

# Assigning Subcontractor

1 Click "Warranties"

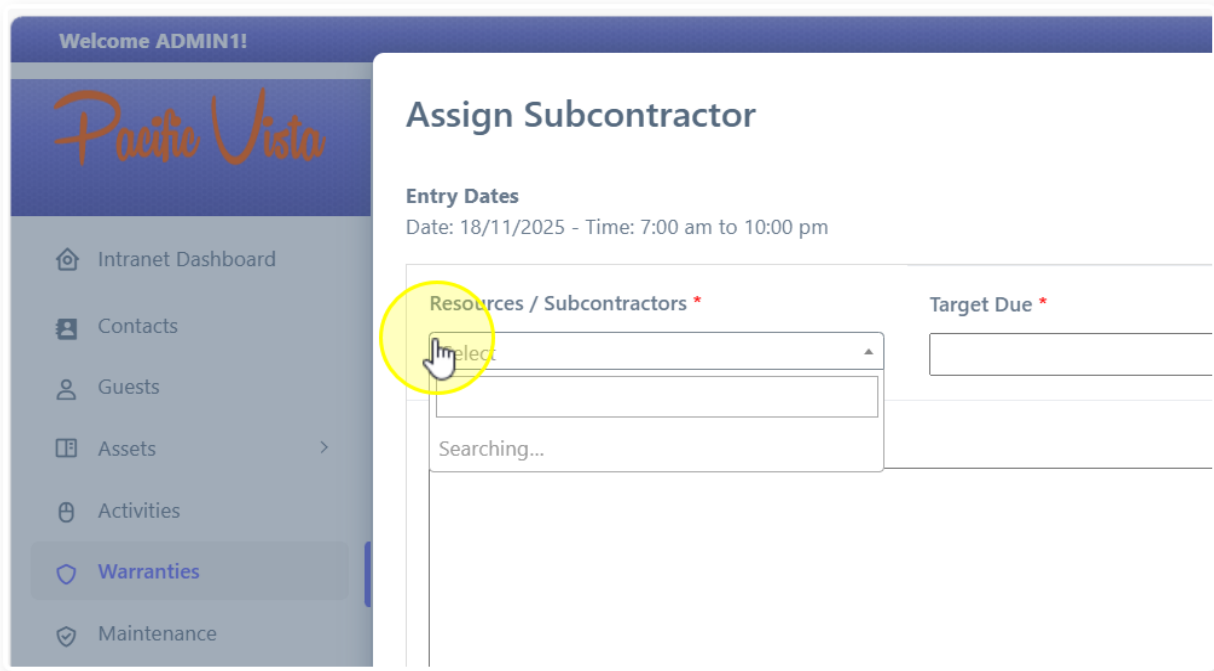
The screenshot shows the Intranet Dashboard with a sidebar menu. The 'Warranties' item is highlighted with a yellow circle and a hand cursor. To the right, there are two cards: 'CONTACTS' and 'GUESTS'. The 'CONTACTS' card has a blue header and a description: 'List of all contacts, including staff and building admins. This will help the staff to quickly find and communicate with the residents.' The 'GUESTS' card has a blue header and a description: 'Guest management, such as check in and out, guest profiles, and other guest-related services.'

2 Click "Assign Resource"

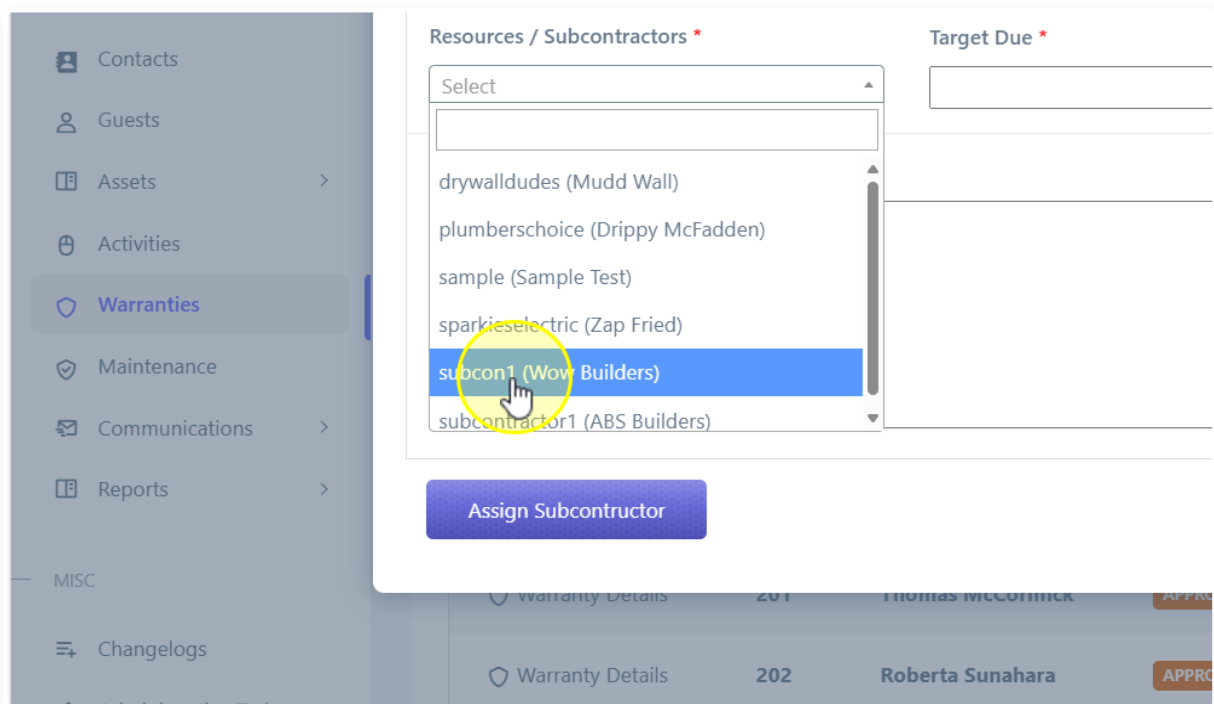
Search:

