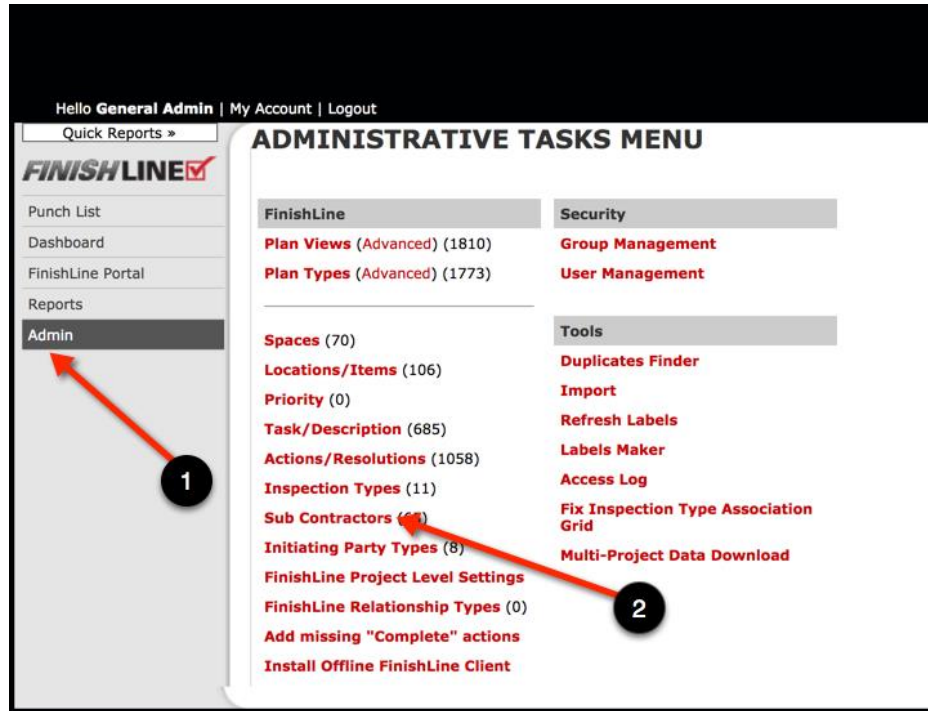
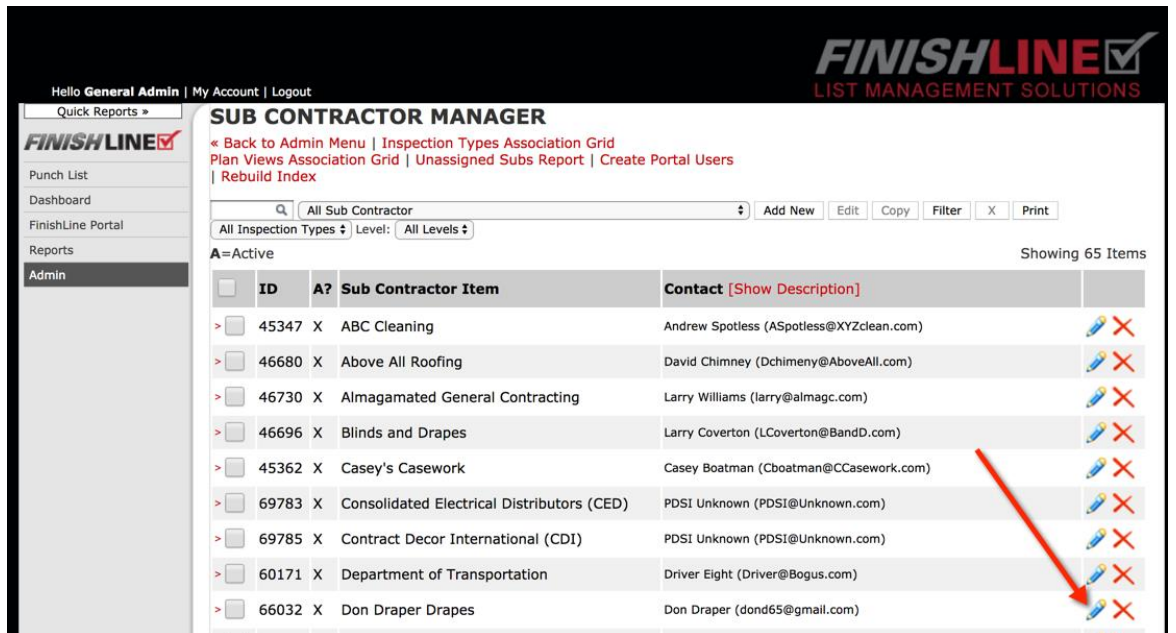


Edit a Sub-Contractor

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.

FINISHLINE ✓

Hello General Admin | My Account | Logout

Quick Reports >

SUB CONTRACTOR: DON DRAPER DRAPES

Admin Menu > Sub Contractor List >

Parent: <Main Sub Contractor>

Sub Contractor Name: Don Draper Drapes

Description:

Active:

Selectable?:

Comments:

Available in these types

All

- 1-Interior
- 2-Exterior
- 3-Site
- 4-Safety
- 5-Checklists

Contact Info

First Name: Don/Jane/Bob

Last Name: Draper/Smith/Vance

Email Address: don@draperdrapes.com;jane@draperdrapes.com;bob@draperd

Primary Phone: 555-7979-3434

Cell Phone:

Portal Access

Rob McKinney (robm)
General Generic (gcon01)
John Williams (john)
Owner01 Generic (owner01)
Sarah McGill (arch01)
Design01 Generic (design01)

Save Save & Copy Save & New Save & Next Cancel Delete...

Separate first and last names with a forward slash /