

Remote System For Allowing Contractors To Print And Feedback Their Dockets

Stage 1 Docket Printing.

The system has been designed to work in a non persistent way, but the Contractors are required to logon to identify their docket for printing.



Estates and facilities Contractor's Docket Printing and Feedback
Please enter your access code below

The Contractor gets to this web page by logging in to a pre defined URL (specified by IT) and they then enter their Access Code, given to them by the Authority. This will identify them to the system, and allow them access.



Incorrect codes cause the following message to appear.

Estates and facilities Contractor's Docket Printing and Feedback
Please enter your access code below

Invalid Access Code. Try Again Or Contact Estates

The correct access code changes the web page to this one. The contractor



has their name verified next to the "Access Code Verified" text, and they are given two options. When they click on the Print Dockets button the web page below is shown.

Estates and facilities Contractor's Docket Printing and Feedback

Access Code Verified Contractor 2
Please choose your action below

Do you wish to assign these jobs to the PDA(s)?

The above is the change that has been made inside Apollo-FM when you have assigned the jobs for the contractor from the planning board. You choose the Contractor Print Button, and the electronic documents are created for the jobs selected. The assigned file keeps a record of the jobs that are assigned to the contractor.

When you click on the Feedback Dockets button the following screen will be shown:



Estates and facilities Contractor's Feedback
Please Enter The Details Below From Your Dockets

Docket Number:	<input type="text"/>	Date Work Completed	<input type="text"/>
Contract Reference:	<input type="text"/>	Contract Cost:	<input type="text"/>

##ERRMSG##

Each of the input boxes displays help when the mouse is hovered over it.

Estates and facilities Contractor's Feedback
Please Enter The Details Below From Your Dockets

Docket Number:	<input type="text"/>	Date Work Completed	<input type="text"/>
Contract Reference:	<input type="text"/>	Contract Cost:	<input type="text"/>

Please enter your the docket number that you wish too feed back for.

Estates and facilities Contractor's Feedback
Please Enter The Details Below From Your Dockets

Docket Number:	<input type="text"/>	Date Work Completed	<input type="text"/>
Contract Reference:	<input type="text"/>	Contract Cost:	<input type="text"/>

Please enter the date the work was completed in the form DD/MM/YYYY.

Estates and facilities Contractor's Feedback
Please Enter The Details Below From Your Dockets

Docket Number:	<input type="text"/>	Date Work Completed	<input type="text"/>
Contract Reference:	<input type="text"/>	Contract Cost:	<input type="text"/>

Please enter your Contract reference for the work that you have carried out on this docket.

Estates and facilities Contractor's Feedback
Please Enter The Details Below From Your Dockets

Docket Number:	<input type="text"/>	Date Work Completed	<input type="text"/>
Contract Reference:	<input type="text"/>	Contract Cost:	<input type="text"/>

Please enter the cost of the work associated with this docket in pounds and pence. Please include VAT.

The Contractor would collect the docket completed by their tradesmen and type in the docket number. They would then type in the date the work was completed, their contract reference and the cost of the work carried out.

The screenshot shows a web form with a green header bar containing the text "Estates and facilities Contractor's Feedback". Below the header, the instruction "Please Enter The Details Below From Your Dockets" is displayed. The form contains four input fields: "Docket Number:" with the value "123465", "Date Work Completed" with the value "26/02/2012", "Contract Reference:" with the value "PREMIER12358", and "Contract Cost:" with the value "25.37". At the bottom of the form, there are two buttons: "Accept" and "Exit".

They would then press the Accept button and if the system confirms the docket is valid, the date and costs are valid, it will create an entry in the feedback file. It will then confirm that the docket has been feedback. It will also remove the docket from the contractors list. If any errors are made however an error message will be displayed at the bottom of the screen in red. The data will still be in the screen so that it can be corrected. The contractor can then press the Accept button again to complete the transaction. The Exit button will close the web page.

In Apollo-FM the data will be put into the FEEDBACK file. This means that weekly updates will have to be run to move it into the History file. I would suggest that the contractors are given their own bonus group, so that this doesn't have to be feedback as well.