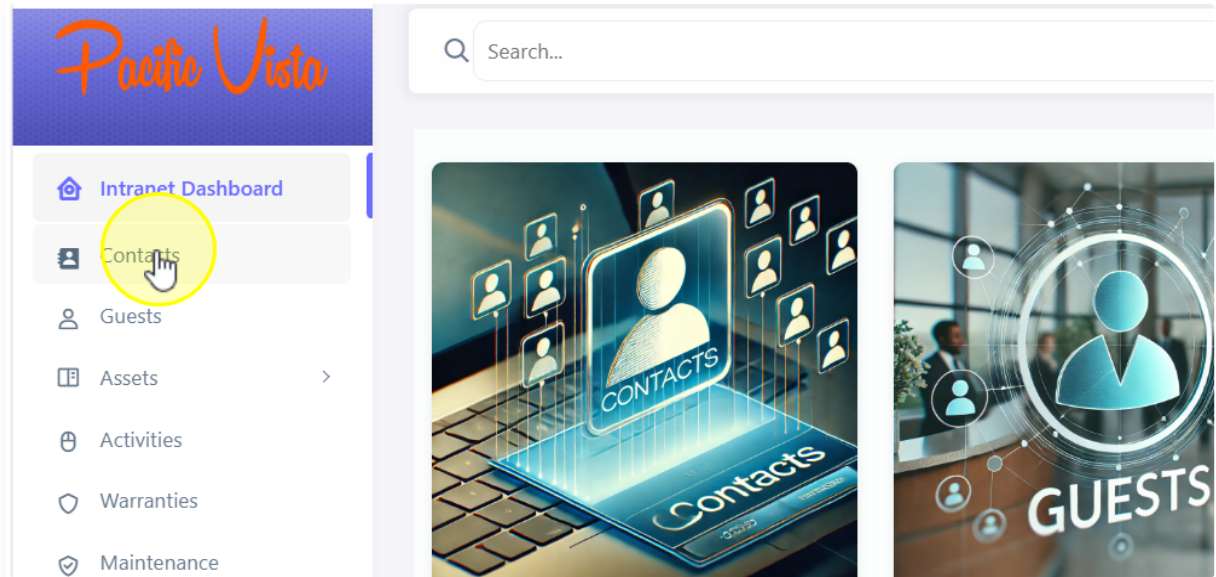


# Adding Trades to a Subcontractor

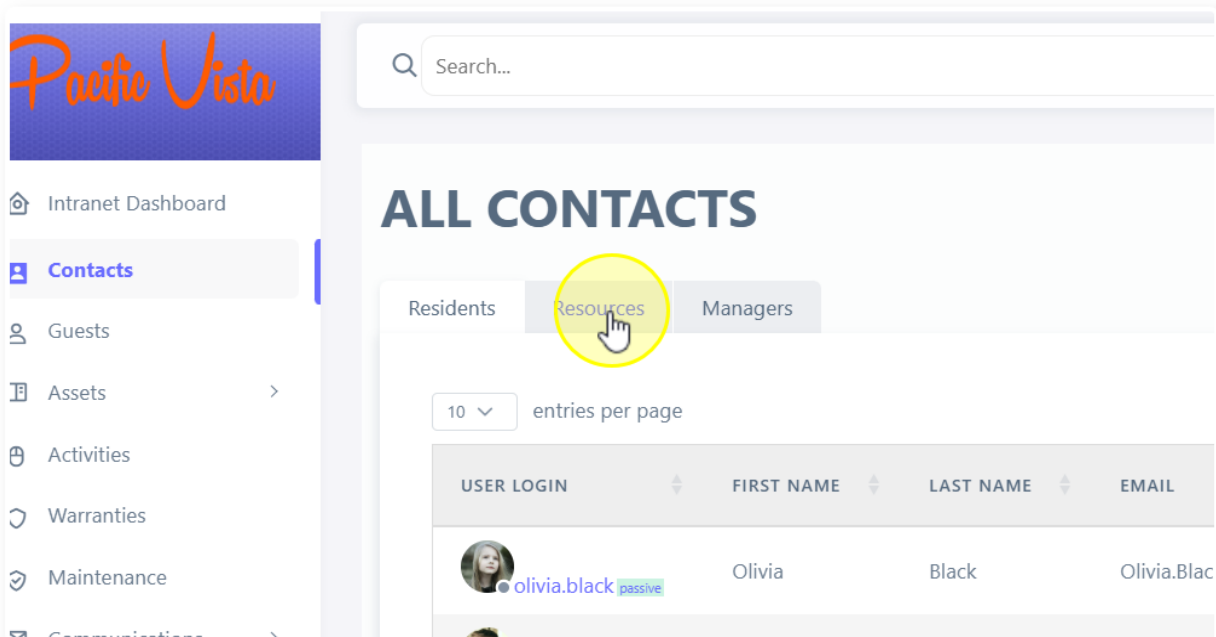
