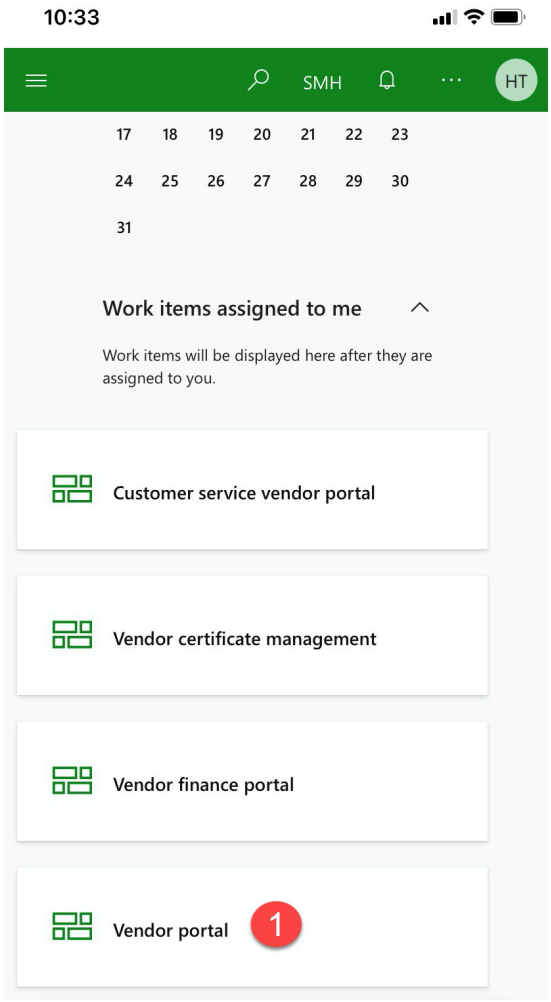
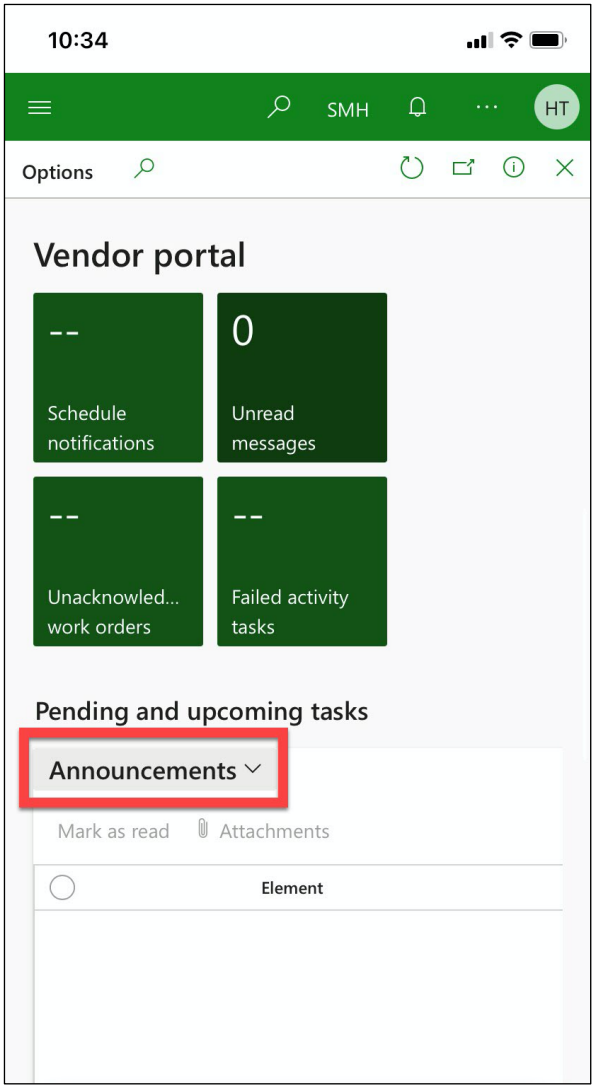
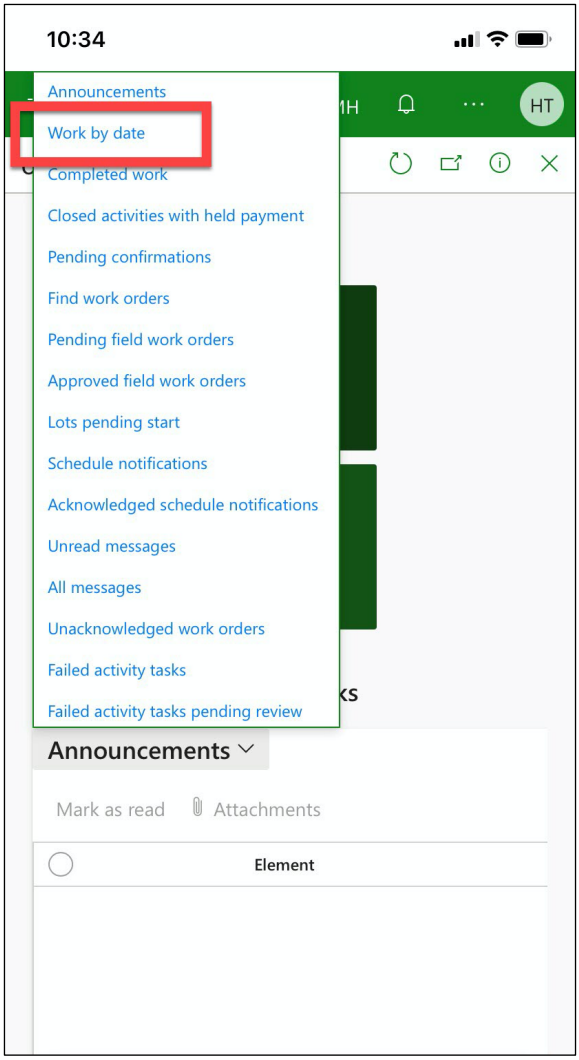
Schedule and Work Orders

