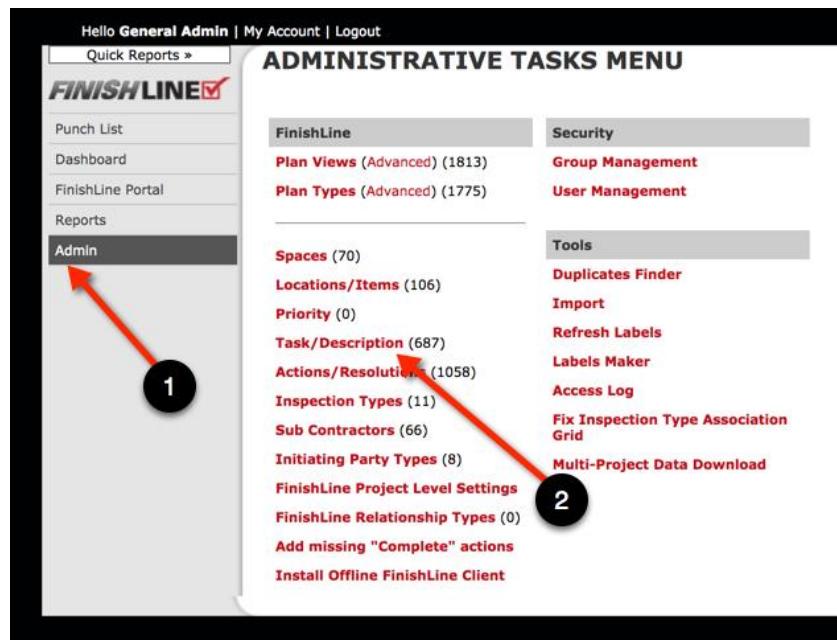


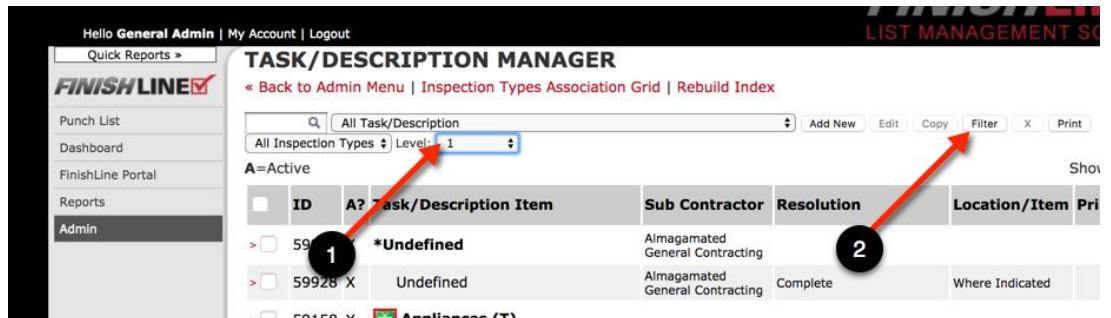
**Admin: Set a Default Sub Contractor**

To Set a Default Sub Contractor to a specific Task, navigate to the Admin section and click on the Task/Description link.



From the Task/Description Manager select "Level 1" from the dropdown menu, then click on Filter to make it easier to view the Parents.

This allows you to have a shorter list to review.

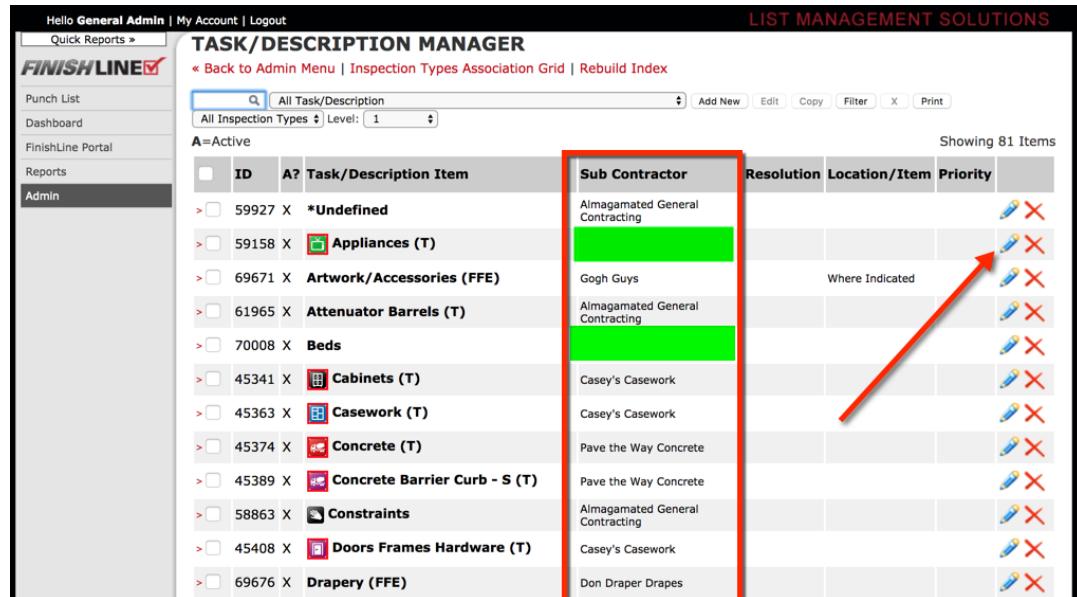


Now you'll only be viewing the Parents and you can easily view which ones are **not** assigned to a default sub contractor.

