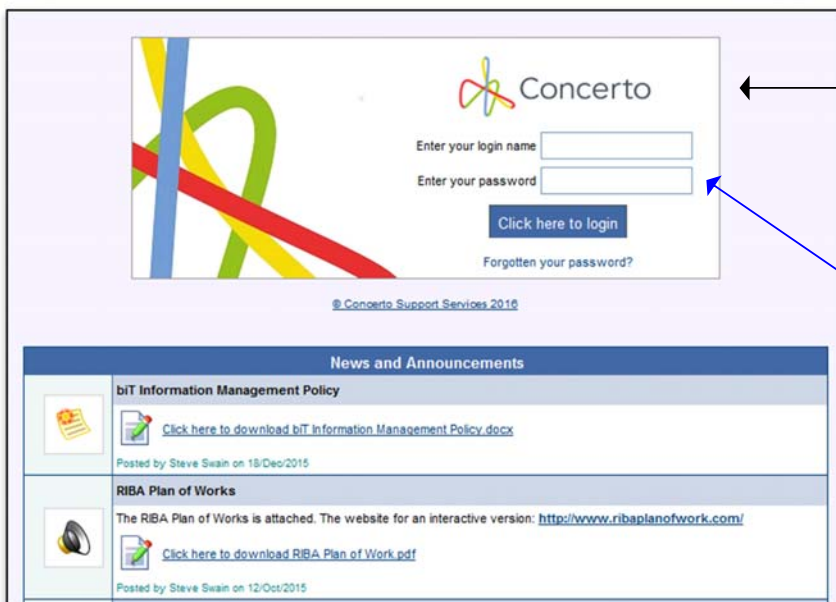


# Quick Guide to P2

## Accessing Your Site Documents

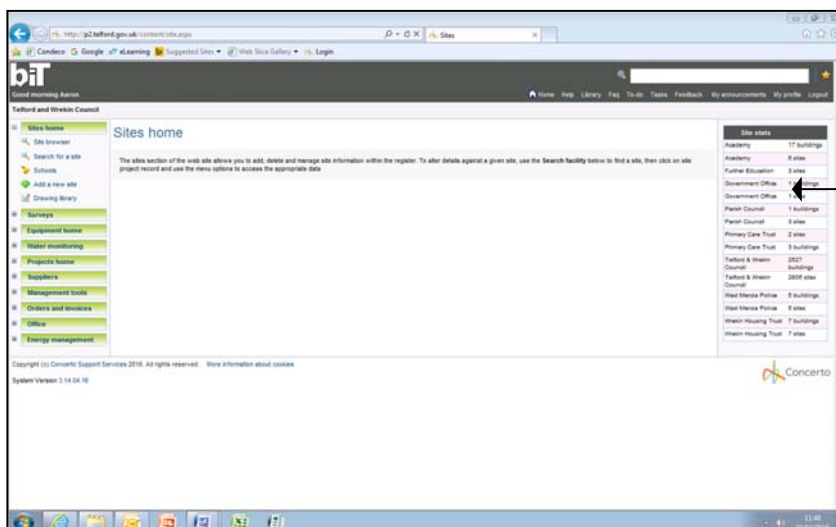
To log onto P2, please use the following web address  
<https://p2.telford.gov.uk>



Then P2.net login screen appears.

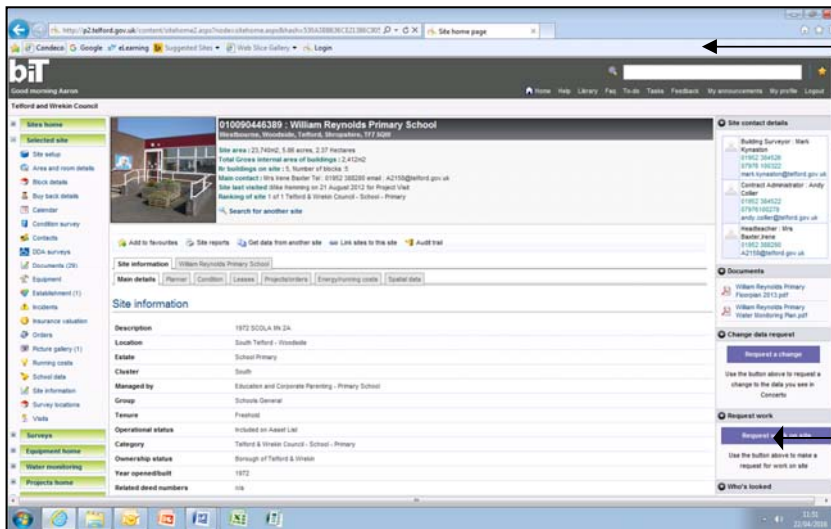
This is where you will input your login details.

