



UNIVERSITY *of*
TASMANIA

Work Request System

User Guide for Contractors

Updated 20 August 2018

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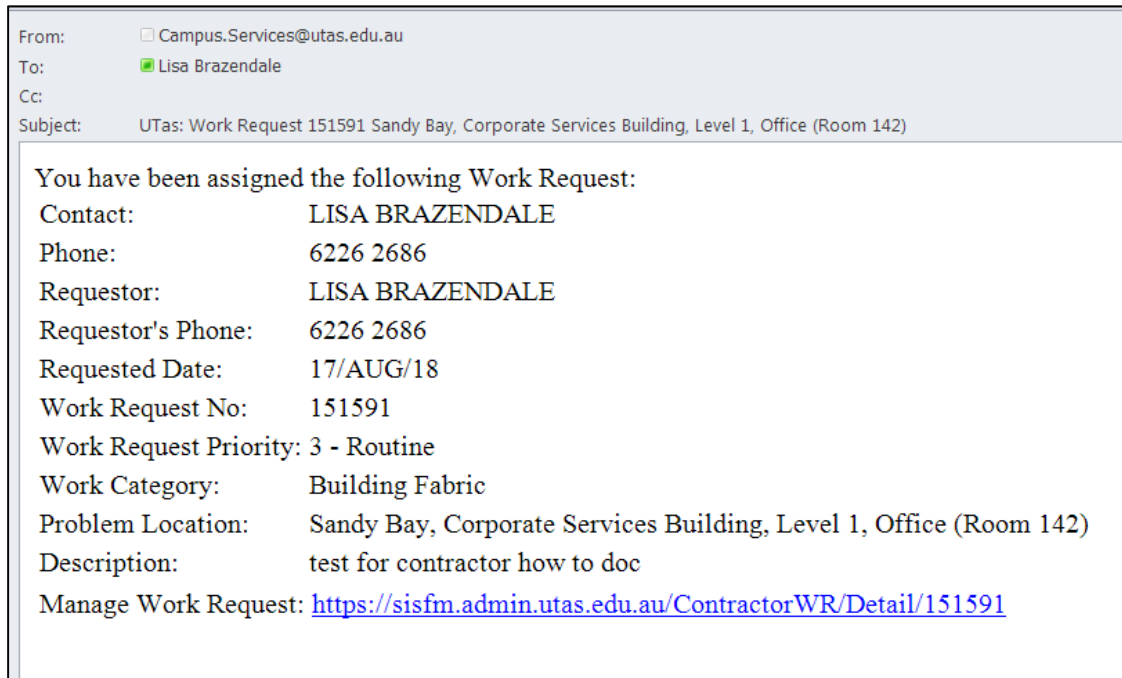
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Welcome to the University of Tasmania's Work Request Management Web Module.

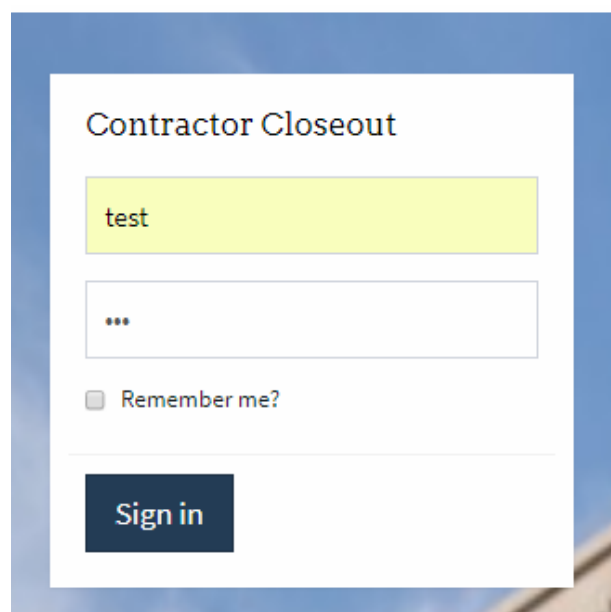
When a work request is assigned to your company, you will receive an email similar to the one below.

How to manage the work request

Step 1: Manage the work request by clicking on the link.