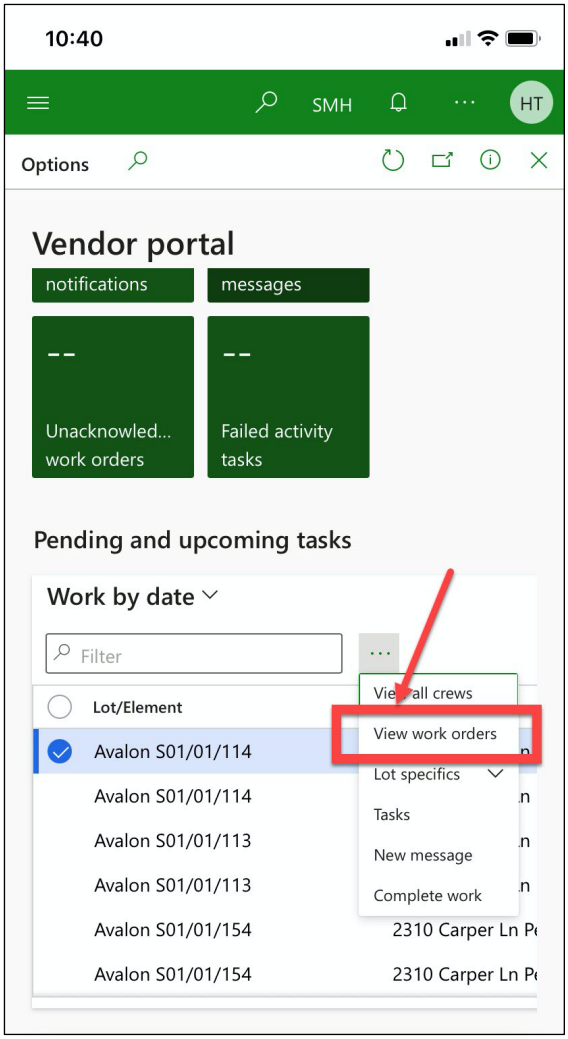
STEPS

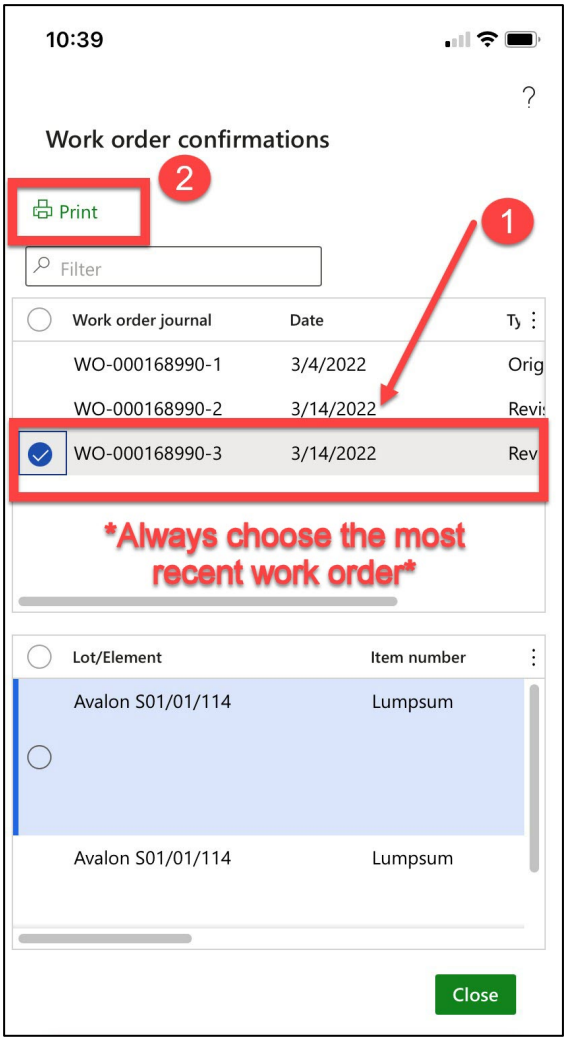
1. Click on “Vendor Portal” button
2. Select “Announcements” drop down box
3. Click “Work by Date”
4. Choose Lot/Element you want to view by highlighting or clicking the circle to select
5. Click “View Work Orders”
6. Always choose the most recent version of that work order
7. Click “Print” to view/print/download work orders




10:34
SMH
HT
Options
Vendor portal
--
Schedule notifications
0
Unread messages
--
Unacknowled... work orders
--
Failed activity tasks
Pending and upcoming tasks
Announcements
Mark as read
Attachments
Element


10:34
HT
Announcements
Work by date
Completed work
Closed activities with held payment
Pending confirmations
Find work orders
Pending field work orders
Approved field work orders
Lots pending start
Schedule notifications
Acknowledged schedule notifications
Unread messages
All messages
Unacknowledged work orders
Failed activity tasks
Failed activity tasks pending review
Announcements
Mark as read
Attachments
Element

