



Support Centre Prime Ecosystem

Updated 10.01.23

Prime Support Centre

Job Status – Work in Progress

Repair Team

Sending a work order to a subcontractor

1. Within the job, select 'Work Orders' under Authorised Works

AJG0101 240 Waterworks Rd, Ashgrove, QLD, 4060 (North Brisbane)

Test Client | 123456

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

\$0.00 **\$0.00** **\$0.00** **\$0.00**

Work Orders Cost Total Work Orders Material Total Work Orders Labour Total Work Orders Not Invoiced

i To create a new work order or add to an existing work order select from unallocated authorised estimate items

Go to Create / Unallocated

Work Orders

i There are no work orders

2. Select 'Go to Create / Unallocated'

AJG0101 240 Waterworks Rd, Ashgrove, QLD, 4060 (North Brisbane)

Test Client | 123456

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

\$0.00 **\$0.00** **\$0.00** **\$0.00**

Work Orders Cost Total Work Orders Material Total Work Orders Labour Total Work Orders Not Invoiced

i To create a new work order or add to an existing work order select from unallocated authorised estimate items

Go to Create / Unallocated

Work Orders

i There are no work orders

3. Next to each scope line, you will have the option to select just the material, just the labour or both

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

Create a new work order or add items to an existing work order

New Work Order External Assign To... Assign 0 items to Work Order

Trades Expand Collapse Categories Expand Collapse View Options

Items	Material	Labour	Total
Cabinetry	Select	Select	Select
Kitchen	Select	Select	Select
Remove and replace (ladder frame modular) kickboards to match the existing design and quality as close as possible approximately [Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select
Remove and replace (material) (Island benchtop Breakfast Bar) to match the existing design and profile as close as possible, inclusive of mitres and cut outs approximately [mm x mm x Lm]	\$0.00 Select	\$73.68 Select	\$73.68 Select
Remove and replace (material) benchtop to match the existing design and profile as close as possible, inclusive of mitres and cut outs - approximately [mm x mm x Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select

a. If you are sending the entire work order to one subcontractor, click 'Select' next to 'Total' on the 'Items' line

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

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New Work Order External Assign To... Assign 0 items to Work Order

Trades Expand Collapse Categories Expand Collapse View Options

Items	Material	Labour	Total	Select
Cabinetry	Select	Select	Select	Select
Kitchen	Select	Select	Select	Select
Remove and replace (ladder frame modular) kickboards to match the existing design and quality as close as possible approximately [Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select	Select
Remove and replace (material) (Island benchtop Breakfast Bar) to match the existing design and profile as close as possible, inclusive of mitres and cut outs approximately [mm x mm x Lm]	\$0.00 Select	\$73.68 Select	\$73.68 Select	Select

b. If you are sending all scope lines relating to a trade type, click 'Select' on the Trade Type line

Items	Material	Labour	Total	Select
Cabinetry	Select	Select	Select	Select
Kitchen	Select	Select	Select	Select
Remove and replace (ladder frame modular) kickboards to match the existing design and quality as close as possible approximately [Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select	Select
Remove and replace (material) (Island benchtop Breakfast Bar) to match the existing design and profile as close as possible, inclusive of mitres and cut outs approximately [mm x mm x Lm]	\$0.00 Select	\$73.68 Select	\$73.68 Select	Select
Remove and replace (material) benchtop to match the existing design and profile as close as possible, inclusive of mitres and cut outs - approximately [mm x mm x Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select	Select
Remove and replace base [mm x mm] cabinetry to match the existing design and quality as close as possible - approximately [Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select	Select
Remove and replace doors, inclusive of hardware to match the existing design and profile as close as possible - approximately [m2]	\$0.00 Select	\$73.68 Select	\$73.68 Select	Select
Remove and replace drawers, inclusive of hardware to match the existing design and profile as close as possible - approximately [m2]	\$0.00 Select	\$73.68 Select	\$73.68 Select	Select
Remove and replace end panels to match the existing design and profile as close as possible - approximately [m2]	\$0.00 Select	\$73.68 Select	\$73.68 Select	Select
Remove and replace overhead cabinetry [mm x mm], to match the existing design and quality as close as possible - approximately [Lm]	\$0.00 Select	\$368.42 Select	\$368.42 Select	Select

