



User Guide

Palumbo Portal

User Guide – Palumbo Portal

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Palumbo Portal

The Palumbo Portal has been created to allow contractors and site supervisors to access plans and other relevant documents from any internet linked computer, tablet, or smartphone. Access to the Portal is subject to approval by Palumbo Management, and users will only be granted access to those jobs that they are involved in directly.

1. Registration of New Users

Access to the Portal is via the link on the Palumbo website:

A screenshot of the Palumbo Tenders login page. The page has the Palumbo logo and the title 'Tenders'. It contains a login form with fields for 'Username' and 'Password', and a 'Log In' button. A callout box points to the 'Log In' button with the text 'Existing users log in here'. Another callout box points to the 'Don't have a login? Click here to register.' link with the text 'New users apply here'. At the bottom, there is a link to download the Palumbo Portal User Guide.

 Palumbo

Register

First Name*

Last Name*

Email Address*

?

Phone Number*

Username*

?

Trade*

Please select

▼

New users fill in their details and click Submit. This generates an email to Palumbo management, who will decide whether or not to grant access to the proposed user.

2. Accessing documents via the Portal

Access to the portal is via the link on the Palumbo website:

The image is a screenshot of the Palumbo Tenders login page. The page has a white background with the Palumbo logo at the top left. Below the logo, the word "Tenders" is displayed in a large blue font. Underneath, there are two input fields: "Username" and "Password". A "Log In" button is positioned below the password field. At the bottom of the login section, there are two lines of text: "Don't have a login? [Click here](#) to register." and "Need help? [Click here](#) to download the Palumbo Portal User Guide." A dark grey callout box with a pointer directed at the password field contains the text: "Enter Username & Password (as advised via registration email)".

The Tenders screen will then appear, providing access to Current Jobs, Current Tenders, HSEQ Documents, Terms and Conditions, and Your Account details.

Tenders



Welcome



Secure Documents

Current Jobs

- 10PB03-N-Lot 175 Victoria Parade CAD Files
- 10PB03-N-Lot 175 Victoria Pde, Mawson Lake (Parade Apartments)
- 10PR04-N Lot 105 Kotara Drive, Salisbury Heights

Click on the “plus” sign for the relevant job. This expands to show the attached documents.

Tenders



Welcome



Secure Documents

Current Jobs

- 10PB03-N-Lot 175 Victoria Parade CAD Files
- 10PB03-N-Lot 175 Victoria Pde, Mawson Lake (Parade Apartments)
 - 10PB03 - Door Hardware (29 May 2013)
 - ☒ 10PB03-N- Architectural Drawings (25 Jul 2013)
 - ☒ 10PB03-N- Energy rating (29 May 2013)
 - ☒ 10PB03-N Parade Apartments- Structural Marked Up Shop Drawings (6 Jun 2013)
 - 10PB03-N Parade Apartments 'Structural Marked Up Shop Dwgs- 2 of 2 (6 Jun 2013)
 - 10PB03-N-Civil plans (29 May 2013)
 - 10PB03-N-Joinery Plans (29 May 2013)
 - 10PB03-N-Services Plans & Specification (29 May 2013)
 - 10PB03-N-Structural Drawings (29 May 2013)
- 10PR04-N Lot 105 Kotara Drive, Salisbury Heights

- Click on an individual document to download it, or
- Tick multiple items to download, using the download button at the bottom of the webpage (circled below).

To download all selected files as a Zip file:

[Download](#)



Your Account

3. Email Notification

When a document has been loaded and/or updated, all relevant parties are sent an email similar to the example below:



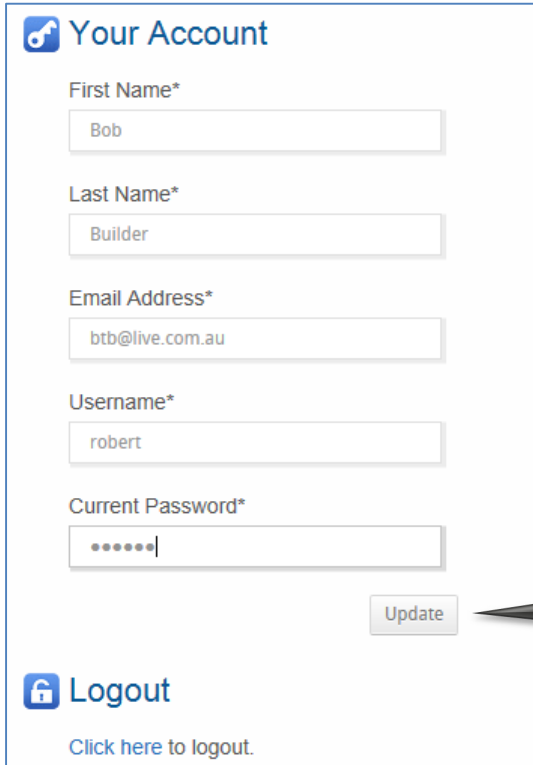
The hyperlink (marked above as “Link to Portal”) takes the user directly to the Portal, opens the relevant job folder, and pre-ticks the document that is noted in the email. The user can simply click on the document name to open or download it, or select the “Download” button.