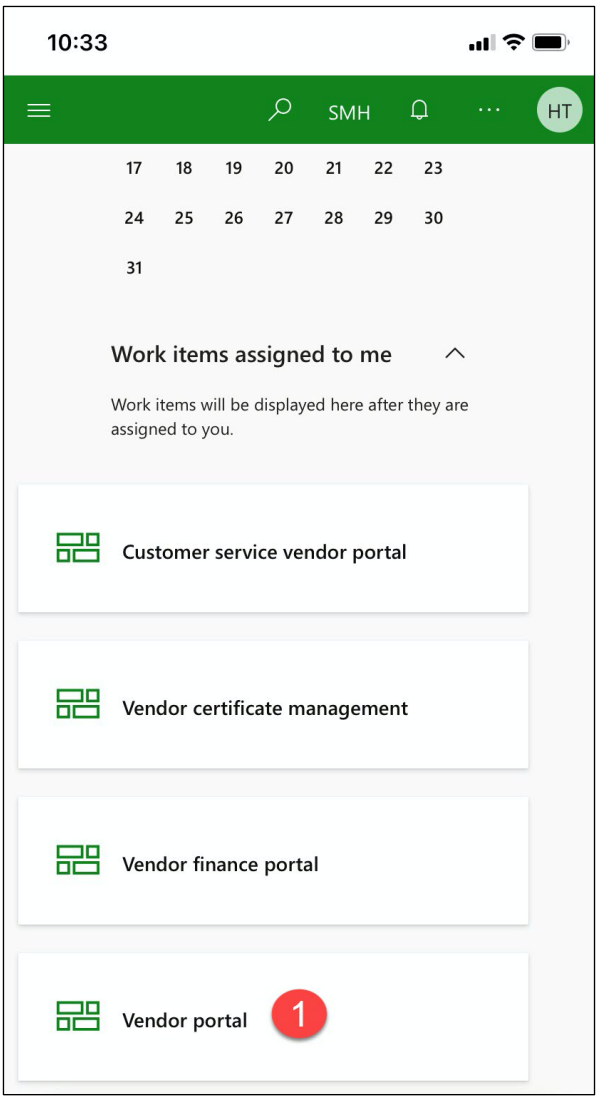

10:40
SMH
HT
Options
Vendor portal
notifications
messages
--
Unacknowled...
work orders
--
Failed activity
tasks
Pending and upcoming tasks
Work by date
Filter
Lot/Element
Avalon S01/01/114
Avalon S01/01/114
Avalon S01/01/113
Avalon S01/01/113
Avalon S01/01/154
Avalon S01/01/154
2310 Carper Ln
2310 Carper Ln
View work orders
Lot specifics
Tasks
New message
