

Work Portal

Simplifying work orders, enhancing contractor efficiency

Transforming work order management for contractors

The On Key Plus Work Portal is an advanced digital solution designed to streamline work order management for contractors and service providers. It enables efficient work assignment, realtime tracking, and seamless quoting and invoicing, reducing administrative burdens and enhancing operational efficiency.



Secure and scalable

The On Key Plus Work Portal is a cloud-based solution with enterprise-grade security and scalability, ensuring your work order management evolves with your business needs.

Key features

Work order management

- ▶ Access a structured dashboard displaying all assigned work orders.
- ▶ Sort and filter work by priority, assigned personnel, and status.
- ▶ Assign, reassign, and update work order details dynamically.

User-friendly interface

- ▶ Intuitive navigation ensures ease of use with minimal training.
- ▶ Mobile and desktop compatibility for on-the-go management.
- ▶ Customisable grids to display work order information relevant to your operations.

Document and file management

- ▶ Attach supporting documentation to work orders, quotes, and invoices.
- ▶ Enforce mandatory file attachments for compliance and approvals.

Automated financial processing

- ▶ Bulk import quotes and invoices for efficiency.
- ▶ Ensure consistency in pricing with predefined rate tables.
- ▶ The portal can cross-check invoice details against submitted quotes and purchase orders, flagging discrepancies before approval.
- ▶ Automatic validation of financial transactions to prevent errors.

Why use the On Key Plus Work Portal?

Seamless work management

- ▶ Assign and track work orders with ease.
- ▶ Gain complete visibility over assigned work and status updates.
- ▶ Provide real-time feedback and failure analysis for improved reporting.

Integrated quoting and invoicing

- ▶ Upload quotes directly within the portal.
- ▶ Perform and track approvals and modifications seamlessly.
- ▶ Convert quotes to invoices with the press of a button.
- ▶ The Work Portal automatically validates invoices upon submission, ensuring accuracy, compliance, and adherence to client-specific rules before processing.

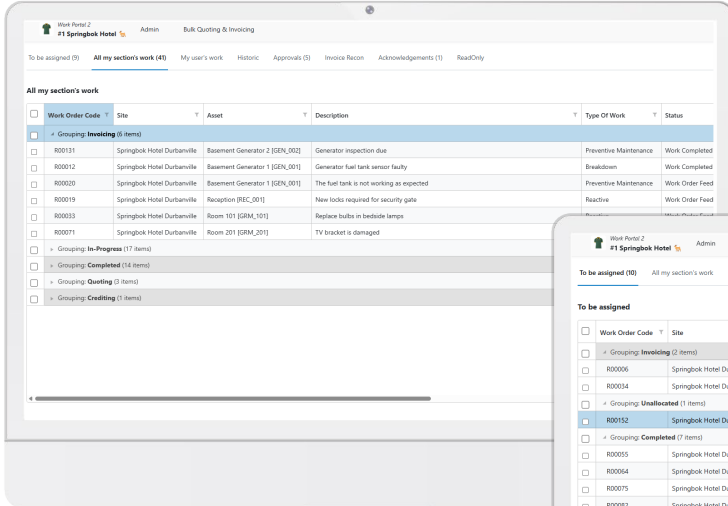
Realtime status tracking

- ▶ View work order updates as they progress through different stages.
- ▶ Track invoice approvals and cost commitments effortlessly.
- ▶ Access a comprehensive status history for auditing and compliance.

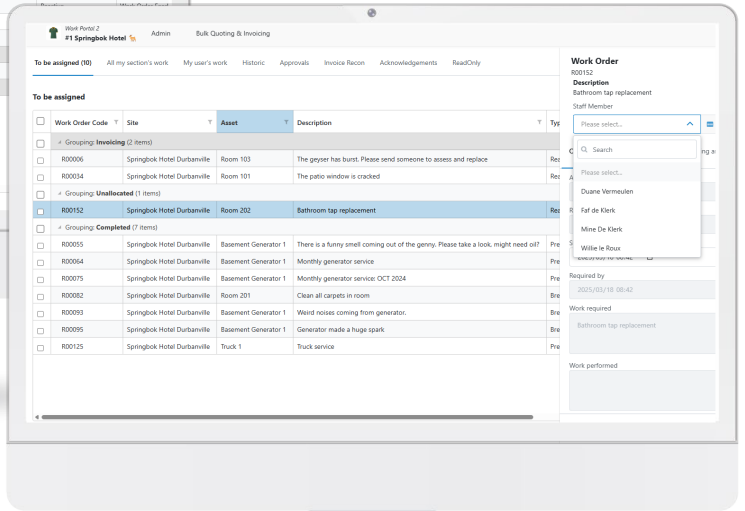
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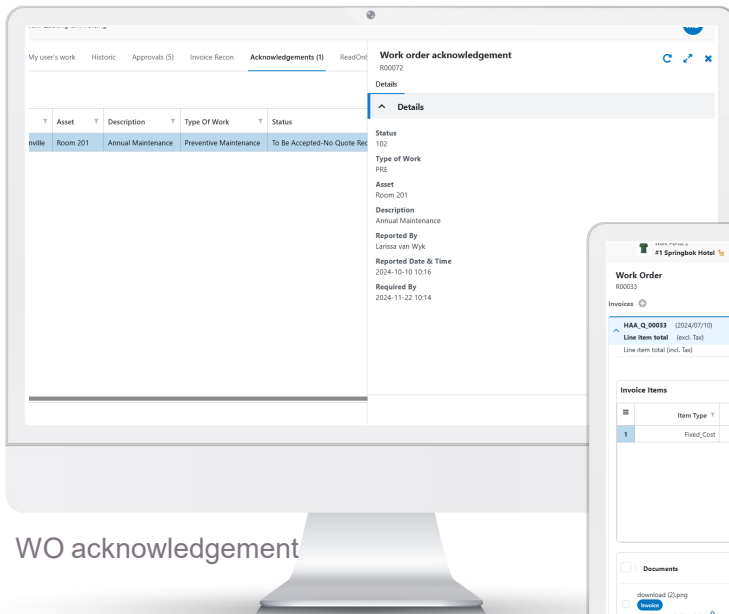
Intuitive workflow and user friendly interface