**P2username**  
\*\*\*\*\*



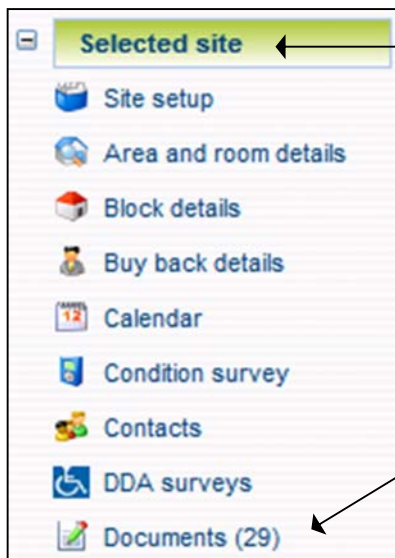
Following logging into P2, this is the first screen you will access.

Click on my favourite sites.



This is your site Home page.

From here you can access all your site documents.



If you click onto **"Selected Sites"** on the left side of the page, it will drop down multiple file folders.

From here you can access all types of documents related to your site

Click on the **"Documents"** folder to view all uploaded documents.

	Description	Uploaded by	Date/Time	Ver	Size
	Will Reynolds Elevations Block A Infant.pdf (Final)	David McMullan (Olive Joyce)	25/10/2013	1	75 KB
	Will Reynolds Elevations Block A Junior.pdf (Final)	David McMullan (Olive Joyce)	25/10/2013	1	65 KB
	William Reynolds Primary Floor Plan 2013 (Final)	Steve Swain	29/10/2013	4	763 KB

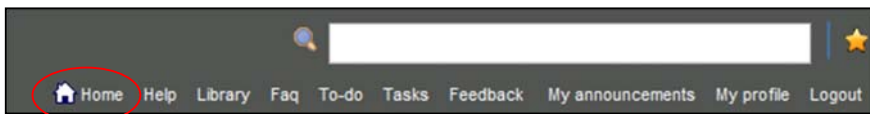
Your view should be similar to this.



# Quick Guide to P2

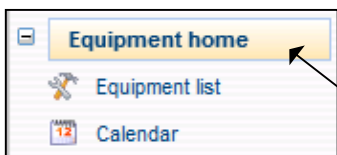
## Accessing the Equipment List

Always start your search from the Home page.

