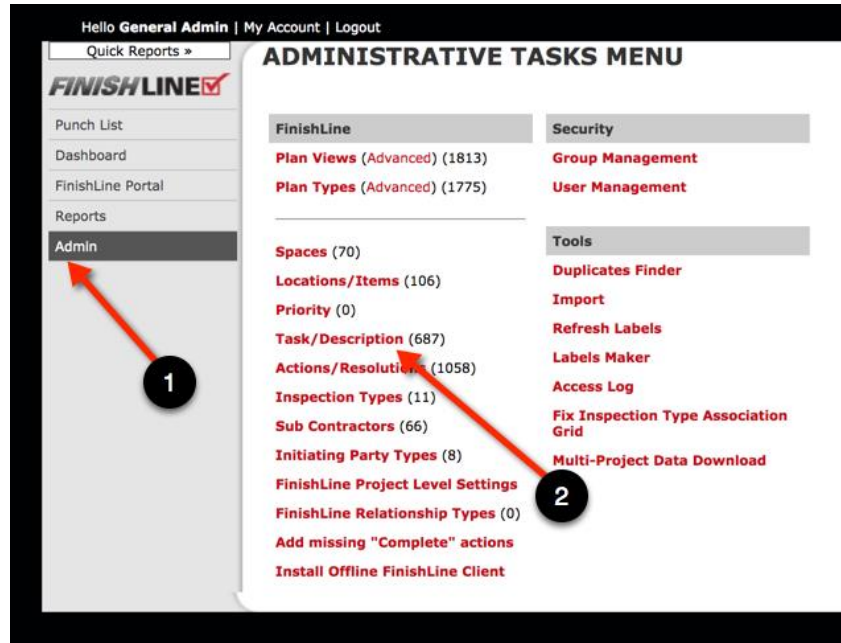
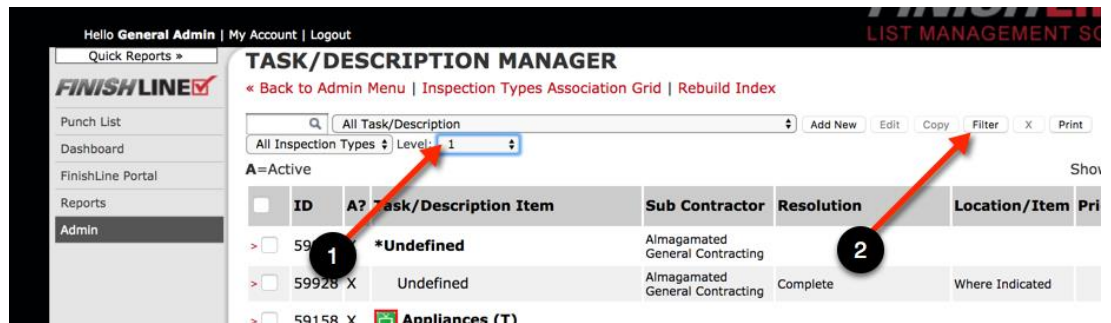


Admin: Set a Default Sub Contractor

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

Search: [All Task/Description] Add New Edit Copy Filter X Print

All Inspection Types | Level: 1

A=Active Showing 81 Items

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

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: Television_Green.png

Or upload new: [] Upload File

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

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