- Once you have selected the scope items, you will have the option to deselect if required. To deselect, click 'deselect' next to the scope line/s

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

Create a new work order or add items to an existing work order

New Work Order External Assign To... Assign 8 items to Work Order

Trades Expand Collapse Categories Expand Collapse View Options

Items	Material	Select	Labour	Select	Total	Select
Cabinetry		Deselect		Deselect		Deselect
Kitchen	Estimate 2023-01-10 10:41:34	Deselect		Deselect		Deselect
Remove and replace (ladder frame modular) kickboards to match the existing design and quality as close as possible approximately [Lm]	\$0.00	Deselect	\$368.42	Deselect	\$368.42	Deselect
Remove and replace (material) (Island benchtop Breakfast Bar) to match the existing design and profile as close as possible, inclusive of mitres and cut outs approximately [mm x mm x Lm]	\$0.00	Deselect	\$73.68	Deselect	\$73.68	Deselect
Remove and replace (material) benchtop to match the existing design and profile as close as possible, inclusive of mitres and cut outs - approximately [mm x mm x Lm]	\$0.00	Deselect	\$368.42	Deselect	\$368.42	Deselect
Remove and replace base [mm x mm] cabinetry to match the existing design and quality as close as possible - approximately [LM]	\$0.00	Deselect	\$368.42	Deselect	\$368.42	Deselect
Remove and replace doors, inclusive of hardware to match the existing design and profile as close as possible - approximately [m2]	\$0.00	Deselect	\$73.68	Deselect	\$73.68	Deselect
Remove and replace drawers, inclusive of hardware to match the existing design and profile as close as possible - approximately [m2]	\$0.00	Deselect	\$73.68	Deselect	\$73.68	Deselect
Remove and replace end panels to match the existing design and profile as close as possible - approximately [m2]	\$0.00	Deselect	\$73.68	Deselect	\$73.68	Deselect
Remove and replace overhead cabinetry [mm x mm], to match the existing design and quality as close as possible - approximately [LM]	\$0.00	Deselect	\$368.42	Deselect	\$368.42	Deselect

- Next to New Work Order, select 'External'
- Click on 'Assign To..' You will then have the option to filter to a trade type and/or region.
 - If you wish to search for a specific subcontractor, you can type the company name in the search field or you can select 'Show All' and all Subcontractors matching the filter options will be displayed.

Work Orders | Authorised Works

Summary Create / Unallocated Show All Hide All

Create a new work order or add items to an existing work order

New Work Order External Assign To... Assign 8 items to Work Order

Cabinetry x

Supplier Tag...

SUTHERLAND SHIRE x

Search... Show All Exact Match

- To remove the filtering, click the cross next to the filtered section and you will be able to search all Subcontractors

Assign To... Search...