FULL NAME	STATUS	RESOURCES	UPDATE STATUS	ACTION
William Black	AWAITING SUB ASSIGNMENT	<a href="#">Assign Resource</a>	<a href="#">Update Status</a>	<a href="#">Edit</a>
William Black	AWAITING SUB ASSIGNMENT	<a href="#">Assign Resource</a>	<a href="#">Update Status</a>	<a href="#">Edit</a>
William Black	APPROVED IN-PROGRESS	<a href="#">Mudd Wall</a>	<a href="#">Update Status</a>	<a href="#">Edit</a>
Thomas McCormick	PENDING GATEKEEPER	<a href="#">Go to Gatekeeper</a>		
Thomas McCormick	APPROVED IN-PROGRESS	<a href="#">Zap Fried</a>	<a href="#">Update Status</a>	<a href="#">Edit</a>
Roberta Sunahara	APPROVED IN-PROGRESS	<a href="#">Wow Builders</a>	<a href="#">Update Status</a>	<a href="#">Edit</a>

3 Within the "Resource/Subcontractors" field



4 Select the appropriate "Resource/Subcontractor" to assign.



5 Within the "Resource/Subcontractors" field

**Assign Subcontractor**

**Entry Dates**  
Date: 18/11/2025 - Time: 7:00 am to 10:00 pm

**Resources / Subcontractors \*** **Trades \*** **Target Due \***

subcon1 (Wow Builders) Select

**Internal Note \***

6 Select the appropriate "Trades" to assign

**Assign Subcontractor**

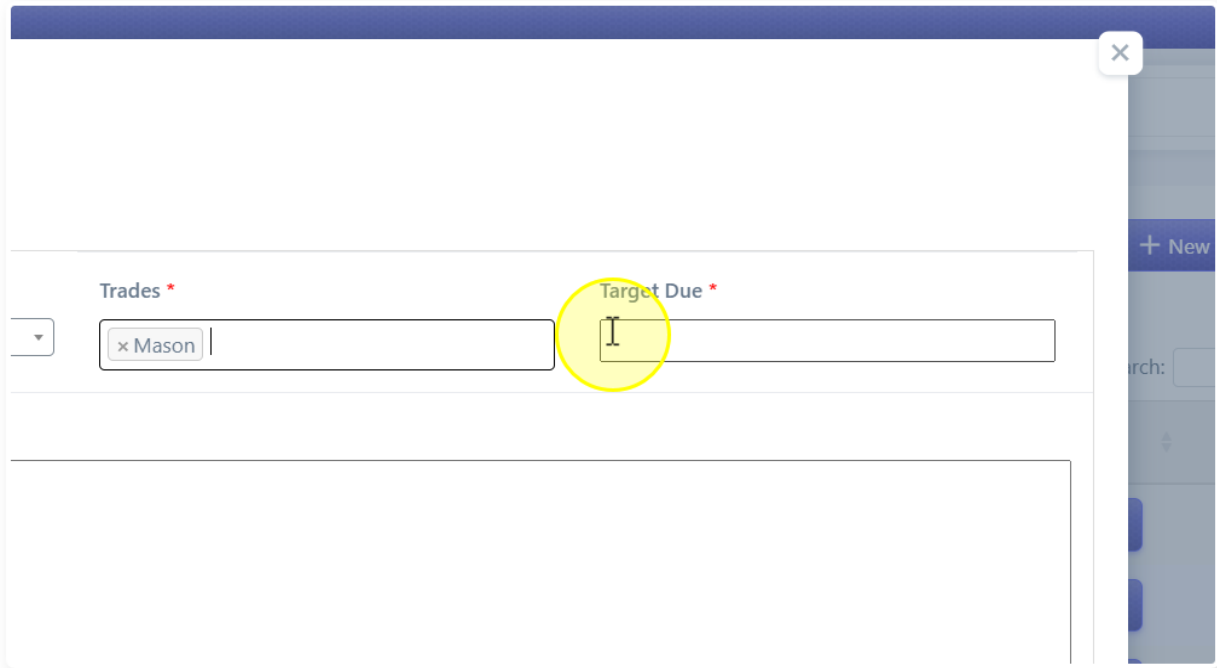
**Entry Dates**  
Date: 18/11/2025 - Time: 7:00 am to 10:00 pm

