



HF Group Ltd
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HF Group – Subcontractor Portal

User Guide

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A Company Well Connected

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Fulton[®]



HF Group



Electrical



Mechanical
Services



Controls



Comms

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PORTAL LOCATION

Portal Address - http://87.127.209.234:3875/Siclops_engineer_portal/login.aspx

Or log in via our website

<http://www.hf-group.co.uk/>

and click on the [portal link](#) at the bottom of the page

The screenshot shows the HF Group website. At the top left is the HF Group logo. To its right is the tagline "A Company Well Connected". Below this is a navigation menu with links: Home, Group, Electrical, Mechanical Services, Fire and Security, Comms, Controls, and Contact. The main content area features a large banner for "The PAVILION Theatre Glasgow" with a photo of the theatre interior. Below the banner is a headline "A company well connected" followed by a paragraph of text about HF's history and services. To the right of this text is a "Latest News" section. At the bottom of the page is a footer with several links: Health and Safety, Accreditations, Careers, Cookie Policy, Terms & Conditions, Portal, Email, and Downloads. A large red arrow points to the "Portal" link in the footer. The footer also contains copyright information: "Copyright © 2015 HF Group. All rights reserved." and "Created by Fission".



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LOGGING IN

On the Login Screen, click to select **I'm a Sub Contractor** and enter your user name and password as issued by HF. If you have lost this or have not been issued it yet, please email chris.lee@hf-group.co.uk

The login form is titled "Login." and contains two radio buttons: "I'm an Engineer" (selected) and "I'm a Sub Contractor". Below these are two input fields for "Username:" and "Password:". At the bottom is a green "SIGN IN" button with a right-pointing arrow.

CALL LIST

The following screen then brings up a list of the jobs for which you have received orders and are currently outstanding

Clicking on the Job number in **GREEN** allows you to edit the details on the job

Call	Order No	Required Completion	Required Response	Status	Site	Detail
80687	PO98877	15/08/2015 09:54	12/08/2015 09:54	.Allocated	Lauders 6597 Inverness IV1 1EB	Heating - Radiator / Underfloor Faulty / Not Working #INFO - You must log into site ProNett computer system BEFORE you commence work. Ensure to log time and materials used and request printout upon completion. If you cannot get logged into the system, DO NOT COMMENCE WORK - Make arrangements to return at a suitable time. Appropriate NICEIEC certification for electrical Installs/alterations must be submitted where applicable
79052	PO96508	18/08/2015 06:35	18/07/2015 10:35	.Allocated	Granary-3732 Elgin IV30 1BG	OOH Fire alarm is faulty, Keeps alerting once re-set. #INFO - THIS IS A BELHAVEN PUB - You must sign in on site Permit to Work BEFORE you commence work. Take away top conv when leaving



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ACCEPTING JOBS

Firstly you need to accept the job. Simply enter the date and time you intend to arrive on site in the **Scheduled For** section and press **LOG EVENT** ➔

Please ensure the scheduled date you enter (and the actual date you attend!) is before the **Required Response** date on the left of the screen

The screenshot shows a web interface for job management. On the left, there are two sections: 'Site' and 'Problem'. The 'Site' section contains fields for Name, Address, Post code, Telephone, and Email. The 'Problem' section contains fields for Purchase Order, Logged, Status, Required response, Required completion, Service, Other contact, Telephone, E-mail, and Detail. The 'Required response' field is circled in red. On the right, there are tabs for 'Events', 'Documents', and 'Equipment'. Below these tabs are radio buttons for 'Accept' (selected) and 'Reject'. Underneath, there are tabs for 'Event' and 'Interruptions'. The 'Scheduled For' field is circled in red and contains the date '12/08/2015' and time '09:00'. Below this, there is a 'Call Status' dropdown menu set to 'Call Accepted' and a 'Detail' section showing 'Call Accepted by MAC15P'. A 'LOG EVENT' button with a right-pointing arrow is circled in red at the bottom right of the form.

You Should now be back on the Call list screen.