1

Click "**Contacts**"



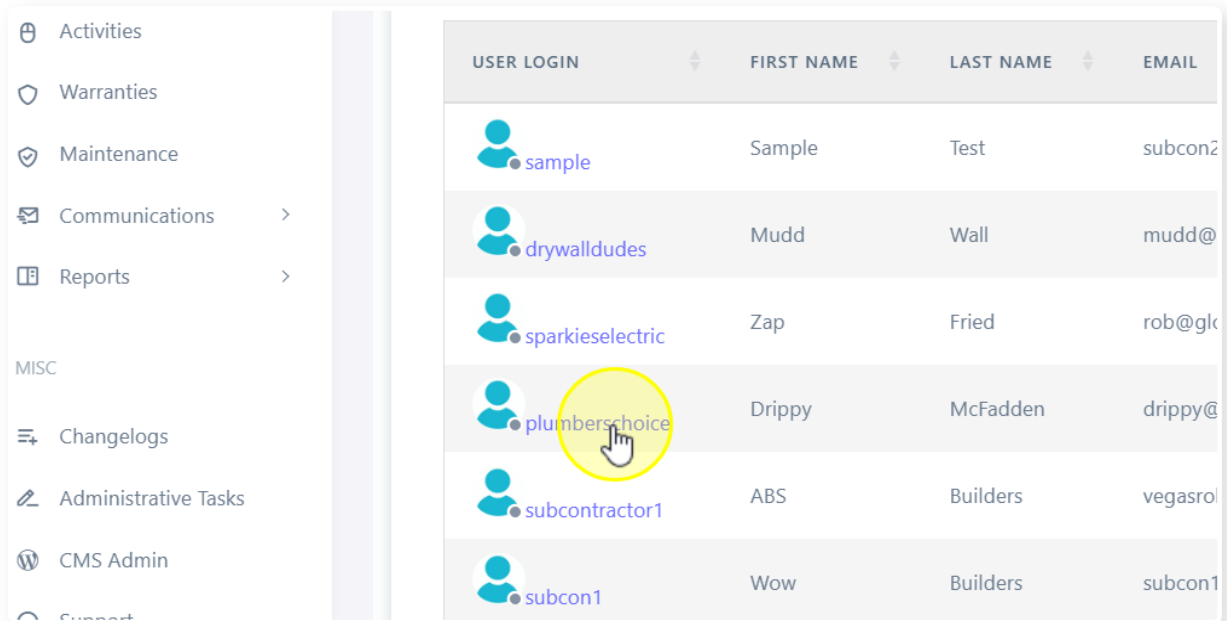
2

Click "**Resources**"