**Resources / Subcontractors \*** **Trades \*** **Target Due \***

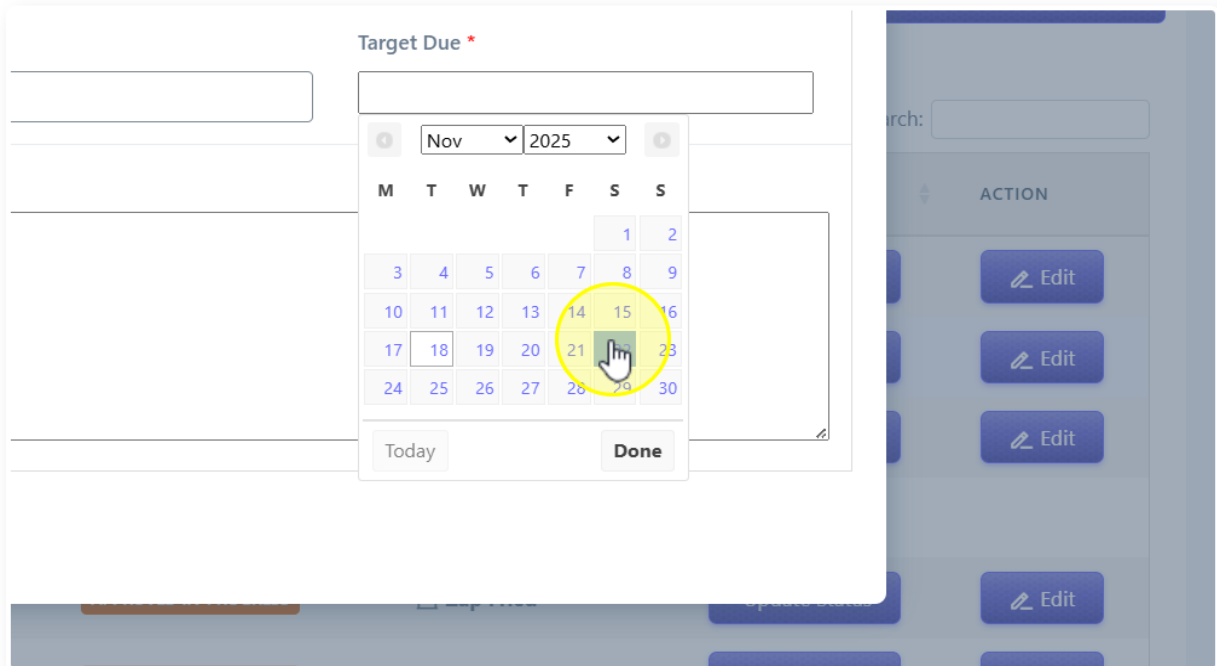
subcon1 (Wow Builders) Select  
Mason

**Internal Note \***

7 Within the "Target Due" field



8 Select the desired option in "Target Due"



9 Within the "Internal Note" field, add an "Internal Note" if desired

The screenshot shows a web application interface for assigning a subcontractor. On the left is a navigation menu with items: Intranet Dashboard, Contacts, Guests, Assets, Activities, Warranties (highlighted), Maintenance, Communications, and Reports. The main content area is titled 'Entry Dates' with a date range of 'Date: 18/11/2025 - Time: 7:00 am to 10:00 pm'. Below this are two fields: 'Resources / Subcontractors \*' with a dropdown menu showing 'subcon1 (Wow Builders)', and 'Trades \*' with a button labeled 'x Mason'. A large text area labeled 'Internal Note \*' is highlighted with a yellow circle. At the bottom of the form is a blue button labeled 'Assign Subcontractor'.

10 Click "Assign Subcontractor"

This screenshot shows the same 'Assign Subcontractor' form, but with the 'Internal Note' field containing the text 'Sample'. The 'Assign Subcontractor' button at the bottom is highlighted with a yellow circle and a mouse cursor, indicating it should be clicked. Below the form, a table of 'Warranty Details' is partially visible, showing columns for ID, Name, and Status.

ID	Name	Status
202	Roberta Sunahara	APPRO
201	Thomas McCormick	APPRO
201	Thomas McCormick	APPRO