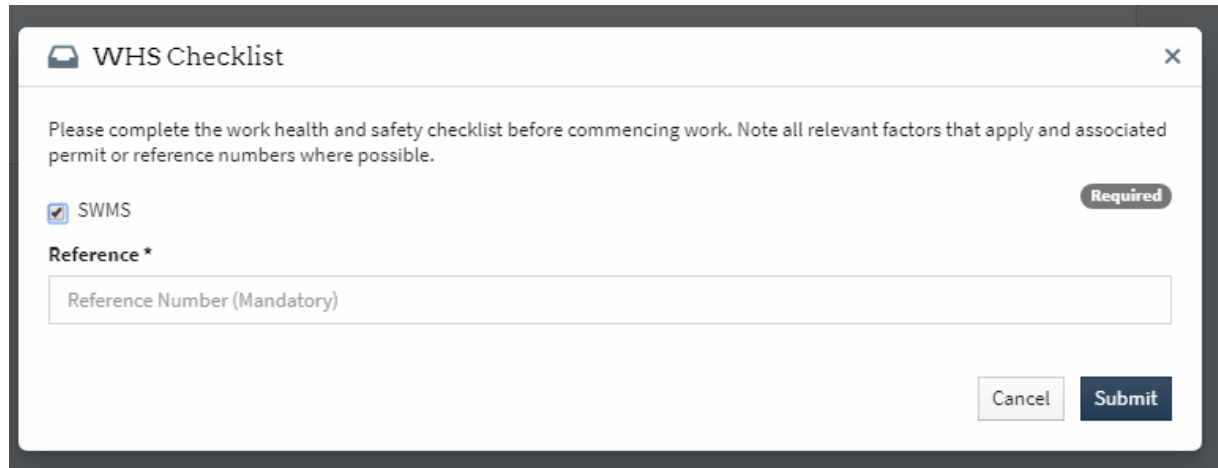


Step 2: Log in using your company username and password (provided to you earlier).



Step 3: The work request is ready to start. Acknowledge WHS actions by ticking required box(es) and then select 'submit'.

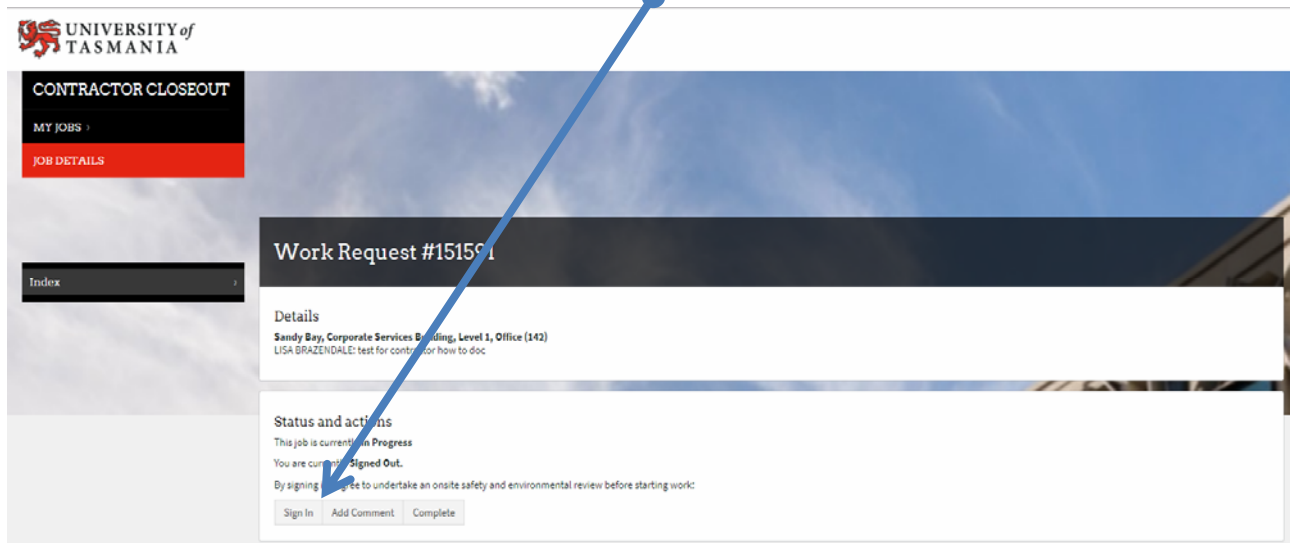
Note: SWMS reference number is now **mandatory**.