3

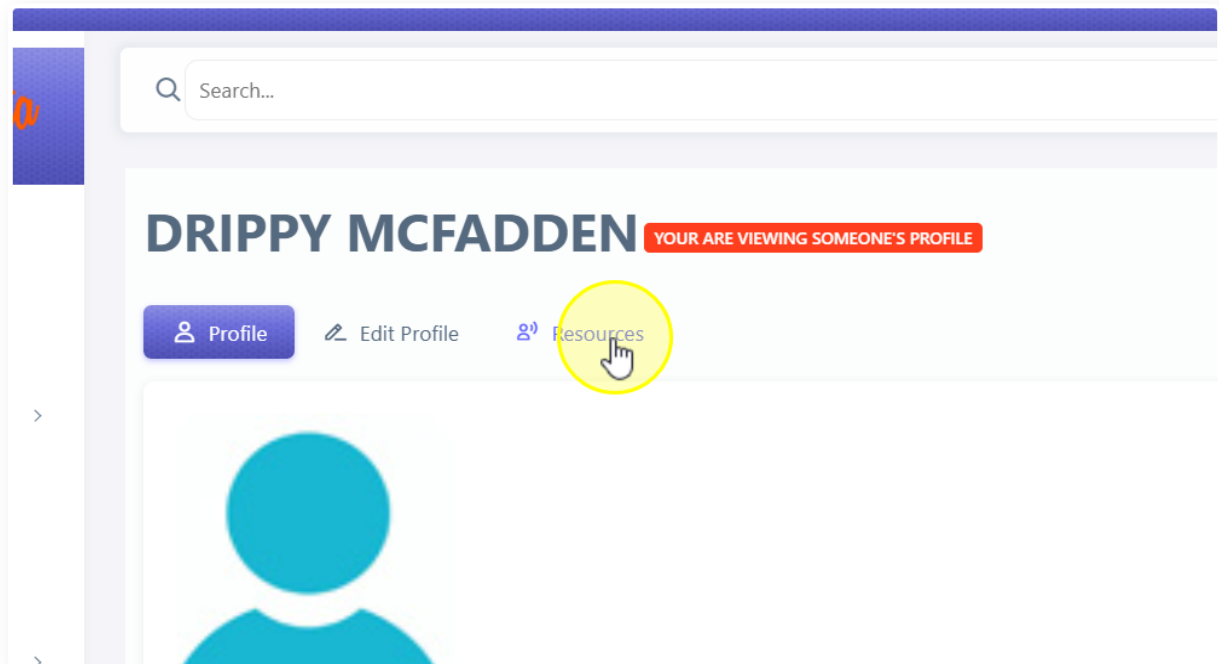
Select **"Plumbers Choice"** as a sample Subcontractor



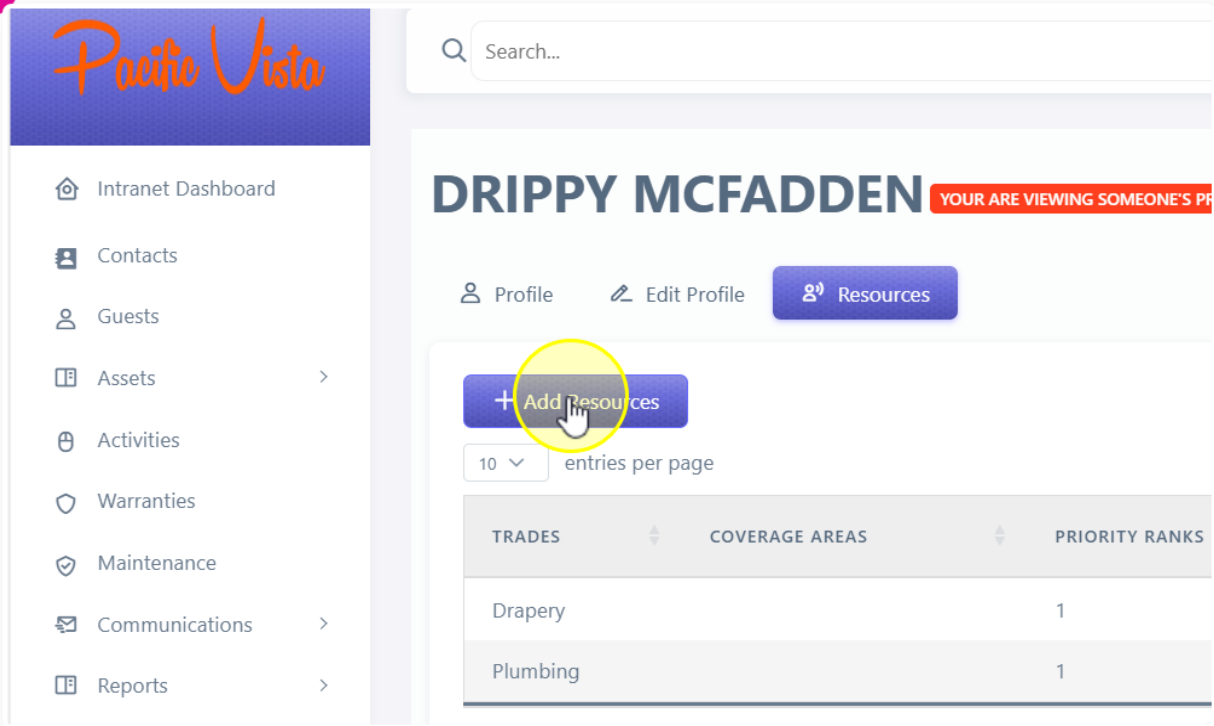
| USER LOGIN       | FIRST NAME | LAST NAME | EMAIL   |
|------------------|------------|-----------|---------|
| sample           | Sample     | Test      | subcon2 |
| drywalldudes     | Mudd       | Wall      | mudd@   |
| sparkieselectric | Zap        | Fried     | rob@gl  |
| plumberschoice   | Drippy     | McFadden  | drippy@ |
| subcontractor1   | ABS        | Builders  | vegasro |
| subcon1          | Wow        | Builders  | subcon1 |

