attached Documents	Upload	Status	T01 Asset Reports	0	0		✓	T02 Maintenance Document	0	0		✓	T24 Ops and MaintManual	0	0		✓	T28 Supporting AP Docs	0	0		✓
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<p>6. In 'date', select a date. In 'Description', enter a short description of the file. Click  to select and attach your document.</p>	<p>The screenshot shows a modal dialog for uploading 'T01 - Asset Reports'. It has three main input fields: 'Date' (with a calendar icon), 'Description' (with a red border), and 'File to Upload' (with a 'Browse...' button highlighted in red). The dialog also has 'Upload File' and 'Return' buttons at the bottom.</p>																									

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<p>7. Click Upload File</p>																										
<p>8. When the file is uploaded, the following message appears 'File Upload successful'.</p> <p>Click</p>																										
<p>9. Click 'Save'.</p>	<p>This screen confirms you have attached a document.</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Number of required Documents</th> <th>Number of attached Documents</th> <th>Upload</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>T01 Asset Reports</td> <td>0</td> <td>1</td> <td></td> <td>✓</td> </tr> <tr> <td>T02 Maintenance Document</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> <tr> <td>T24 Ops and MaintManual</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> <tr> <td>T28 Supporting AP Docs</td> <td>0</td> <td>0</td> <td></td> <td>✓</td> </tr> </tbody> </table>	Document Type	Number of required Documents	Number of attached Documents	Upload	Status	T01 Asset Reports	0	1		✓	T02 Maintenance Document	0	0		✓	T24 Ops and MaintManual	0	0		✓	T28 Supporting AP Docs	0	0		✓
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