Subcontractor Portal – Instructions for vendors

How to record Asset ID when default Asset Id is populated?

Step	Instruction	Screen
1.	Open Google Chrome and go to www.connect.broadspectrum.com, enter your username and password, then click 'Login'.	
2.	In this example, we are we are clicking on the 'On-Site' tile. Note: The asset ID is displayed when selecting status **Complete**.	
3.	Click on the appropriate work order number	

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4.	The equipment added to the WO is visible on the WO header detail. Click on the appropriate operation	**114941701 / Test order 1** Functional Location: AU-DEF-CW-MAR-0669-A0301 - TRAINING & RECREATION GYMNASIUM(509174Y) Equipment: 10165503 - Fan - Exhaust Site Name: Woodside Barracks Address: A0301 off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU Location: Comments: 1 OPERATIONS 1 ATTACHMENT Operations (1) No. / Description / Status / Resource Name / Scheduled Start / Scheduled Finish 10 / EU05.001=ELECT-ANTENNA / On-Site / ireC,yubrAe
5.	In the 'Status' dropdown, select the 'Complete' status. <u>Note</u>: The '**Add Asset**' field is now viewable.	**EU05.001=ELECT-ANTENNA - 114941701 - 10** Service Order: 114941701 Current Status: On-Site Scheduled Start Date & Time: Planned Price: $668.00 Scheduled Finish Date & Time: SLA Start Date & Time: 11/7/19, 1:43 AM SLA Finish Date & Time: 11/28/19, 1:43 AM *Status: Enter New Status ... Exception: Complete Date / Time: On-Hold WorkOrder Operation Comments: In Progress Rejected

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6.	Default Asset ID is pre-populated in the Add Asset Field. You may proceed to SAVE if the asset Id is correct. If default Asset ID is incorrect click on the Asset ID drop down.	EU05.001=ELECT-ANTENNA - 114941701 - 10 Service Order: 114941701 Current Status: On-Site Scheduled Start Date & Time: Scheduled Finish Date & Time: SLA Start Date & Time: 11/7/19, 1:43 AM SLA Finish Date & Time: 11/28/19, 1:43 AM Planned Price: $668.00 *Status: Complete *Add Asset: 10165503 Exception: Exception Status Date / Time: 31/10/2019 10:48 WorkOrder Operation Comments:

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7.	A list of assets appears for a specific location. Scroll up or down to select the correct asset ID. Click on an asset to select it.	Asset ID Search AU-DEF-CW-MAR-0669-A0301-ESHVAD **Air Distribution in 0669/A0301** Trane 41 LPV (A85 B2581) **Fan - Supply Air Pool** SA-E13795 Tech. ID: SA-E13795 Type: HVAC Woods UCBSW 630 (3501) **Fan - Exhaust** SA-E13613 Tech. ID: SA-E13613 Type: HVAC **Fan - Ventilation** SA-E13681 Select "Air Distribution in 0669/A0301" Cancel For this location, this is the list of Assets

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8.	Click here go to a different level in the FLOC structure to select the equipment.	
	Scroll all the way down to see the different FLOC levels.	

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9.	**Important Note:** Ensure you enter the ACTUAL date and time the work order was completed by clicking [icon] in 'Date/Time'.	EU05.001=ELECT-ANTENNA - 114941701 - 10 Service Order: 114941701 Current Status: On-Site Scheduled Start Date & Time: Scheduled Finish Date & Time: SLA Start Date & Time: 11/7/19, 1:43 AM SLA Finish Date & Time: 11/28/19, 1:43 AM *Status: Complete *Add Asset: 10165503 Exception: Exception Status Date / Time: 31/10/2019 11:28 WorkOrder Operation Comments: Planned Price: $668.00 Cancel Save
10.	Click **SAVE.**	EU05.001=ELECT-ANTENNA - 114941701 - 10 Service Order: 114941701 Current Status: On-Site Scheduled Start Date & Time: Scheduled Finish Date & Time: SLA Start Date & Time: 11/7/19, 1:43 AM SLA Finish Date & Time: 11/28/19, 1:43 AM *Status: Complete *Add Asset: 10165503 Exception: Exception Status Date / Time: 31/10/2019 11:28 WorkOrder Operation Comments: Planned Price: $668.00 Cancel Save