



Instruction manual

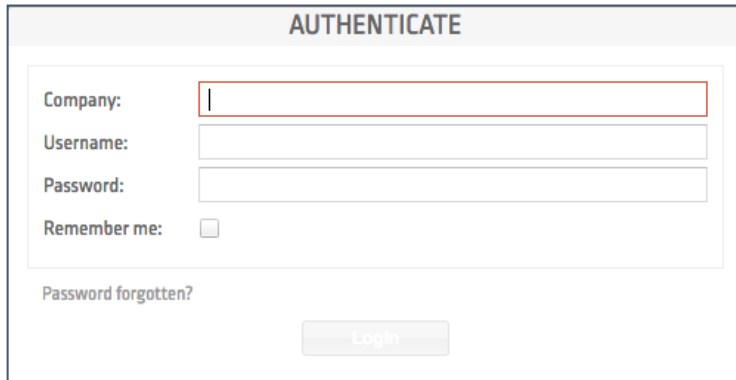
Third Party Portal

Introduction

This manual describes the basic functionality of the Third Party Portal.

Step 1:

Start an internet browser and open <https://start.pcamobile.com>



The screenshot shows a web form titled "AUTHENTICATE". It contains the following fields and elements:

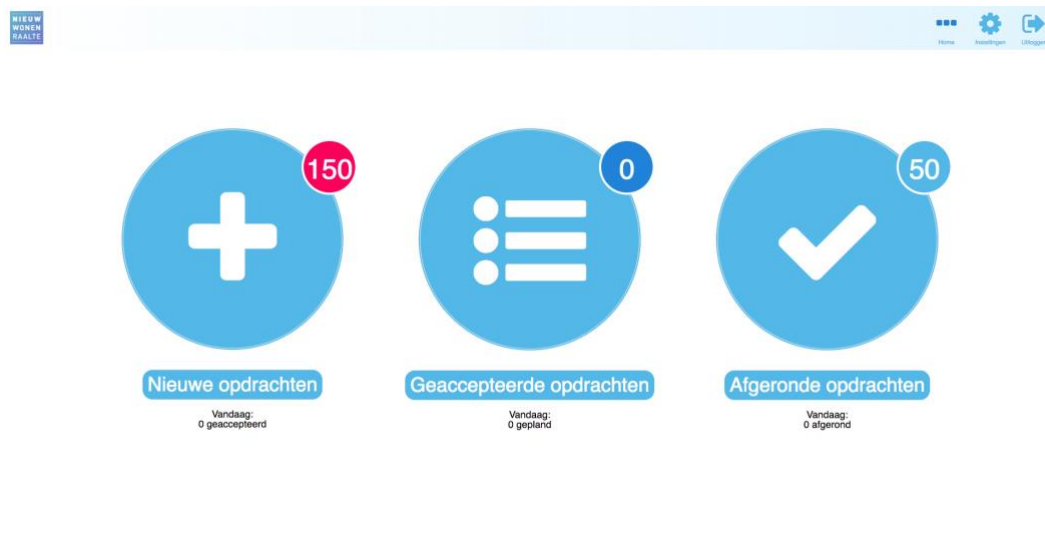
- Company:** A text input field with a red border.
- Username:** A text input field.
- Password:** A text input field.
- Remember me:** A checkbox.
- Password forgotten?:** A link below the password field.
- Login:** A button at the bottom center.

Step 2:

Log in and the Third Party Portal will be opened. Tasks can be sent to a Third Party Portal via Marlin.



Third Party Portal



As soon as a subcontractor is logged in to the Third Party Portal, the above window is displayed. Three buttons are distinguished in the Third Party Portal:

1. New assignments
2. Accepted assignments
3. Completed assignments

New assignments

Once a task has been sent from Marlin it will be visible in the overview with new assignments. In this overview, the subcontractor can accept or refuse his orders. Double-click the task to open the task details and notes associated with the task.

Task ID	Referentie	Status datum	Planning	Status	Omschrijving	Adres	Plaats
5148 1773		02-07-2016 13:30		Nieuw	Platteling afdichtingslat	Pietstraat 16	Amsterdam
DDMKW0002 D...				Nieuw	Systeemplafond repareren		
DDMKW0004 D...				Nieuw	Sluisen		
DDMKW0008 D...				Nieuw	Voorgevel reinigen		
3898 210				Nieuw	Wanden straken		
3781 268				Nieuw	Trapleuning controleren	Walenweg 15	Lammerwijk
3752 362				Nieuw	WC ont vaststellen	Verduin 12	Raabe
3690 214				Nieuw	Tegels vervangen		
3690 238				Nieuw	Tegels vervangen		
3730 283				Nieuw	raatscollege vervangen	Helmstraat 18	Lutterberg
3754 300				Nieuw	duitsenrijng	Rutenberg 12	Raabe
3754 301				Nieuw	duitsenrijng	Rutenberg 12	Raabe
3773 390				Nieuw	afvoersysteem	Ramelsdijk 10 A	Raabe
3775 365				Nieuw	omroepen solderen	Rutenberg 12	Raabe
3776 365				Nieuw	onderhoud volgens contract	Ramelsdijk 10 A	Raabe
3779 375				Nieuw	Electric controleren	Verduin 12	Raabe
3779 376				Nieuw	Electric controleren	Verduin 12	Raabe
3778 366				Nieuw	Plaatvloer schilderen	Boerstraat 2	Wijk
3768 370				Nieuw	raatscollege vervangen	Boerstraat 2	Wijk
3768 400				Nieuw	raatscollege vervangen	Boerstraat 2	Wijk
3815 493				Nieuw	Chapeot schilderen	Tunestraat 1	Lammerwijk
3808 488				Nieuw	CV kast installeren	Zandhof 1	Raabe
3813 473				Nieuw	Plaat vervangen	Pattje 50	Raabe
3828 486				Nieuw	Plaat vervangen	Jagersman 77	Lutterberg
3814 470				Nieuw	Plaatvloer schilderen	Draakweg 25	Lutterberg
3816 500				Nieuw	Bodemhogeret vervangen	Lammerweg 25	Lutterberg
3812 471				Nieuw	Stucwerk aanbrengen	Helmstraat 18	Lutterberg
3827 483				Nieuw	Chapeot schilderen	Roggestraat 58	Raabe
3828 547				Nieuw	Decoreren vervangen	Houtenweg 4	Munsterham
3849 566				Nieuw	lamp installeren	Boerstraat 2	Wijk
3847 581				Nieuw	onderhoud volgens contract	Boerstraat 2	Wijk
13860 1027				Nieuw	Stucwerk herstellen	Pattje 50	Raabe

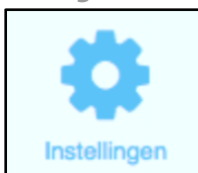
Accepted assignments

Once the subcontractor has accepted an assignment, it will be reflected in the accepted assignments overview. In this overview, an assignment can be selected and a schedule can be issued for this assignment.

Finished assignments

A subcontractor can always find a task from the past under the overview of completed orders.

Settings



At the top right of the Third Party Portal is the settings button. Here the third party / subcontractor can change his or her password.