The screenshot shows a web form titled "WHS Checklist" with a close button (X) in the top right corner. Below the title is a paragraph of instructions: "Please complete the work health and safety checklist before commencing work. Note all relevant factors that apply and associated permit or reference numbers where possible." Below this is a checkbox labeled "SWMS" which is checked, and a "Required" label to its right. Underneath is a section labeled "Reference *" with a text input field containing the placeholder text "Reference Number (Mandatory)". At the bottom right of the form are two buttons: "Cancel" and "Submit".

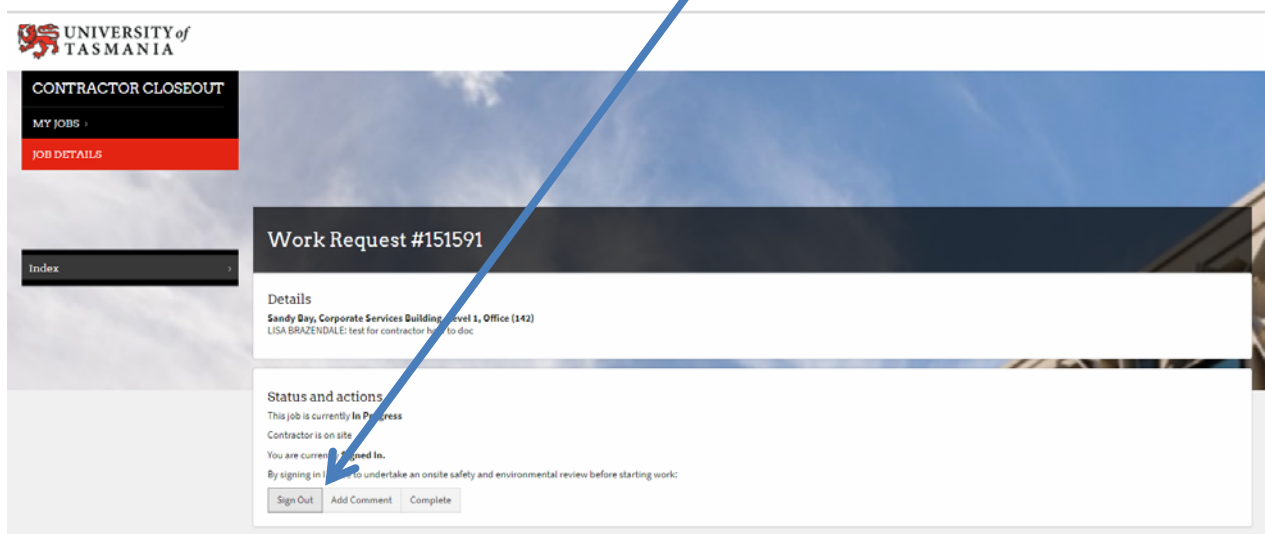
Sign in and sign out

Step 1: When your contractor arrives on site, select 'sign in'. **Note:** This generates an automatic email to the work requestor, CSD contact and building contact notifying them that your contractor is on site.



The screenshot shows the University of Tasmania logo at the top left. Below it is a navigation menu with 'CONTRACTOR CLOSEOUT', 'MY JOBS', and 'JOB DETAILS' (highlighted in red). An 'Index' link is also visible. The main content area is titled 'Work Request #151591' and includes a 'Details' section with the location 'Sandy Bay, Corporate Services Building, Level 1, Office (142)' and the contact 'LISA BRAZENDALE: test for contractor how to doc'. The 'Status and actions' section indicates the job is 'In Progress' and the contractor is 'Signed Out'. A blue arrow points to the 'Sign In' button in the bottom action bar, which also contains 'Add Comment' and 'Complete' buttons.

Step 2: When the contractor leaves the site, select 'Sign Out'. **Note:** This generates an automatic email to the work requestor, CSD contact and building contact notifying them that your contractor has left the site.



This screenshot is identical to the one above, showing the 'Work Request #151591' page. However, the status in the 'Status and actions' section has changed to 'Contractor is on site' and 'You are currently Signed In'. A blue arrow points to the 'Sign Out' button in the bottom action bar.

IMPORTANT: Contractors must sign in every time they arrive on campus to undertake work, and sign out each time they leave the campus.

NB: When a contractor has 'signed in' on a work request, the job will be highlighted in green and 'logged in since [time date]' will be displayed in red.

