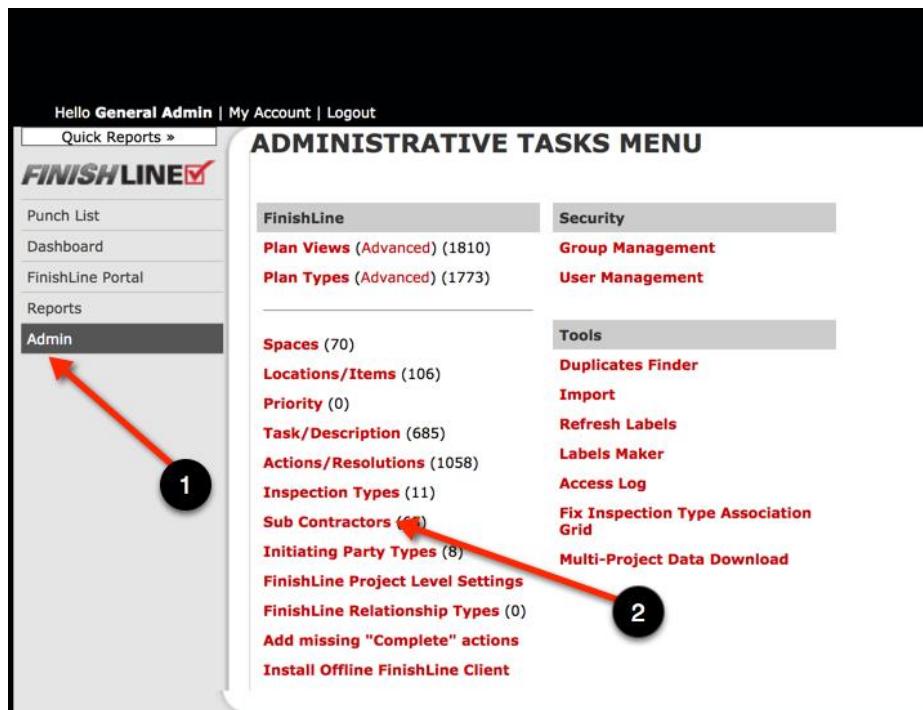
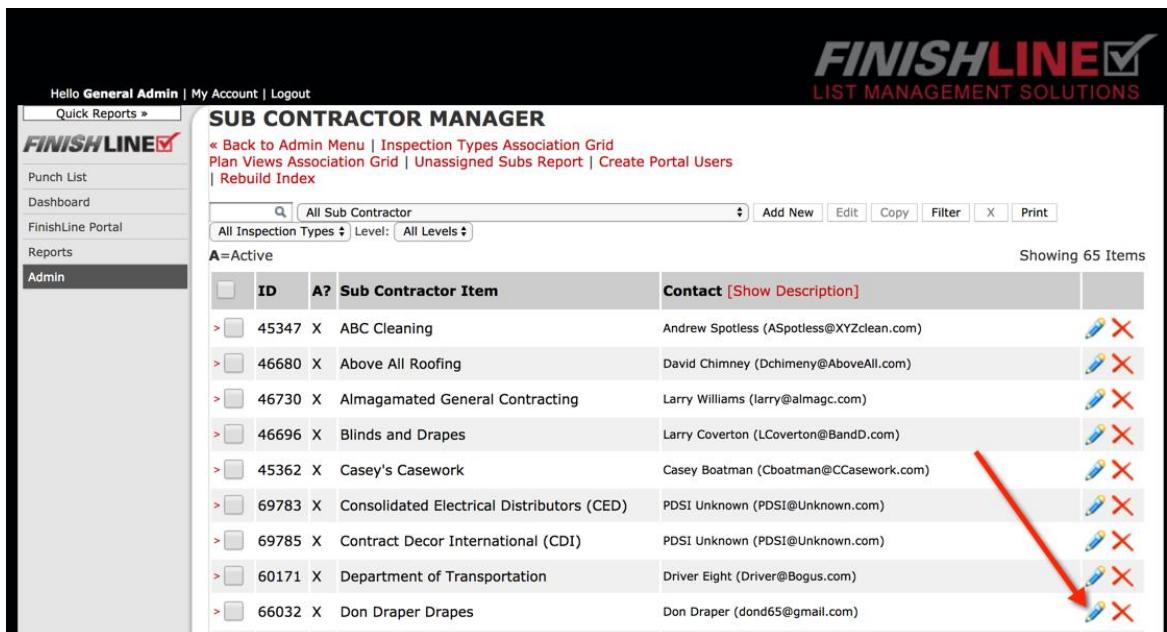