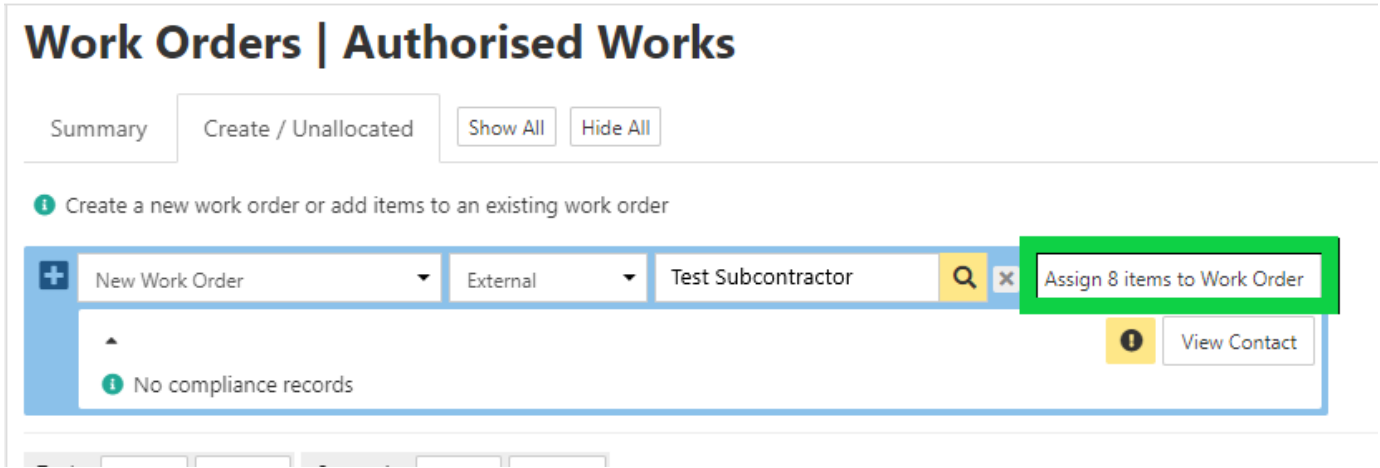
Cabinetry x

Supplier Tag...

