

CHANGES TO WATER HYGIENE CONTRACTS – 01/08/2022

If you are a Water Hygiene customer of SPES your site will contain a Water Hygiene Log Book where our technicians record their findings on site such as temperatures, TMV servicing and so on. From August 2022 we are going paperless, meaning that service reports and job sheets are accessed via the online portal.

Key benefits of going paperless:

- Streamline and accelerate critical business processes.
- Enable customer self-service.
- Make accessing documents and information faster and easier.
- Reduce the time and cost of editing, changing, and redistributing documents and forms.
- Protect documents from getting lost or, worse, destroyed.
- Improve the security of your data and confidential information.
- Real time access post works completion.

If you require log in details for your portal please email you dedicated contracts manager or admin@spesltd.co.uk

Brief example of how to access the required information in the portal once logged in:

Authorisation

New Job Active **Completed** ← Select completed jobs

Show 50 records Go 1 - 1 of 1 records Show Search Filter

#	Job Ref	Job Type	Short Description	Site	Appointments	Complete By	Completed On	Status	Actions
1.	JOB-1818	New Job	Preferred Date: Time: ANY	1 Demo Lane Demo City B11 1DB	18/07/2022 08:30 to 09:30 - Completed	19/07/2022	18/07/2022	Invoiced	Actions

← Select the job you require

Appointments

User	Start Date	End Date	Completed On	Complete	Print Job Sheet
Operative 1	18/07/2022 08:30	18/07/2022 09:30	18/07/2022 09:40	Complete	Print Job Sheet

Click print job sheet →

This will open a PDF format of the completed job with Assets listed such as Monthly Temperatures, Showerhead Descalers and so on. If there are attachments added to the job such as Tank Inspection Reports or Water Sample Results these can be found below the Print Job Sheet Section.

You can also view invoices and quotes in the portal or request a quote. Please ensure than all current Water Hygiene Log Books are stored and kept on site in a safe place as these records must be retained for a minimum of 5 years.