Complete work

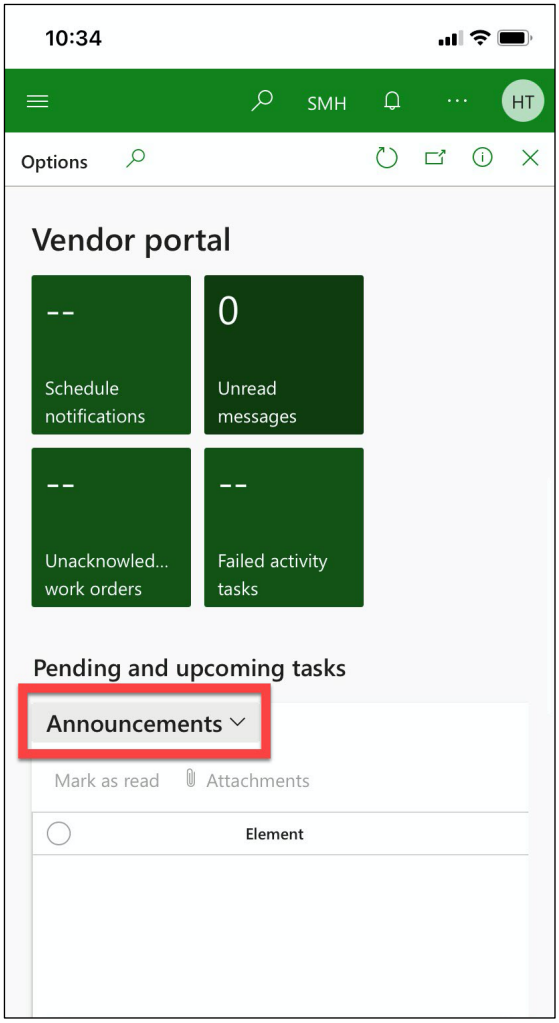

10:39
Work order confirmations
2
Print
1
Filter
Work order journal
Date
WO-000168990-1
3/4/2022
WO-000168990-2
3/14/2022
WO-000168990-3
3/14/2022
Always choose the most recent work order
Lot/Element
Item number
Avalon S01/01/114
Lumpsum
Avalon S01/01/114
Lumpsum
Close

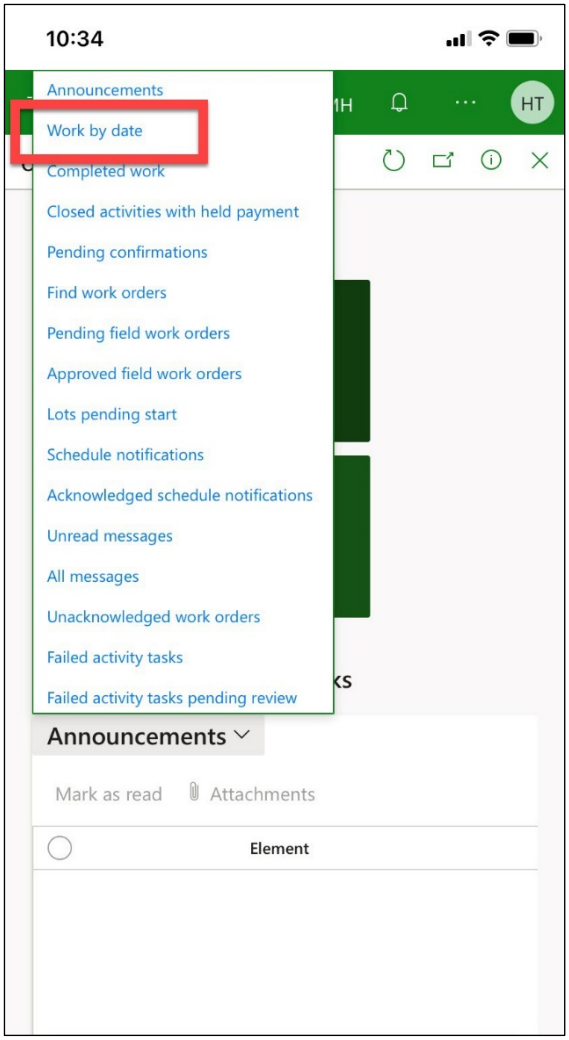
Access Documents (Plans)