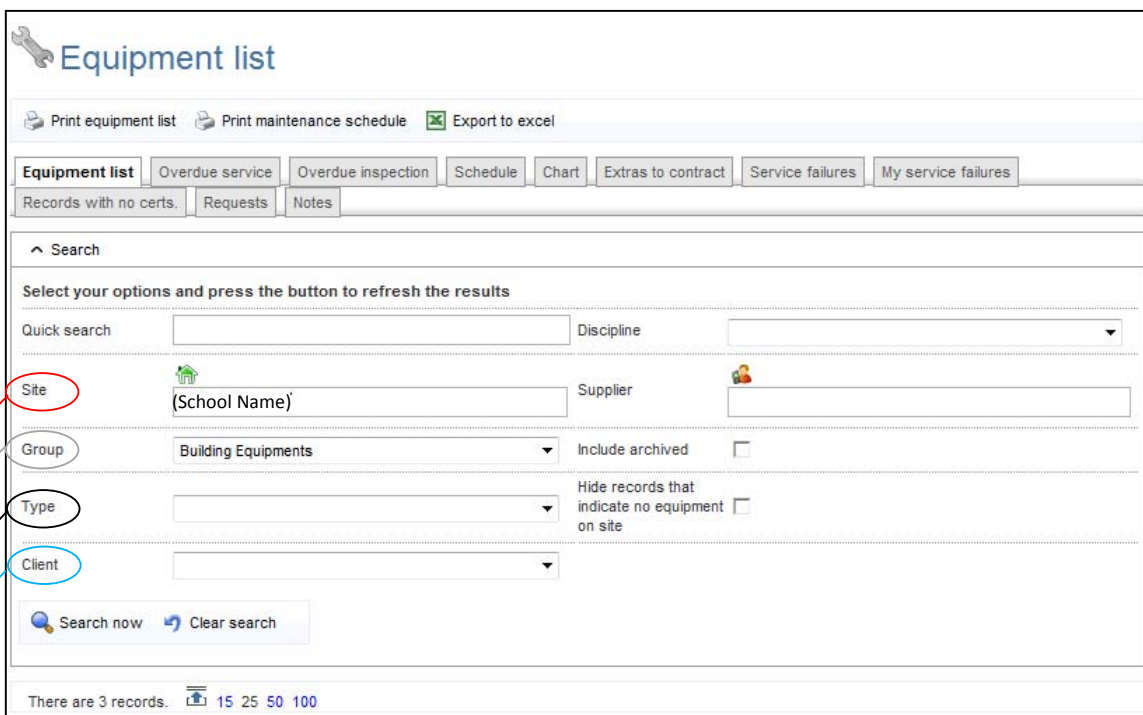


The navigation bar includes links: Home, Help, Library, Faq, To-do, Tasks, Feedback, My announcements, My profile, Logout.

To view your site service contracts click on **"Equipment Home"**



The sidebar menu includes links: Equipment home, Equipment list, Calendar.



**Equipment list**

Print equipment list Print maintenance schedule Export to excel

Equipment list Overdue service Overdue inspection Schedule Chart Extras to contract Service failures My service failures

Records with no certs. Requests Notes

Search

Select your options and press the button to refresh the results

Quick search Discipline

Site (School Name) Supplier

Group Building Equipments Include archived

Type Hide records that indicate no equipment on site

Client

Search now Clear search



There are 3 records. 15 25 50 100

In **"Site"** Type in your school name.

In **"Group"** Select the type of Equipment e.g. Building Equipment, Mechanical or Electrical Equipment.


**"Type"** Allows you to drill down to the type of contract e.g. "E5 – Maintenance of Lifts."

**"Client"** Allows you to select the contractor.

 Search now  Clear search


When you have made your selections click “Search Now” to perform a different search click on “**Clear Search**” and follow the steps above once more.




From the selections you have made the service contract detail will be listed as below. You will see detail such as Last service dates/Next service date/ Annual cost etc




There are 3 records.  15 25 50 100

	Site	Supplier	Type	Location	Make/model/Serial	Size	Condition	Age	Items	Last service date	Next service date	Annual est.	Comments
Options	010090446389 - William Reynolds Primary School	Sportfix	B1 Maintenance of Sports Equipment (Gym)	01-01 Block A - infant & Junior					0	11 Jun 2013	11 Jun 2014	£52.00	
Options	010090446389 - William Reynolds Primary School	SICO Europe Limited	B10 Maintenance of SICO Tables (Sico Europe)	01-01 Block A - A01 Circ - Hall					0	30 Jan 2014	30 Jan 2015	£155.25	
Options	010090446389 - William Reynolds Primary School	DMW Environmental Safety Ltd	B12 Asbestos Management Survey	01-01 Block A					0			£750.00	

**KEY**

Acknowledged service failures New service failures  Delegated repair responsibility No equipment on site Archived

 Print equipment list  Print maintenance schedule  Export to excel

Options	010090446389	Sportfix
	Actions and other details	
	Attachments	
	Product details	

Click on options table for further servicing detail

**Actions and other details** – Shows you when the work was carried out and how much you paid.

**Attachments** - Shows you the service sheets relating to the service.

Please do not worry if you see an item highlighted red in your Equipment List, there could be multiple reasons

- Invoice has not been received so service detail has not been updated.
- There could be an outstanding Issue.

# Quick Guide to P2

## Viewing the Order Register

Click on “**Order Register**” this will bring up the page below.