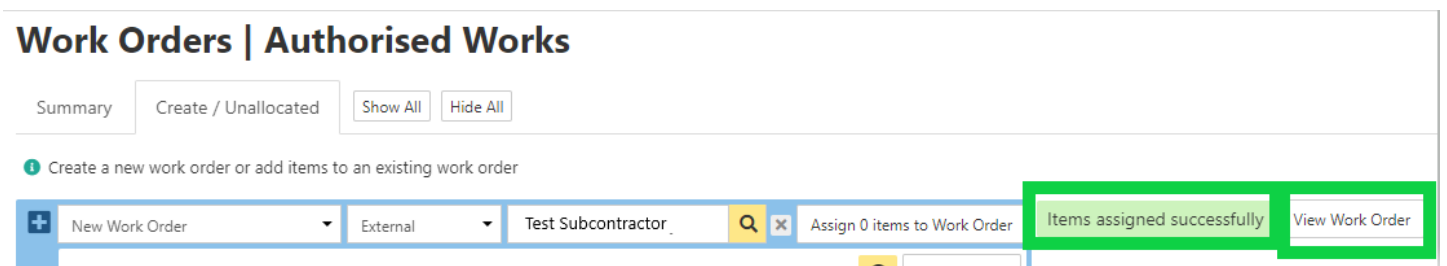
SUTHERLAND SHIRE x

Search... Show All Exact Match

7. Once you have selected the subcontractor, select 'Assign X items to Work Order'

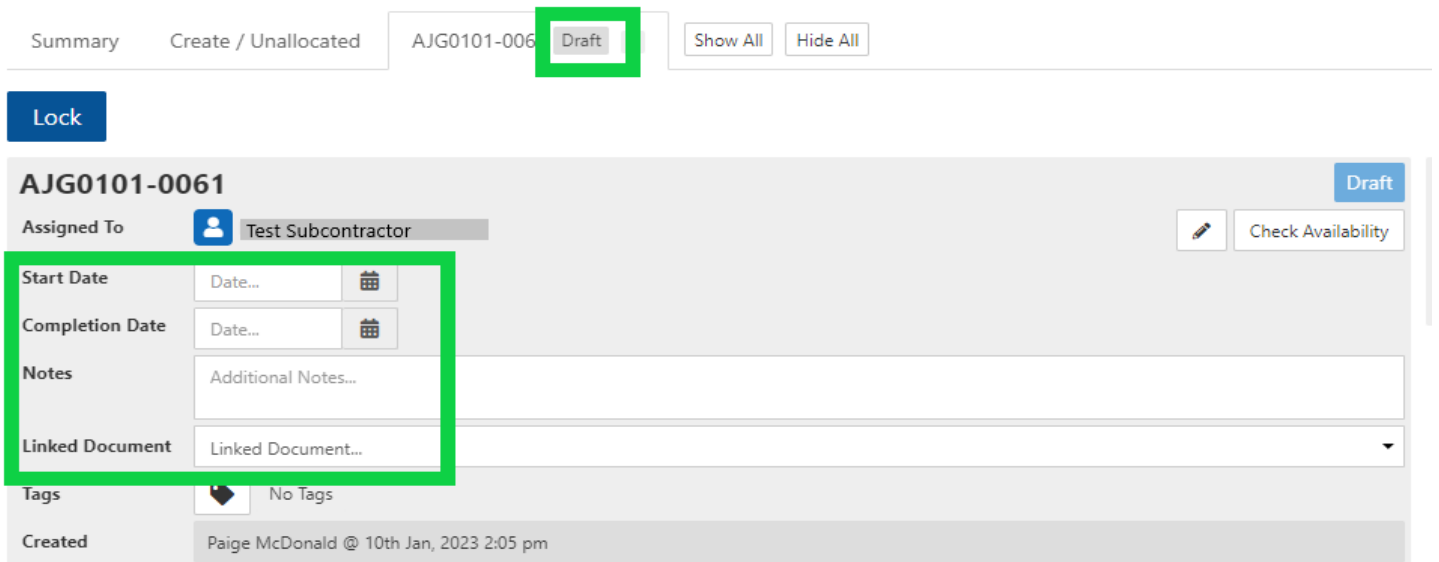


8. A notification will appear advising 'Items assigned successfully' and you will have the option to view the Work Order




9. Select 'View Work Order'. This will open the Work Order that will be in a 'Draft' Status. You will have the option to enter Start and Completion Dates (the dates are adjustable and can be updated), additional notes and link a document/s


Work Orders | Authorised Works




10. To check the trade availability, select 'Check Availability'.

AJG0101-0061 Draft


Assigned To 

Start Date 

Completion Date 

Notes

Linked Document





A list of subcontractors will be displayed with the current number of open work orders. The subcontractor list will be automatically filtered to the trade type/s within the work order and repair dates entered.


11. On the right-hand side, you will have Sell amount, Cost amount and the Profit Margin based on the approved estimate


Work Orders | Authorised Works

Summary Create / Unallocated AJG0101-0061 Draft

AJG0101-0061 Draft

Assigned To  Niko Constructions Pty Ltd 

Start Date 

Completion Date 

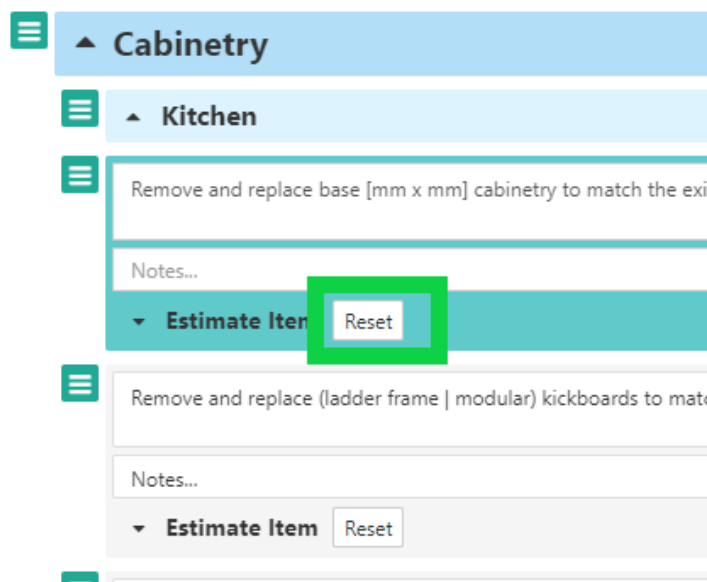
	Sell	Cost	Profit Margin
Total	\$2,431.57	\$1,870.44	23.08%
GST	\$221.05	\$170.04	<input checked="" type="checkbox"/> Inc GST
Subtotal	\$2,210.52	\$1,700.40	

12. You will have the option to reduce the subcontractor allowance by adjusting the material allowance, hrly rate or hours. To do this, scroll down to the scope line item/s you wish to adjust, click in the relevant cell and change as required.

Cabinetry											
Kitchen											
Remove and replace base [mm x mm] cabinetry to match the existing design and quality as close as possible - approximately [Lm]											
Notes...											
		Material	\$0.00	ea	1	\$0.00	\$0.00	\$212.55			
Estimate Item		Reset			<input type="checkbox"/> GST Free	Labour	\$70.85	hr	3	\$460.53	\$212.55
Remove and replace (ladder frame modular) kickboards to match the existing design and quality as close as possible approximately [Lm]											
Notes...											
		Material	\$0.00	ea	1	\$0.00	\$0.00	\$212.55			
Estimate Item		Reset			<input type="checkbox"/> GST Free	Labour	\$70.85	hr	3	\$460.53	\$212.55
Remove and replace overhead cabinetry [mm x mm], to match the existing design and quality as close as possible - approximately [Lm]											
Notes...											
		Material	\$0.00	ea	1	\$0.00	\$0.00	\$141.70			
Estimate Item		Reset			<input type="checkbox"/> GST Free	Labour	\$70.85	hr	2	\$460.53	\$141.70