Click on the Job number in **GREEN** to further edit the details on the job



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JOB DETAILS

On this screen now we need the job completion details entered.

- 1&2 **On Site** and **Off site** time – this is the actual time you arrived on site and left site, not when you started and ended travel – for most of our clients we get paid for site time only and an enhanced first hour to cover all travel. These should be the same times as on any permits timesheets you submit with invoice
- 3 **Travel Time** if applicable, number of hours travel that you are charging for
- 4 **Mileage** that you are charging for
- 5 **Call status** – change to reflect status of job. Options are
 - Call Accepted* When you have accepted the job
 - Eng Comp. (Sub)* Where the job is complete with no further visits
 - Parts Req (Sub)* Where you are returning with parts to complete
 - Quote Req (Sub)* Where you will be quoting for further works following attendance
 - Sub Quote Sent* When you have submitted the quote for further works
- 6 **Detail** - Description of works carried out – Please be as descriptive as possible without going over the top!

(Ignore the boxes that say No of Hrs Rate 1-4)

Then press

The screenshot shows a web form for job details. On the left, there are two panels: 'Site' and 'Problem'. The 'Site' panel contains fields for Name, Address, Post code, Telephone, and Email. The 'Problem' panel contains fields for Purchase Order, Logged, Status, Required response, Required completion, Service, Other contact, Telephone, E-mail, and Detail. On the right, there are tabs for 'Events', 'Documents', and 'Equipment'. Below these are radio buttons for 'Timesheet' and 'Memo'. The 'Event' tab is selected, and the 'Interruptions' section is visible. This section includes fields for 'On Site', 'Off Site', 'Travel Time', 'Miles', and 'Call Status'. There are also fields for 'No of Hrs - Rate 1' through 'No of Hrs - Rate 4'. A 'Detail' text area is at the bottom of the interruptions section. Red arrows with numbers 1 through 6 point to the following fields: 1. On Site time (11:00), 2. Off Site time (12:00), 3. Travel Time (02:00), 4. Miles (76), 5. Call Status dropdown (Quote Req (Sub)), 6. Detail text area.

The details entered on this page are what we use to update the clients so it's crucial that you enter accurate details!

Our next development will be to directly calculate the invoice value that we will be expecting from you per your agreed rates to hopefully speed up invoice clearing. We will advise you when this will be going live.



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NEXT STEP

Again you will now be on the Call list page. If you have changed the job to *Eng Comp (Sub)* you are finished with this job. **The job will remain on the portal until we have been able to invoice the client.**

LOGGING A QUOTE


If you are quoting the job and the status is *Quote Req (Sub)*, you can either email the quote to our service team or upload to the portal.

Click on the Job number in **GREEN** to go back into the job. Click on the **Documents** tab

The screenshot shows a web interface with a 'Site' information panel on the left and a document management section on the right. The 'Site' panel includes fields for Name, Address, Post code, Telephone, and Email, with values for 'Lauders 6597 Inverness IV1 1EB'. The document management section has tabs for 'Events', 'Documents', and 'Equipment'. Under 'Documents', there are radio buttons for 'Timesheet' (selected) and 'Memo'. Below this, there are tabs for 'Event' and 'Interruptions', and a partially visible 'On Site' field.

Select Category **Supplier Quote** then **Browse** for the file you are uploading

This screenshot shows a close-up of the document upload form. It features tabs for 'Events', 'Documents', and 'Equipment'. The 'Documents' tab is active. Below the tabs is a 'Category *' dropdown menu with 'Reports' selected. To the right of the dropdown is a 'Browse...' button, which is circled in red. Below the dropdown and button is a file input field and an 'Upload' button with a right-pointing arrow. At the bottom of the form, there is a link that says 'Click to Show Documents..'

Then press  then go back into the job and change status to *Sub Quote Sent*

FINAL NOTES

We would strongly encourage the use of this facility going forward. We are working on further development to make it more user friendly such as only displaying current jobs, allowing for additional engineers, allowing for invoice uploading and various other updates. Updates to follow!

Any problems, please contact chris.lees@hf-group.co.uk