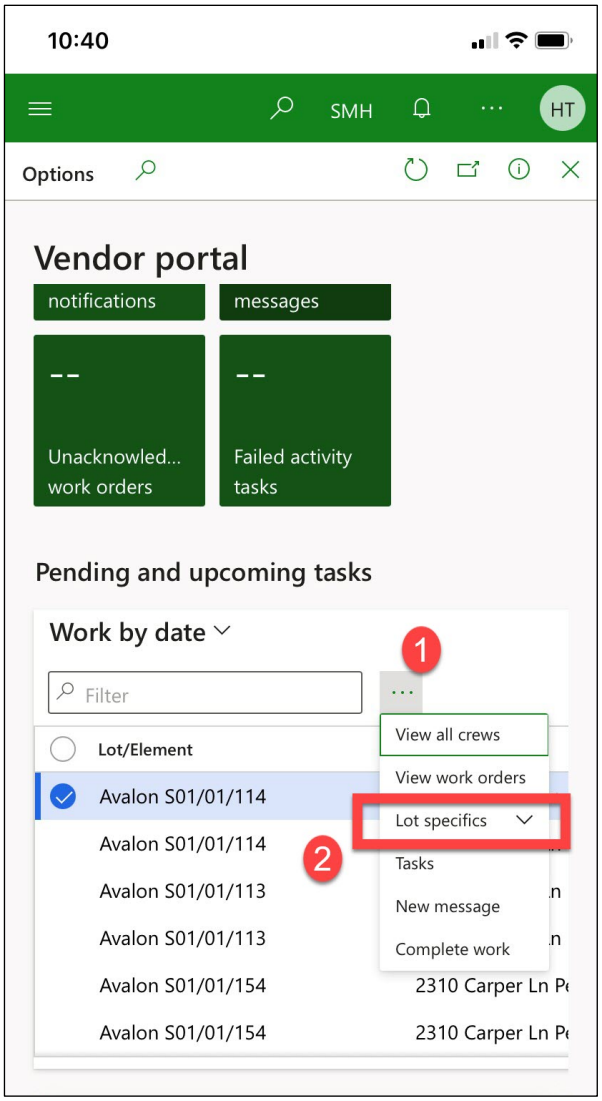
STEPS

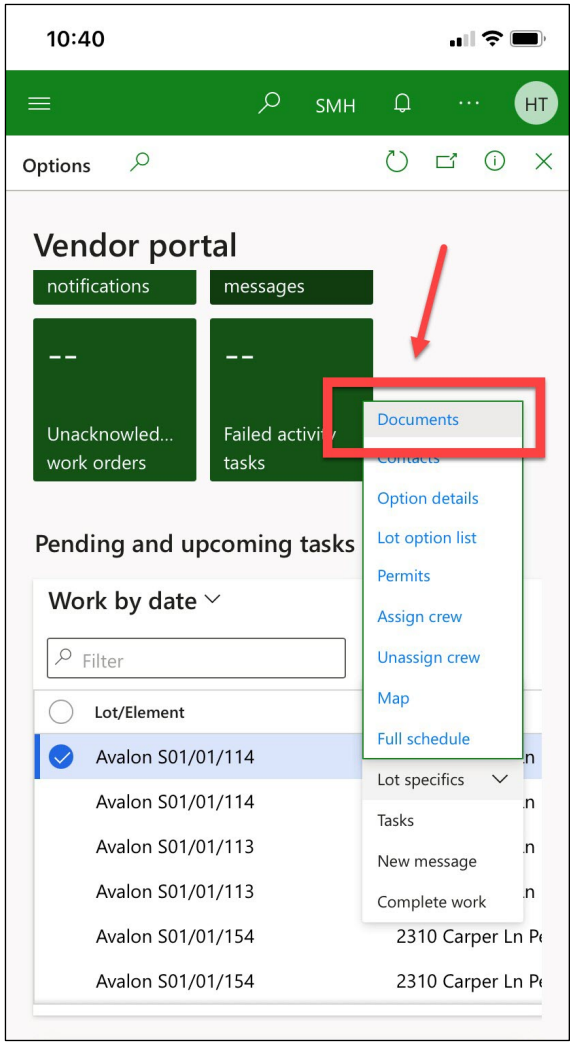
1. Click on “Vendor Portal” button
2. Scroll down and click on “Announcements”
3. Click on “Work by Date”
4. Choose the Lot/Element you want to view by highlighting or clicking the circle to select
5. Click the three dots near the top of the screen, then click “Lot Specifics”
6. Click “Documents”
7. From here you can open any site plan for that job that you wish to view