We will assign a default sub contractor to the Task of Appliances.

Navigate to the Task you'd like to set a default sub contractor by clicking on the blue edit pencil.

We will choose the Task of Appliances.



**TASK/DESCRIPTION MANAGER**

« Back to Admin Menu | Inspection Types Association Grid | Rebuild Index

Showing 81 Items

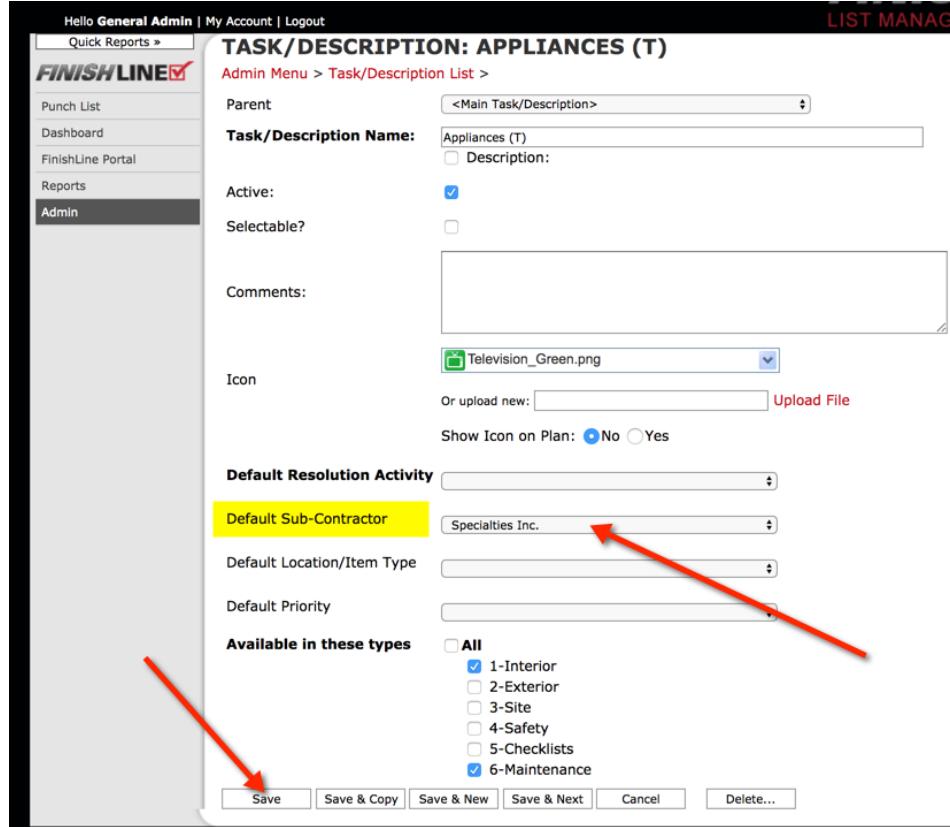
ID	A?	Task/Description Item	Sub Contractor	Resolution	Location/Item	Priority
59927	X	*Undefined	Almagamated General Contracting			
59158	X	 Appliances (T)	Gogh Guys	Where Indicated		
69671	X	Artwork/Accessories (FFE)	Almagamated General Contracting			
61965	X	Attenuator Barrels (T)	Casey's Casework			
70008	X	Beds	Casey's Casework			
45341	X	 Cabinets (T)	Pave the Way Concrete			
45363	X	 Casing (T)	Pave the Way Concrete			
45374	X	 Concrete (T)	Almagamated General Contracting			
45389	X	 Concrete Barrier Curb - S (T)	Casey's Casework			
58863	X	 Constraints	Don Draper Drapes			
45408	X	 Doors Frames Hardware (T)				
69676	X	 Drapery (FFE)				

From this page you can set the default sub contractor for this specific Task.

Make your selection for this task from the Default Sub Contractor dropdown menu. We chose Specialties Inc. for the Default sub contractor for the Task of Appliances.

Then save it.

**NOTE:** This sub contractor is the responsible party who will be assigned this task each time you create this specific item.



**TASK/DESCRIPTION: APPLIANCES (T)**

Admin Menu > Task/Description List >

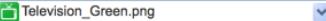
Parent: <Main Task/Description>

**Task/Description Name:** Appliances (T)  Description:

Active:

Selectable?

Comments:

Icon: 

Show Icon on Plan:  No  Yes

**Default Resolution Activity**

**Default Sub-Contractor**  Specialties Inc.

Default Location/Item Type

Default Priority

**Available in these types**

All

1-Interior

2-Exterior

3-Site

4-Safety

5-Checklists

6-Maintenance