UNIVERSITY of TASMANIA

CONTRACTOR CLOSEOUT

MY JOBS

My Jobs

My Jobs

Missing Job

Asbestos Register

SISFM Enquiry

My Jobs

Sandy Bay, Corporate Services Building, Level 1, Office (142) #151591

LISA BRAZENDALE: test for contractor how to doc

Due: 7 Sep 18 02:29 pm

Filter

Search

Work Request Status

Active

Completed

Invoiced

Request Type

All

Work Requests

Service Requests

Location

Please select

Asset Allocation

Date Range

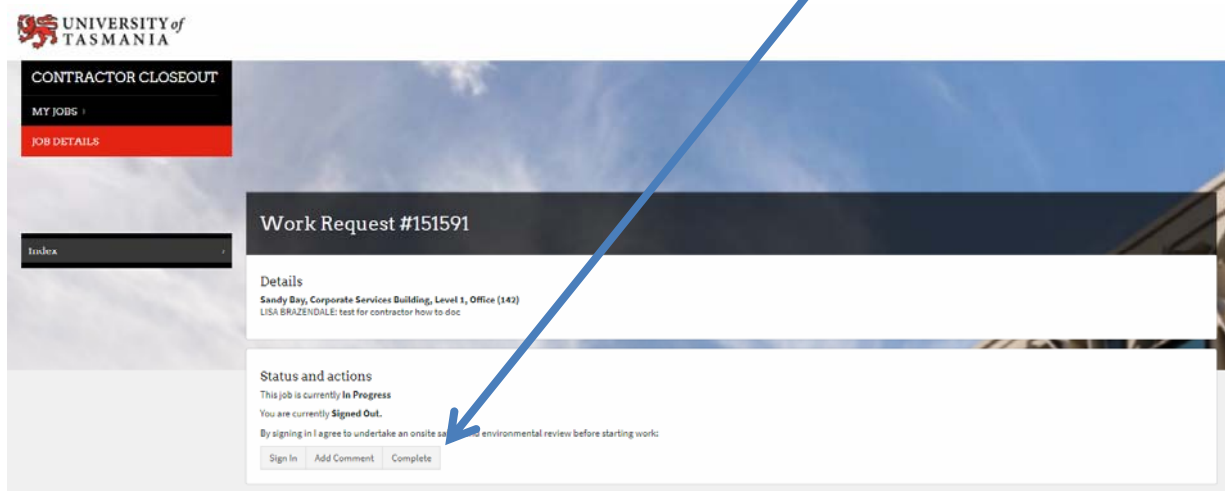
DD/MM/YYYY DD/MM/YYYY

Service Procedure ID

Asset ID

Completing works and invoicing

Step 1: Once all work on a job is complete, select 'complete'.