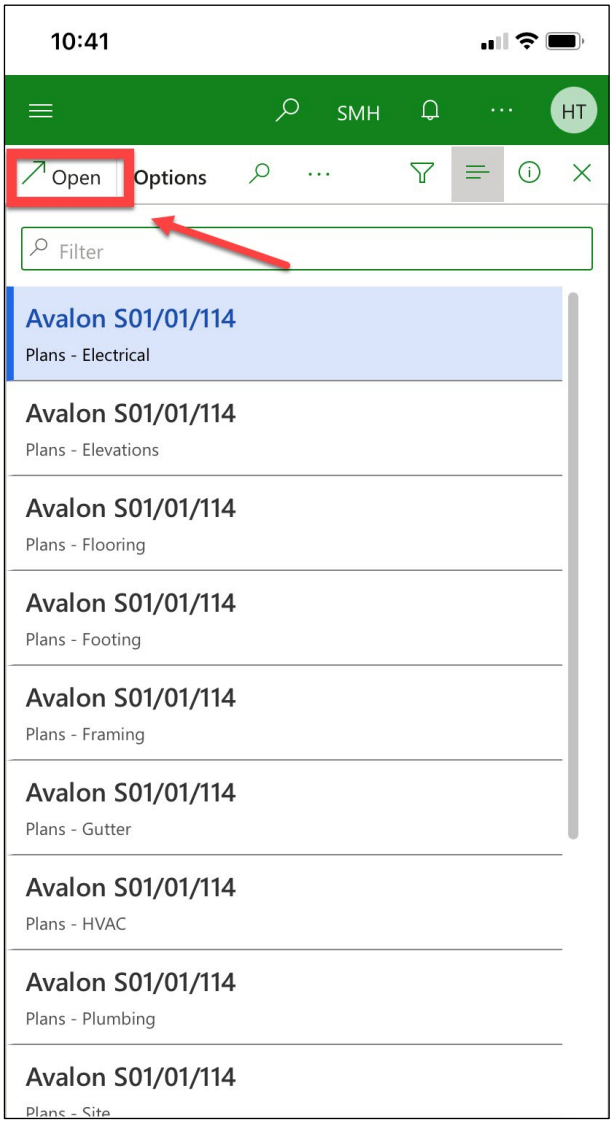



10:34
SMH
HT
Options
Vendor portal
--
Schedule notifications
0
Unread messages
--
Unacknowled... work orders
--
Failed activity tasks
Pending and upcoming tasks
Announcements
Mark as read
Attachments
Element


10:34
HT
Announcements
Work by date
Completed work
Closed activities with held payment
Pending confirmations
Find work orders
Pending field work orders
Approved field work orders
Lots pending start
Schedule notifications
Acknowledged schedule notifications
Unread messages
All messages
Unacknowledged work orders
Failed activity tasks
Failed activity tasks pending review
Announcements
Mark as read
Attachments
Element


10:40
SMH
HT
Options
Vendor portal
notifications
messages
--
Unacknowled...
work orders
--
Failed activity
tasks
Pending and upcoming tasks
Work by date
Filter
1
View all crews
View work orders
Lot specifics
2
Tasks
New message
Complete work
Lot/Element
Avalon S01/01/114
Avalon S01/01/114
Avalon S01/01/113
Avalon S01/01/113
Avalon S01/01/154
2310 Carper Ln P
Avalon S01/01/154
2310 Carper Ln P