NOTE: You will also have the option to increase the subcontractor allowance, however this will not be updating the estimate and will result in a lower Profit Margin

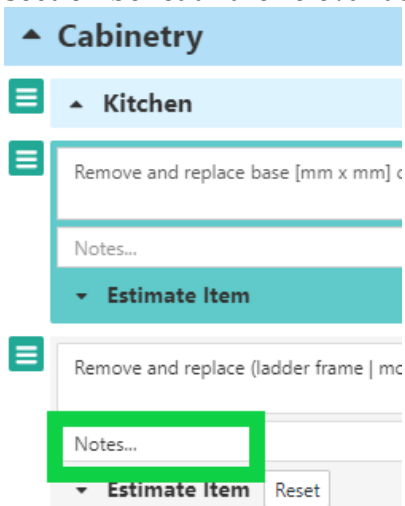
If you need to reset the scope line allowance to go back to the original allowance, click on the scope line and select 'Reset'



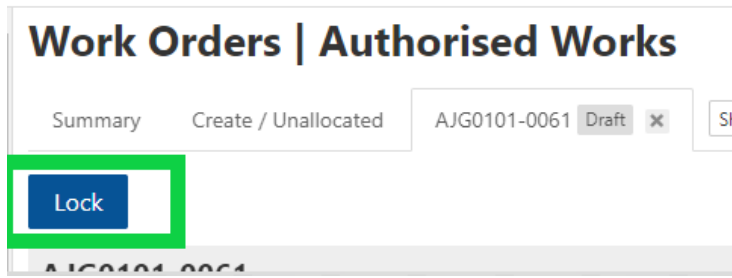
13. Once you have adjusted the allowance, the Cost and Profit Margin will be updated to reflect the changes made

	Sell	Cost	Profit Margin ⓘ
Total	\$2,431.57	\$1,636.63	32.69%
GST ⓘ	\$221.05	\$148.79	<input checked="" type="checkbox"/> Inc GST ⓘ
Subtotal	\$2,210.52	\$1,487.85	

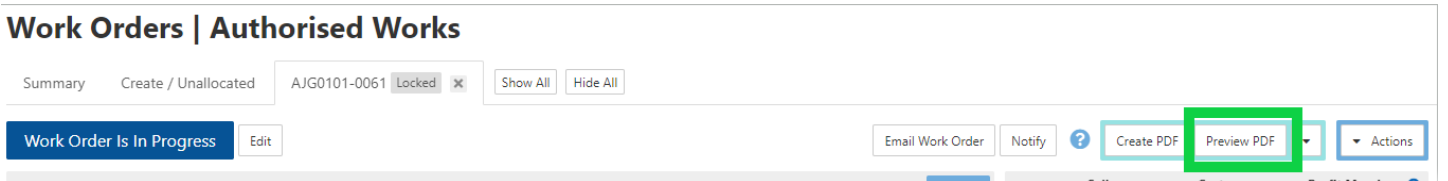
14. If you would like to send a note relating to a specific scope line, type the note under the 'Notes' section beneath the relevant scope line