Click on “**All Orders**”



A screenshot of the 'Order register' page. At the top, there's a header with the title 'Order register' and several action buttons: 'Add a new order', 'Delete selected', 'Approve the marked order records', 'Find and replace', and 'Export to excel'. Below the header is a navigation bar with tabs: 'My live orders', 'Orders input by me', 'All live', 'Unapproved', 'On hold', 'Complete on site', 'Closed', 'Cancelled', 'Orders not printed/emailed', and 'All orders'. The 'All orders' tab is selected. Below the navigation bar is a search section with various filters: 'Order number search', 'Search', 'Site', 'Project', 'Supplier', 'Priority', 'Manager', 'Date period', and 'Other options'. There are 'Search now' and 'Clear search' buttons. At the bottom, there's a pagination bar showing '583 pages with 8743 records' and a 'Jump to page' field.

On this page you are able to search for all the orders you have placed using several different functions e.g.

**Order Number**

**Site Name**

**Supplier**

Then click on “**Search**” the corresponding orders will appear as below.

There are 7 records. 15 25 50 100				
	Order nr	Site	Priority	Order date
Options	182591	William Reynolds Primary School : 010090446389 Taylors Mechanical Heating 01743 466988 Fax : 01743 467900 11043 Buyback SILVER - William Reynolds Primary Carry out Bi-Annual Maintenance of Thermostatic Mixing Valves for the period 01 Apr 2016 to 31 Mar 2017 R2005CAAH0000ELA Claire Sieradzki	Routine Maintenance	01 Apr 2016

Click on Options and then the plus button to view further detail and service sheets.

Options	182691	William Reynolds Primary School : 010090446389 Taylors Mechanical Heating 01743 466988 Fax : 01743 467900 11043 Buyback SILVER - William Reynolds Primary Carry out Bi-Annual Maintenance of Thermostatic Mixing Valves for the period 01 Apr 2016 to 31 Mar 2017 R2005CAAH0000ELA Claire Sieradzki	Routine Maintenance	01 Apr 2016
Show details				
Go to invoices				
Go to project				
Notes/Message for supplier				

Order nr	Site	Priority	Order date
Options	182691	William Reynolds Primary School : 010090446389 Taylors Mechanical Heating 01743 466988 Fax : 01743 467900 11043 Buyback SILVER - William Reynolds Primary Carry out Bi-Annual Maintenance of Thermostatic Mixing Valves for the period 01 Apr 2016 to 31 Mar 2017 R2005CAAH0000ELA Claire Sieradzki	Routine Maintenance 01 Apr 2016

**Supplier details :**

Supplier : Taylors Mechanical Heating

Unit 38H, Vanguard Way, Battlefield Enterprise Park, Shrewsbury, SY1 3TG

Telephone : 01743 466988

Email : rich@taylorsmech.co.uk; neil@taylorsmech.co.uk

**Order lines :**

If the order is highlighted in purple, the order has been paid and completed, or the order has been closed for a specific reason.

Options	180154	William Reynolds Primary School : 010090446389 Taylors Mechanical Heating 01743 466988 Fax : 01743 467900 11043 Buyback SILVER - William Reynolds Primary Attend to the TMV serving the sink in Classrooms A31 and A32 to be checked as the water is either too hot or too cold. R2005CAAH0000EKA Petra O'Rourke	2 Urgent to be commenced within 24 hours	24 Feb 2016
---------	--------	---	--	-------------

You can export all your order data by clicking on the “Export to Excel” at the top of the page.

 Export list to Excel

Once the data is exported you will have a list of service contracts as below.

