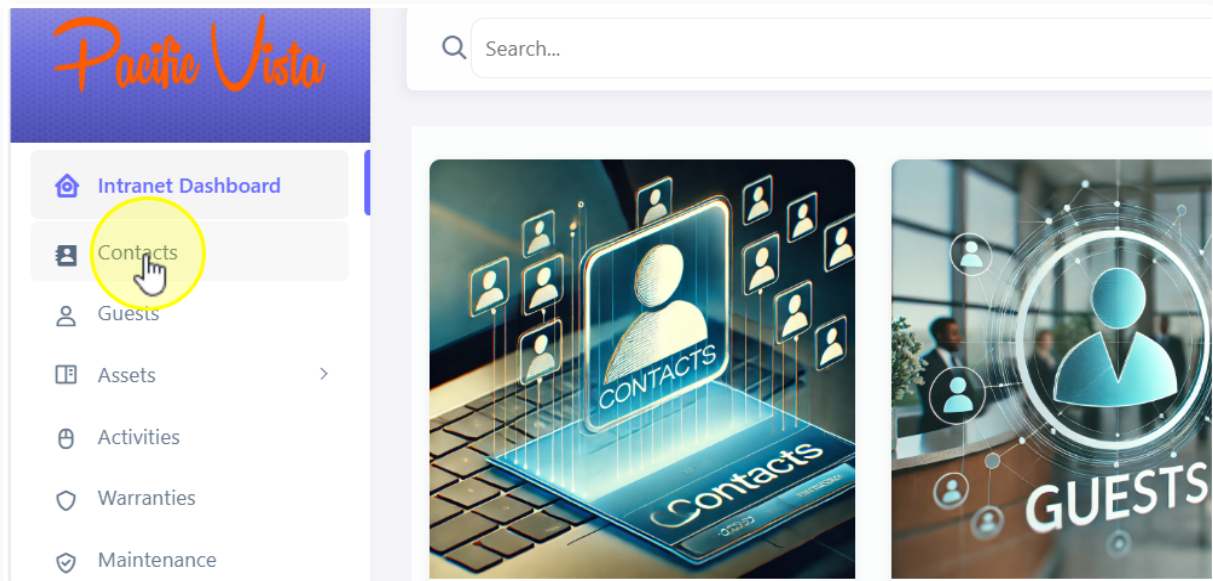


# Adding Trades to a Subcontractor

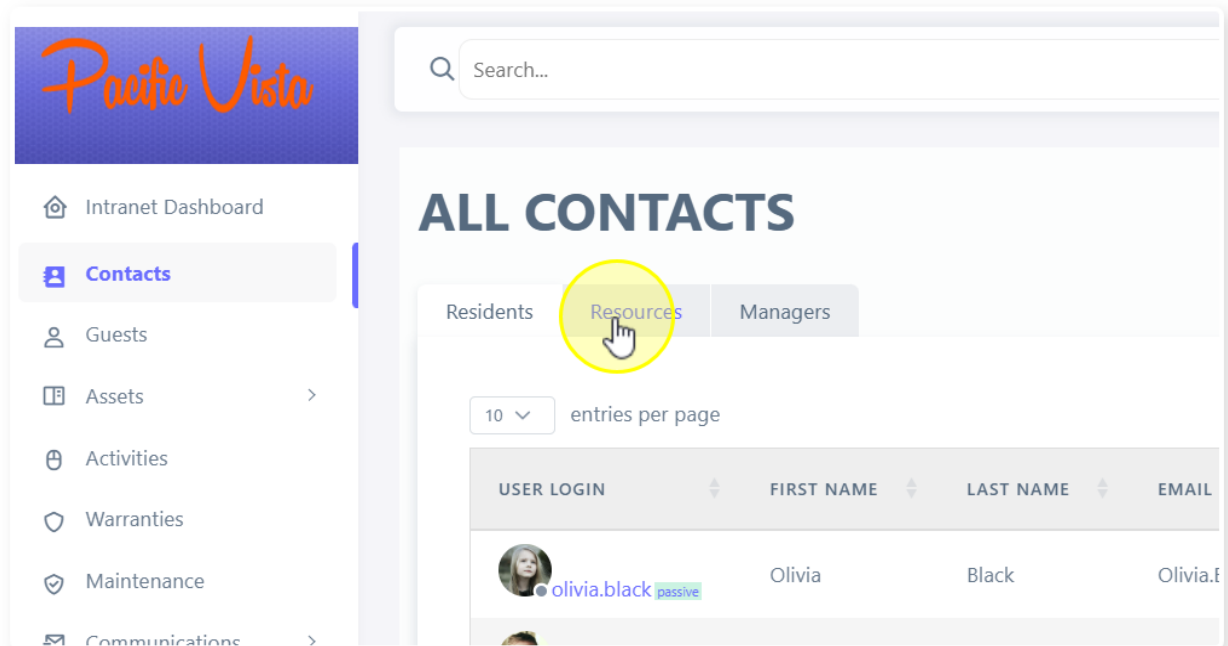
1

Click "**Contacts**"



2

Click "**Resources**"



3

Select **"PlumbersChoic"** as a sample Subcontractor

Activities		USER LOGIN	FIRST NAME	LAST NAME	EMAIL
Warranties		sample	Sample	Test	subc
Maintenance		drywalldudes	Mudd	Wall	mud