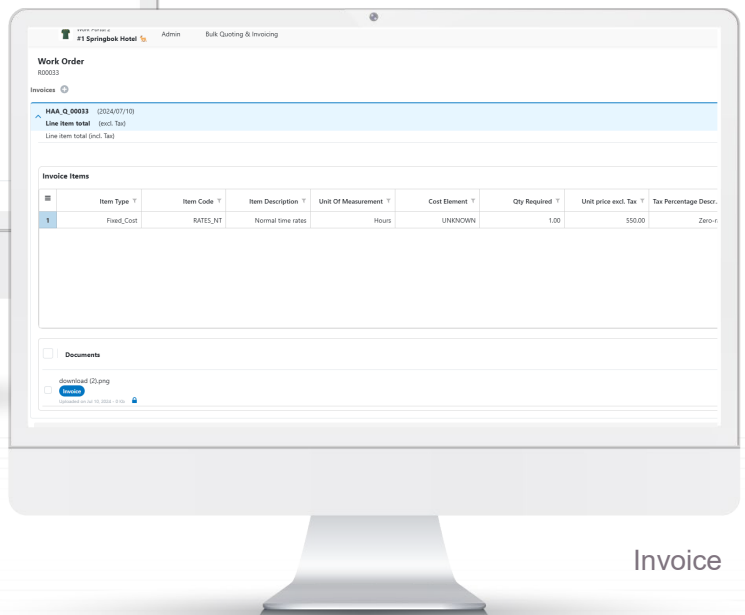
List view



Assign staff



WO acknowledgement

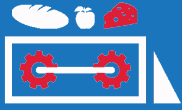


Invoice

Work Portal

Optimising contractor management across industries – seamless, scalable, smart

Application benefits in every industry



Manufacturing

- ▶ Streamlines contractor work management for planned maintenance and emergency repairs.
- ▶ Reduces downtime with realtime status updates and faster approvals.
- ▶ Ensures compliance with safety and quality standards by enforcing mandatory documentation.
- ▶ Automates financial reconciliation for better budget control and cost tracking.



Facilities and Retail

- ▶ Enhances efficiency in managing multi-site service contractors.
- ▶ Provides realtime tracking of maintenance requests and work progress.
- ▶ Simplifies quote and invoice management for facility upkeep and repair projects.
- ▶ Ensures SLA compliance with automated reporting and validation tools.



Mining and Minerals

- ▶ Improves contractor oversight in high-risk environments with realtime tracking.
- ▶ Ensures compliance with stringent safety and environmental regulations.
- ▶ Reduces administrative load by automating work order assignments and financial processing.
- ▶ Supports better decision-making with comprehensive failure analysis and reporting.



Oil and Gas

- ▶ Optimises maintenance scheduling and contractor coordination across multiple sites.
- ▶ Enhances compliance with industry regulations through enforced documentation.
- ▶ Minimises downtime by enabling fast approval of quotes and invoices.
- ▶ Provides clear cost visibility and control over contractor expenditures.



Utilities

- ▶ Ensures efficient contractor dispatch for reactive and preventive maintenance.
- ▶ Enhances asset reliability by streamlining failure analysis and reporting.
- ▶ Reduces administrative bottlenecks in financial processing and compliance.
- ▶ Supports scalability for managing large contractor networks.



Transport and Logistics

- ▶ Improves fleet and infrastructure maintenance by automating work order management.
- ▶ Reduces turnaround times with seamless quoting, invoicing, and approval processes.
- ▶ Enhances visibility of work progress for better operational planning.
- ▶ Ensures regulatory compliance with structured documentation and audit trails.