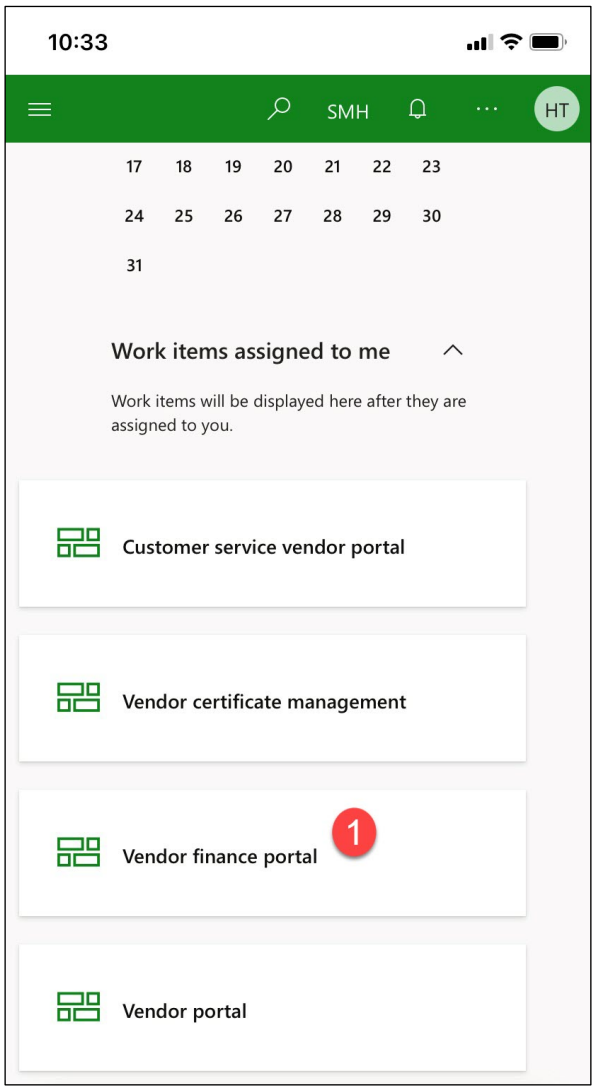

10:40
SMH
HT
Options
Vendor portal
notifications
messages
--
Unacknowled...
work orders
--
Failed activi
tasks
Documents
Option details
Lot option list
Permits
Assign crew
Unassign crew
Map
Full schedule
Pending and upcoming tasks
Work by date
Filter
Lot/Element
Avalon S01/01/114
Lot specifics
Avalon S01/01/114
Tasks
Avalon S01/01/113
New message
Avalon S01/01/113
Complete work
Avalon S01/01/154
2310 Carper Ln P
Avalon S01/01/154
2310 Carper Ln P