4

Click **"Resources"**



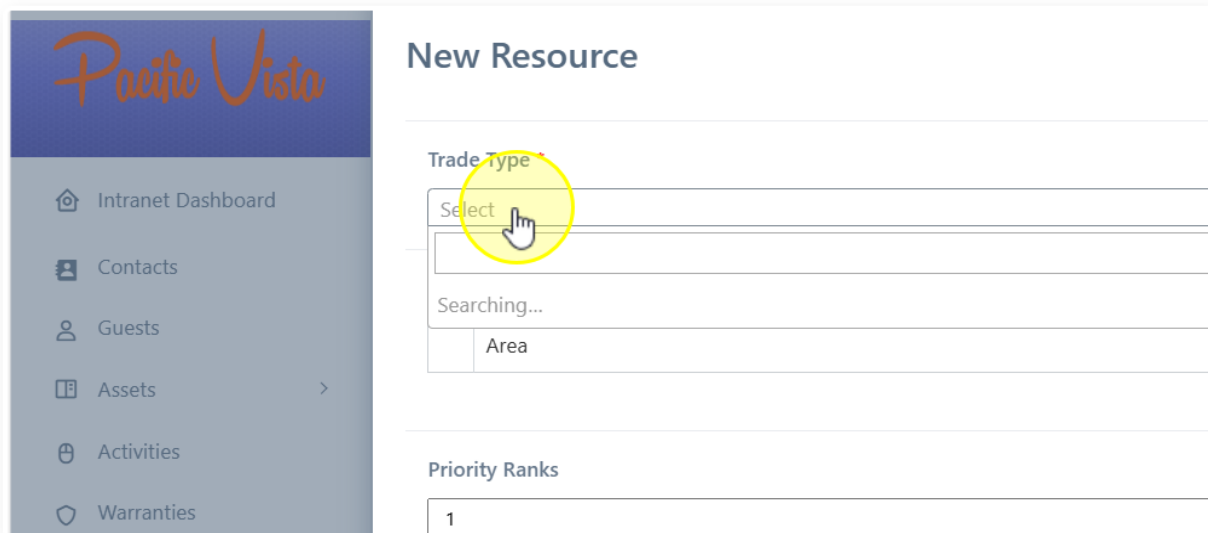
5

Click **"Add Resources"**


The screenshot shows the Pacific Vista Intranet Dashboard. On the left is a sidebar with navigation links: Intranet Dashboard, Contacts, Guests, Assets, Activities, Warranties, Maintenance, Communications, and Reports. The main content area is titled 'DRIPPY MCFADDEN' and includes a search bar, profile links (Profile, Edit Profile, Resources), and a table of resources. A yellow circle highlights the '+ Add Resources' button. Below the button is a dropdown menu set to '10 entries per page'. The table has columns for TRADES, COVERAGE AREAS, and PRIORITY RANKS, with rows for Drapery and Plumbing, both with a priority rank of 1.

| TRADES   | COVERAGE AREAS | PRIORITY RANKS |
|----------|----------------|----------------|
| Drapery  |                | 1              |
| Plumbing |                | 1              |

6

Select the desired **"Trade Types"**


The screenshot shows the Pacific Vista Intranet Dashboard with the 'New Resource' form. The sidebar is the same as in the previous screenshot. The form has a 'Trade Type' dropdown menu, which is highlighted with a yellow circle. Below the dropdown is a search bar labeled 'Searching...' and an 'Area' input field. At the bottom, there is a 'Priority Ranks' section with a value of 1.