Edit a Sub-Contractor

To edit a sub-contractor, choose the Sub Contractors Link from the Admin Menu.



Then select the edit icon, which looks like a pencil next to the sub-contractor you want to edit.



From this screen you can edit several settings for the sub-contractor such as updating the name, which inspection types they can access, and their contact info.

Some sub-contractors prefer to have reports sent to 2 or more subcontractors. You can add more email addresses, just separate each one with a semicolon.

Separate first and last names with a forward slash /

One report of all items assigned to "Don Draper Drapes" will be sent to the first email address listed and an identical report will be sent to each additional email address listed. Be sure to save after making any updates.

SUB CONTRACTOR: DON DRAPER DRAPES

Admin Menu > Sub Contractor List >

Parent	<Main Sub Contractor>										
Sub Contractor Name:	Don Draper Drapes										
<input type="checkbox"/> Description:											
Active:	<input checked="" type="checkbox"/>										
Selectable?	<input checked="" type="checkbox"/>										
Comments:											
Available in these types <input type="checkbox"/> All <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1-Interior <input checked="" type="checkbox"/> 2-Exterior <input checked="" type="checkbox"/> 3-Site <input checked="" type="checkbox"/> 4-Safety <input checked="" type="checkbox"/> 5-Checklists 											
Contact Info <table border="1"> <tr> <td>First Name</td> <td>Don/Jane/Bob</td> </tr> <tr> <td>Last Name</td> <td>Draper/Smith/Vance</td> </tr> <tr> <td>Email Address</td> <td>don@draperdrapes.com;jane@draperdrapes.com;bob@draperdrapes.com</td> </tr> <tr> <td>Primary Phone</td> <td>555-7979-3434</td> </tr> <tr> <td>Cell Phone</td> <td></td> </tr> </table>		First Name	Don/Jane/Bob	Last Name	Draper/Smith/Vance	Email Address	don@draperdrapes.com;jane@draperdrapes.com;bob@draperdrapes.com	Primary Phone	555-7979-3434	Cell Phone	
First Name	Don/Jane/Bob										
Last Name	Draper/Smith/Vance										
Email Address	don@draperdrapes.com;jane@draperdrapes.com;bob@draperdrapes.com										
Primary Phone	555-7979-3434										
Cell Phone											
Portal Access <table border="1"> <tr> <td>Rob McKinney (robm)</td> </tr> <tr> <td>General Generic (gcon01)</td> </tr> <tr> <td>John Williams (john)</td> </tr> <tr> <td>Owner01 Generic (owner01)</td> </tr> <tr> <td>Sarah McGill (arch01)</td> </tr> <tr> <td>Design01 Generic (design01)</td> </tr> </table>		Rob McKinney (robm)	General Generic (gcon01)	John Williams (john)	Owner01 Generic (owner01)	Sarah McGill (arch01)	Design01 Generic (design01)				
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<input type="button" value="Save"/> <input type="button" value="Save & Copy"/> <input type="button" value="Save & New"/> <input type="button" value="Save & Next"/> <input type="button" value="Cancel"/> <input type="button" value="Delete..."/>											

Separate first and last names with a forward slash /

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