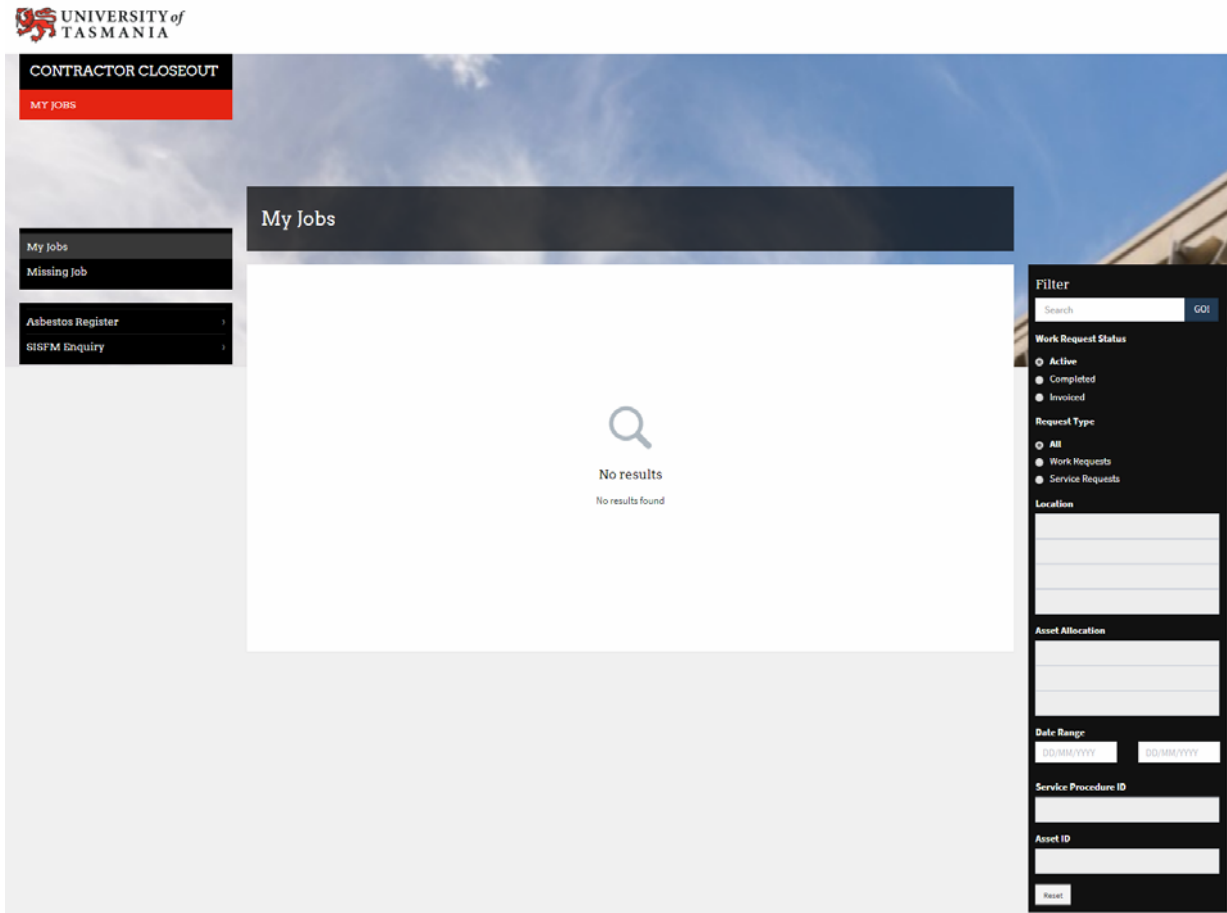
(Note: If you would like to return to your list of work requests, click 'My Jobs'.)

Step 2: Complete all fields and select 'Submit'

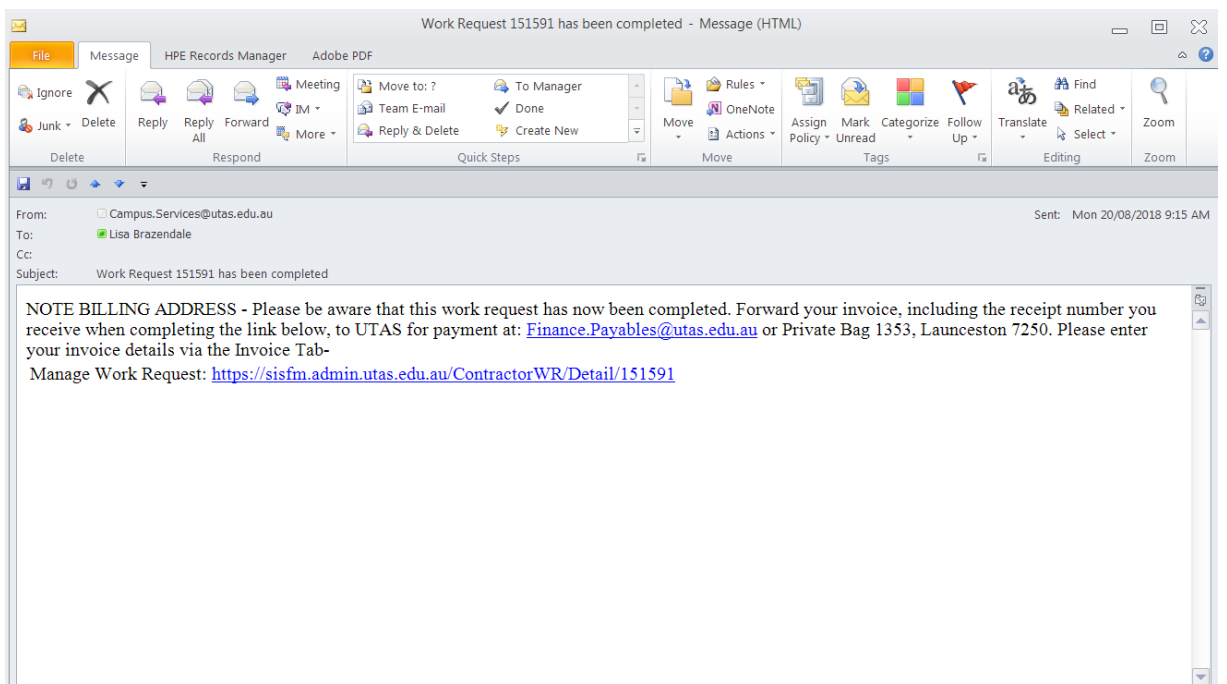
The 'Close out job' form contains the following fields and options:

- No. hours worked ***: Text input field containing '2'.
- After hours rate?**: Unchecked checkbox.
- Material cost ***: Text input field containing '100.00'.
- Work undertaken**: Text area containing 'I fixed it'.
- Remedial Work**: Section with the text 'No remedial work identified' and a '+ Add Remedial Work' button.
- Buttons: 'Cancel' and 'Submit' at the bottom right.

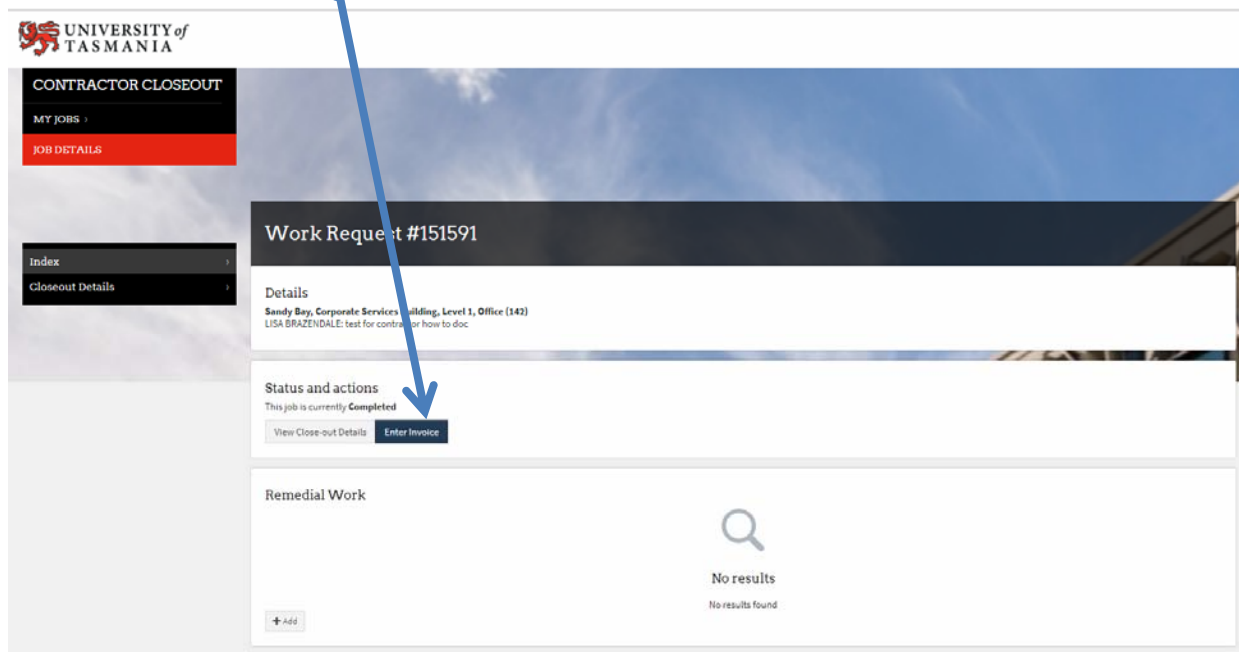
This will return you to a complete list of all requests allocated to your company (in different stages).



Step 3: Your company will then receive an email similar to the one shown below. The link takes you to the Contractor Work Request Management Module invoice page.



Step 5: Select Enter Invoice



Step 6: Enter your invoice number, the date and the amount and select 'Submit'

Note: The receipt number will be automatically generated.

The 'Invoice Details' form is shown with the following data:

Field	Value
Invoice Number *	123
Invoice Date *	20/08/2018
Invoice Amount	\$ 100.00
Invoice GST	\$ 10.00
Invoice Total	\$ 110.00
Receipt Number	151591R

Buttons: Cancel, Submit

Step 7: Please forward your invoice, **including the receipt number**, to the University of Tasmania for prompt payment at: Finance.Payables@utas.edu.au or Private Bag 1353, Launceston 7250.