**New Resource**

Trade Type \*

Select

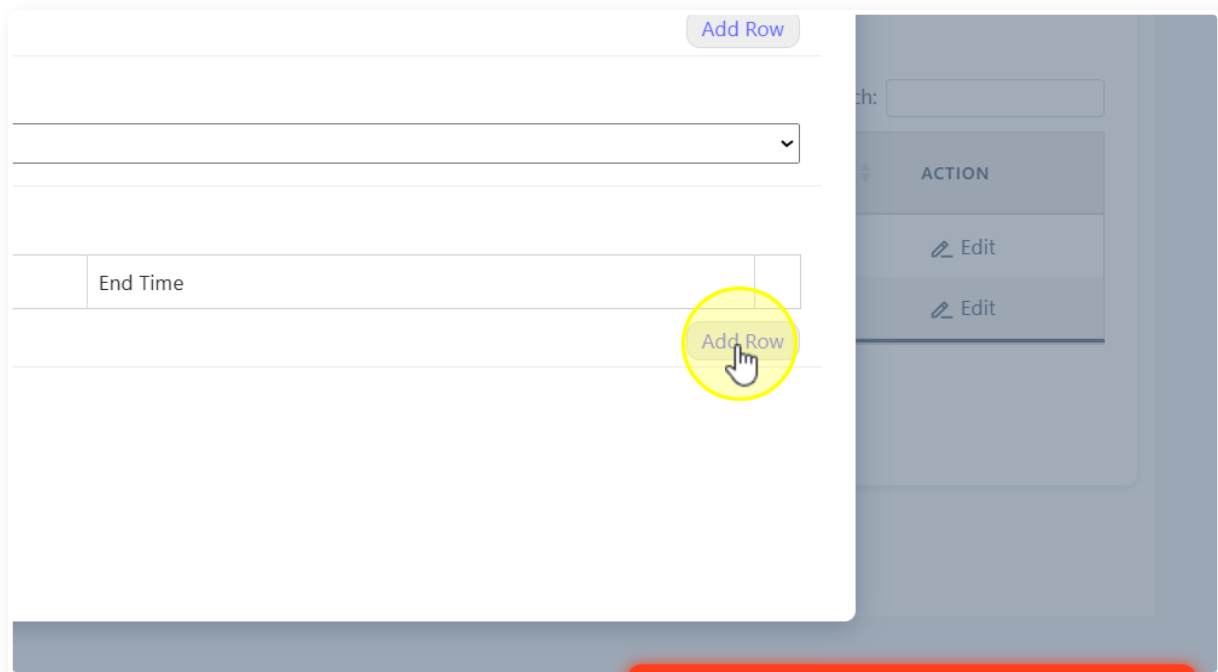
Searching...