Order number	Order date	Site	Order description	Target date	Supplier	Status
163745	15-Oct-14	William Reynolds Primary	Quotation Ref NRP2982Removal of 3x	16-Oct-14	Taylors Mechanical Heating	Live
163677	14-Oct-14	William Reynolds Primary	Attend to potato peeler not working. T	15-Oct-14	Bradley Industrial Services	Live
163457	08-Oct-14	William Reynolds Primary	Attend to heating not working in part 1	08-Oct-14	George Birchall Service Ltd	Live
163371	06-Oct-14	William Reynolds Primary	Attend to investigate burning typr sme	06-Oct-14	George Birchall Service Ltd	Live
163275	02-Oct-14	William Reynolds Primary	Attend site following a power cut. Th	02-Oct-14	Security Wise Ltd	Complete
163261	02-Oct-14	William Reynolds Primary	Quote Ref: JCE-1682SDC can you please proceed with ti	02-Oct-14	JCE & Sons Ltd	Live
163241	01-Oct-14	William Reynolds Primary	Attend to roller shutter no closing.	01-Oct-14	Window & Door Contract Services	Live
162177	02-Sep-14	William Reynolds Primary	Attend Site: Replace 2 high level brok	02-Sep-14	A1 Glass and Glazing (Shropshire) Lt	Complete
162144	01-Sep-14	William Reynolds Primary	Attend to water boiler which is not w	01-Sep-14	George Birchall Service Ltd	Complete
162141	01-Sep-14	William Reynolds Primary	Attend to issues with the gas. low fla	01-Sep-14	George Birchall Service Ltd	Complete
161387	31-Jul-14	William Reynolds Primary	Attend to cubicle door to the new toilet block.		Pryce Builders	Complete
161319	28-Jul-14	William Reynolds Primary	Quote Ref: With regards to your Quote: QU14-00125 of 1		Churches Fire Security Ltd	Live
161224	22-Jul-14	William Reynolds Primary	Toilet refurb		Granville Construction	Live
160845	15-Jul-14	William Reynolds Primary	Attend site to re set the key pad to m	16-Jul-14	Security Wise Ltd	Complete
160657	10-Jul-14	William Reynolds Primary	Attend site to re set the key pad to m	11-Jul-14	Telford & W Building Services - Facilit	Complete
160290	01-Jul-14	William Reynolds Primary	Quote Ref: Can you please proceed with your quote of 5	01-Jul-14	SICO Europe Limited	Complete
160235	30-Jun-14	William Reynolds Primary	attend to loose legs on a chair sticker	01-Jul-14	SICO Europe Limited	Live
159565	11-Jun-14	William Reynolds Primary	Carry out work on intruder alarm due to faulty equipment	ADT Fire & Security plc		Complete
157684	09-Apr-14	William Reynolds Primary	Carry out repairs to fuse board, door	10-Apr-14	JCE & Sons Ltd	Complete
157528	04-Apr-14	William Reynolds Primary	test	04-Apr-14	Baart Harries Newall	Live
156441	24-Mar-14	William Reynolds Primary	Attend to investigate cable connecti	25-Mar-14	PP Electrical Services (Shropshire) Lt	Complete
156435	24-Mar-14	William Reynolds Primary	Attend to sockets out in 3no. classroo	24-Mar-14	PP Electrical Services (Shropshire) Lt	Complete
156379	20-Mar-14	William Reynolds Primary	Infants - Engineers attendance on 03.10.13 to carry out v	ADT Fire & Security plc		Complete
156378	20-Mar-14	William Reynolds Primary	Infants - engineers attendance on 24.07.13 to carry out v	ADT Fire & Security plc		Complete
155760	12/03/2014 17:29	William Reynolds Primary	Carry out Water Testing & Chlorination	31-Mar-15	Hydro-Tech Environmental Services L	Live
155736	12-Mar-14	William Reynolds Primary	Replace the break glass	12-Mar-14	JCE & Sons Ltd	Complete
155180	21-Feb-14	William Reynolds Primary	Replace corridoe doors with new ast	04-Mar-14	Pryce Builders	Complete
154884	12-Feb-14	William Reynolds Primary	bulb has exploded on hot trolley.Chec	13-Feb-14	Gra-bern	Complete
154878	12-Feb-14	William Reynolds Primary	Mixer tap in kitchen contiously running	13-Feb-14	D P Wilcox & Son	Complete
154806	10-Feb-14	William Reynolds Primary	Can you please proceed with your quote for the followin	Water Clean Services Ltd		Complete
154046	15-Jan-14	William Reynolds Primary	to fit a pressure reducing valve to be	16-Jan-14	Brown & Murray Ltd	Live
153606	20-Dec-13	William Reynolds Primary	Attend to Zip boiler not working in st	31-Dec-13	Gra-bern	Complete
153602	20-Dec-13	William Reynolds Primary	Fence panel has been taken off this r	20-Dec-13	Jones & Hampton	Complete