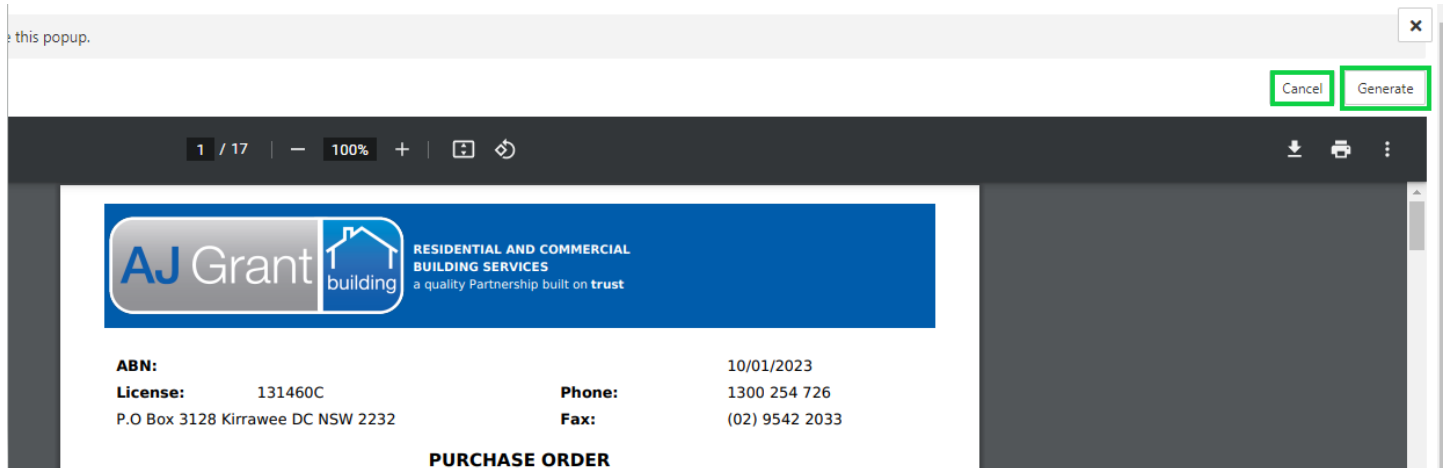
15. Once you are ready to send to send the work order, select 'Lock' at the top of the page



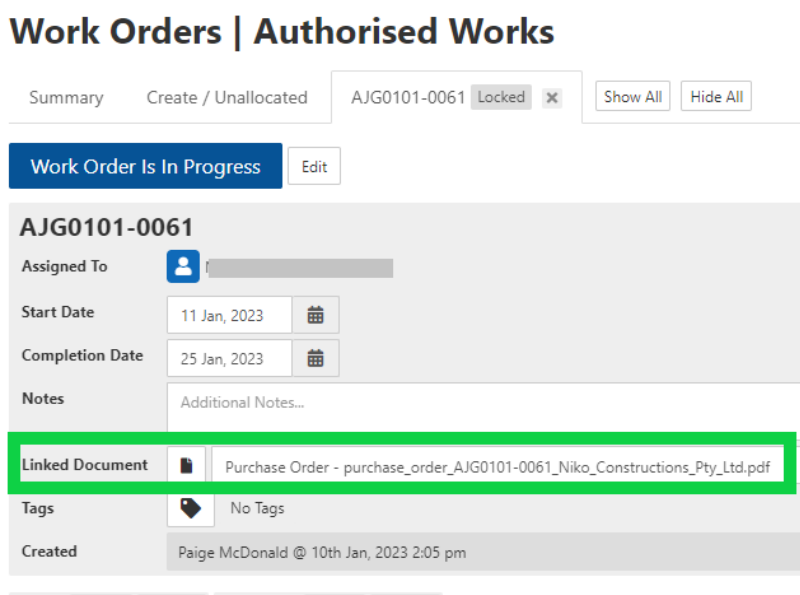
16. Select 'Preview PDF'



17. Check the purchase order and if no adjustments are required, select 'Generate'
If you need to adjust the purchase order, select 'Cancel'



18. Once the purchase order has been generated, the purchase order document will automatically be added as a linked document within the work order



19. Select 'Allocate Work Order' on the Sync banner

Work Orders | Authorised Works

Summary Create / Unallocated AJG0101-0061 Locked x Show All Hide All

Work Order Is In Progress Edit Email Work Order Notify ? Create PDF Preview PDF Actions

Sync Allocate Work Order

AJG0101-0061 Locked Sell Cost Profit Margin

20. Select which costs and quantity to include, attach additional documents and notes and click 'Send'. The work order will now be on the trades portal to either accept or decline

Sync to Linked Contact

Sync Related To: Job

Sync Action: Allocate Work Order

Work Orders: AJG0101-0061 (Niko Constructions Pty Ltd)

Include Labour Cost
 Include Labour Quantity
 Include Material Cost
 Include Material Quantity

Documents: 0 Selected Select All Select None

Group By: Doc Gallery Expand All Collapse All

- Contracts** 2 Documents
- Invoices** 1 Document
- Purchase Order** 1 Document

Note: Note... Reset Send