Area

Priority Ranks

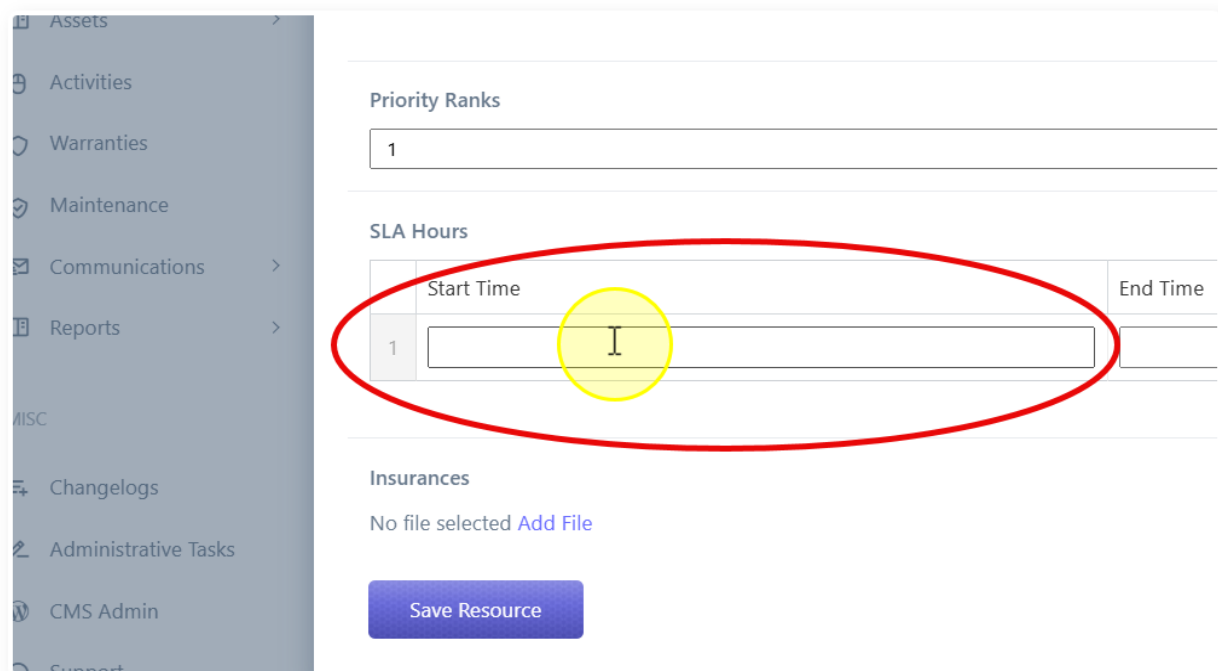
1

7 Click **"Add Row"** for SLA hours



This screenshot shows a table with a single row containing the text "End Time". To the right of the table is a vertical action menu with an "Add Row" button at the top and two "Edit" buttons below it. A yellow circle with a hand cursor icon highlights the "Add Row" button.

8 Enter desired **"Start Time"**



This screenshot shows the "SLA Hours" section of a form. It contains a table with two columns: "Start Time" and "End Time". The first row of the table has a yellow circle with a hand cursor icon highlighting the "Start Time" input field. A red oval highlights the entire table. Below the table, there is a section for "Insurances" with a "Save Resource" button.

|   | Start Time | End Time |
|---|------------|----------|
| 1 |            |          |

9 Click **"Select"** after choosing the Start Time

The screenshot shows a web interface with a sidebar on the left containing menu items like 'ities', 'anties', 'tenance', 'munications', 'rts', 'gelogs', 'inistrative Tasks', 'Admin', and 'ort'. The main content area has a 'Priority Ranks' section with a dropdown set to '1'. Below it is the 'SLA Hours' section, which contains a table with columns 'Start Time' and 'End Time'. The first row of the table has '7:00 am' in the 'Start Time' column. A 'Choose Time' modal is open over the 'Start Time' input, showing a time picker with '7 am' and ':00' selected. A 'Select' button in the modal is highlighted with a yellow circle and a hand cursor. Below the table is a 'Save Resource' button.

10 Enter desired **"End Time"**

The screenshot shows the same web interface as before, but now the 'End Time' column of the 'SLA Hours' table is highlighted with a red oval. The first row of the table has '7:00 am' in the 'Start Time' column and an empty 'End Time' column. A yellow circle with a cursor is placed over the 'End Time' input field. The 'Add Row' button is visible in the top right corner of the table.

11

Click **"Select"** after choosing the End Time

End Time

10:00 pm

**Choose Time**

Time 10 pm : 00 : 00

Now **Select**

Add Row

YOU HAVE A PENDING ITEM IN GATEKE

12

Click **"Save Resource"**

Activities

Warranties

Maintenance

Communications

Reports

MISC

Changelogs

Administrative Tasks

CMS Admin

Support

**Priority Ranks**

1

**SLA Hours**

|   | Start Time | End Time |
|---|------------|----------|
| 1 | 7:00 am    | 10:00 am |

**Insurances**

No file selected [Add File](#)

**Save Resource**

- 13 Here you can see that the Trade Types you added for the selected Subcontractor have been successfully added

Contacts

Guests

Assets >

Activities

Warranties

Maintenance

Communications >

Reports >

MISC

Profile

Edit Profile

Resources

+ Add Resources

10 ▾ entries per page

| TRADES   | COVERAGE AREAS | PRIORITY RANKS |
|----------|----------------|----------------|
| A/V      |                | 1              |
| Drapery  |                | 1              |
| Plumbing |                | 1              |