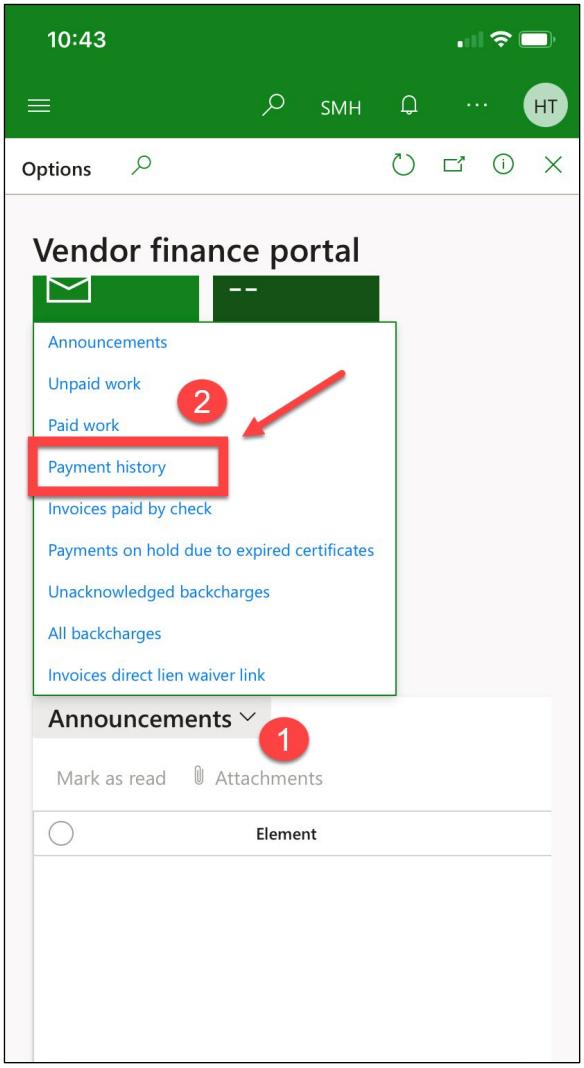

10:41
SMH
HT
Open
Options
Filter
Avalon S01/01/114
Plans - Electrical
Avalon S01/01/114
Plans - Elevations
Avalon S01/01/114
Plans - Flooring
Avalon S01/01/114
Plans - Footing
Avalon S01/01/114
Plans - Framing
Avalon S01/01/114
Plans - Gutter
Avalon S01/01/114
Plans - HVAC
Avalon S01/01/114
Plans - Plumbing
Avalon S01/01/114
Plans - Site

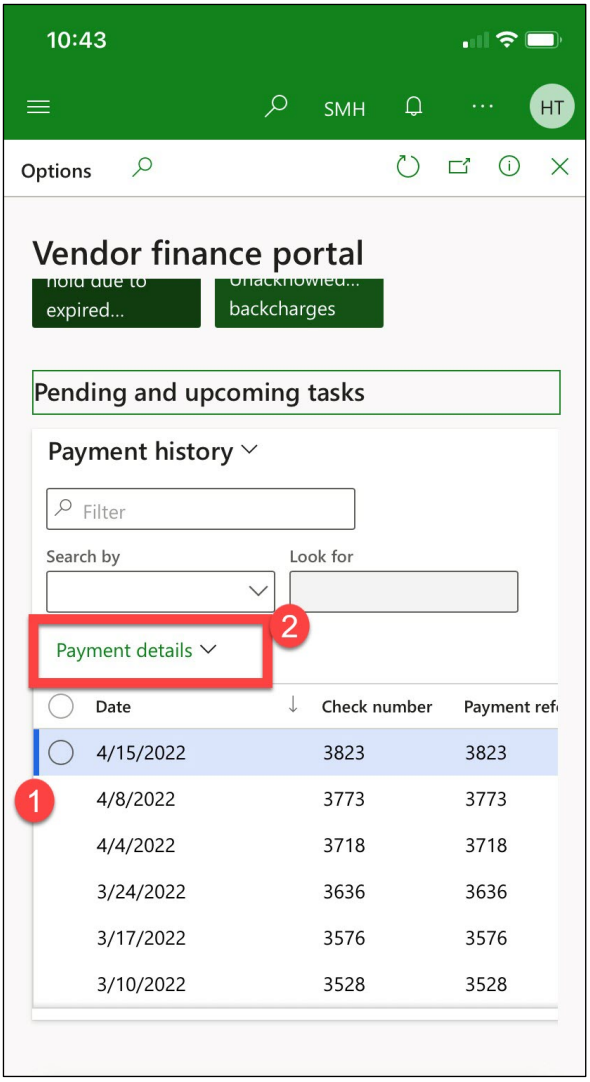
Access Payment Information

STEPS

1. Click “Vendor Finance Portal”
2. Click on “Announcements” and find the button that says “Payment History”
3. Click on “Payment Details”
4. From here you can see line details on each paid invoice




10:43
SMH
HT
Options
Vendor finance portal
--
Announcements
Unpaid work
Paid work
Payment history
Invoices paid by check
Payments on hold due to expired certificates
Unacknowledged backcharges
All backcharges
Invoices direct lien waiver link
2
Announcements
1
Mark as read
Attachments
Element


10:43
SMH
HT
Options
Vendor finance portal
expired...
backcharges
Pending and upcoming tasks
Payment history
Filter
Search by
Look for
Payment details
2
1
Date
Check number
Payment ref
4/15/2022
3823
3823
4/8/2022
3773
3773
4/4/2022
3718
3718
3/24/2022
3636
3636
3/17/2022
3576
3576
3/10/2022
3528
3528