4. Update of existing documents/files via Addendum

If an existing plan or other document is amended, an Addendum will be issued to formally advise all involved parties. It is up to the individual user to ensure that they remove or delete any superseded plans or documents that they have already downloaded for their own use. Users will be notified of Addendum Updates via Email Notification as per section 3 above.

5. Changing User Details

Users are able to amend their own details online. At the bottom of the home screen after logging in to the portal there is a section entitled “Your Account”. Users simply change the relevant section, enter their Password, then click “Update”.



To update or change Your Account details, make the relevant changes first, enter Password, then click “Update”.

6. Portal Sections

Current Jobs

This lists all current jobs that will be commencing or have commenced construction. Note that this only lists those jobs you have been granted access to; it is not a full list of Palumbo work in progress. These folders contain documents such as Plans, Specifications, Layouts, Architectural, Engineering, and where necessary, a Document Register. The Document Register lists the current version references of all documents relating to that job, and will be continually updated by Palumbo as and when plans are updated or added.

Current Tenders

As with Current Jobs, this section lists all current tenders that are in progress that you have been granted access to; it is not a full list of Palumbo tenders in progress.

HSEQ Documents

This folder contains documents relating to Health, Safety, Environment & Quality (HSEQ). Note that these documents are not site specific; they apply equally across all Palumbo work sites.

Terms and Conditions

This folder contains Palumbo's Subcontract Terms and Conditions.

7. Frequently Asked Questions

I have received an email notifying me of a modification to a job, what do I do?

When there is an addendum or any modification to job documents for a project, all involved parties will be notified via email (refer Section 3. "Email Notification"). Simply click on the link (<http://portal.palumbo.com.au/> ... etc) which will open the Portal, open the relevant job folder, and pre-tick the document that is noted in the email. You can then simply click on the document name to open or download it, or select the "Download" button.

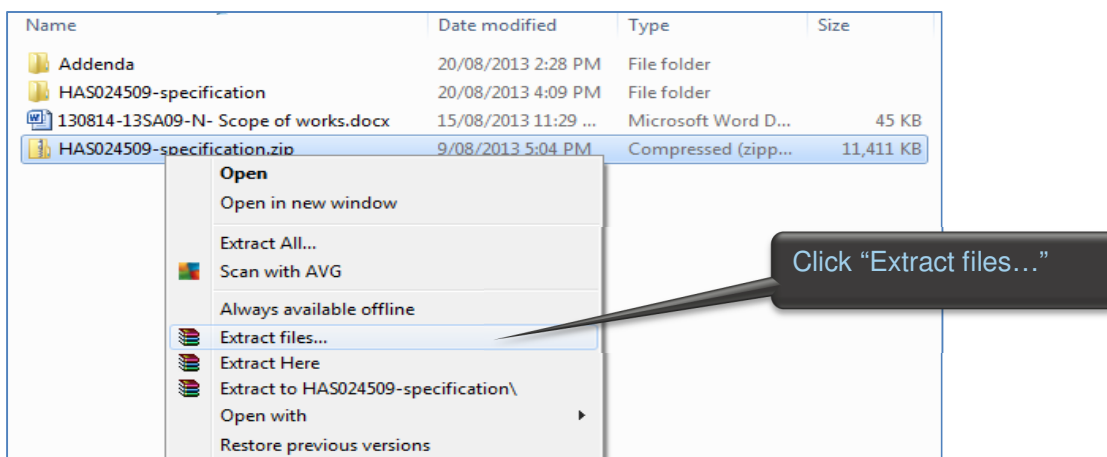
I can't login to The Portal, what do I do?

If you are unable to login, please check that you have spelt your username and password correctly, and they are entered into the correct fields (i.e. username is not in the password field and vice versa). Passwords and usernames are not case sensitive.

If you are still unable to login, copy and paste your username and password from your most recent notification email into the relevant fields. You will receive confirmation of your username and password with every notification email from The Portal.

I am unable to view the downloaded documents

If you have downloaded the file but unable to view the documents, first check that you do not need to "extract" the files from a zip file. To do this right click on the file and click "Extract files", as shown below.





If you are downloading documentation from your phone or tablet ensure that you have the right software to download the documents. Below are some app suggestions that you can download to view the documentation:

Apple

- <https://itunes.apple.com/au/app/adobe-reader>
- <https://itunes.apple.com/au/app/cloudon>

Android

- <https://play.google.com/store/apps>

Where do I submit my quote?

All quotes are to be emailed, faxed or posted to Palumbo:

E: info@palumbo.com.au

F: 08 8209 6101

P: PO Box 140, Greenwith SA 5125

8. Questions and/or Feedback

Contact Palumbo on (08) 8209 6100, or email info@palumbo.com.au.