Communications >		sparkieselectric	Zap	Fried	rob@
Reports >		plumberschoice	Drippy	McFadden	dripp
MISC		subcontractor1	ABS	Builders	vega
Changelogs		subcon1	Wow	Builders	subc
Administrative Tasks					
CMS Admin					
Support					

4

Click **"Resources"**

sta

Search...

DRIPPY MCFADDEN

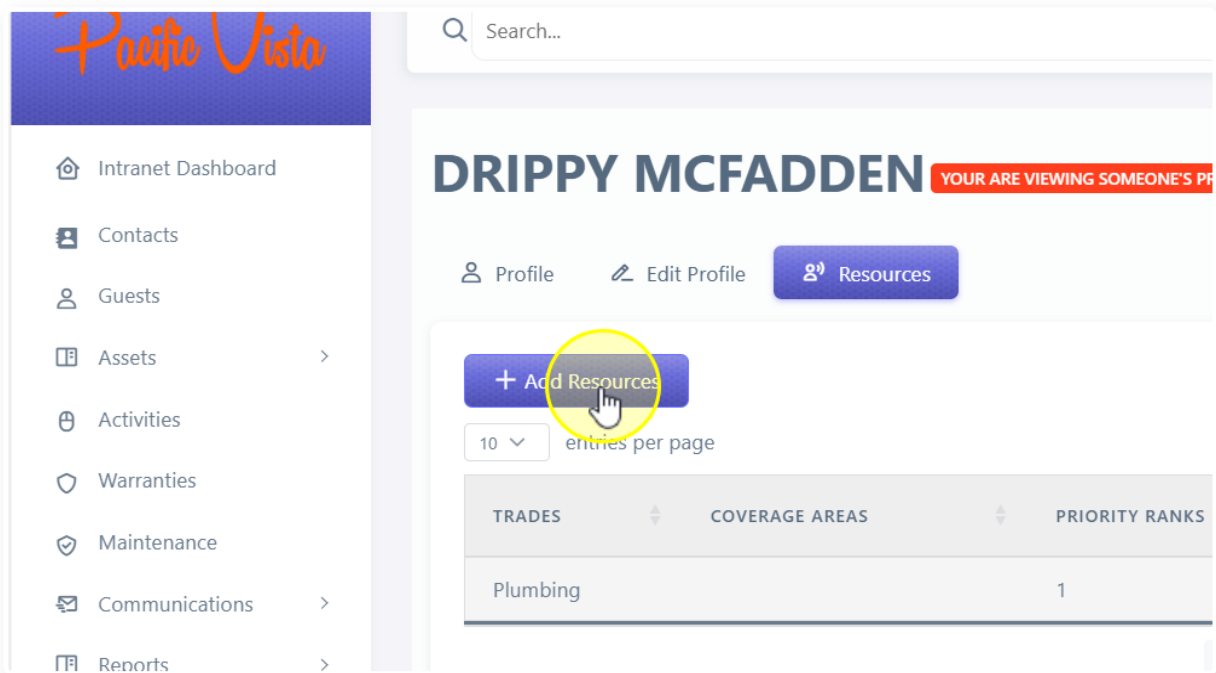
YOUR ARE VIEWING SOMEONE'S PROFILE

Profile

Edit Profile

Resources

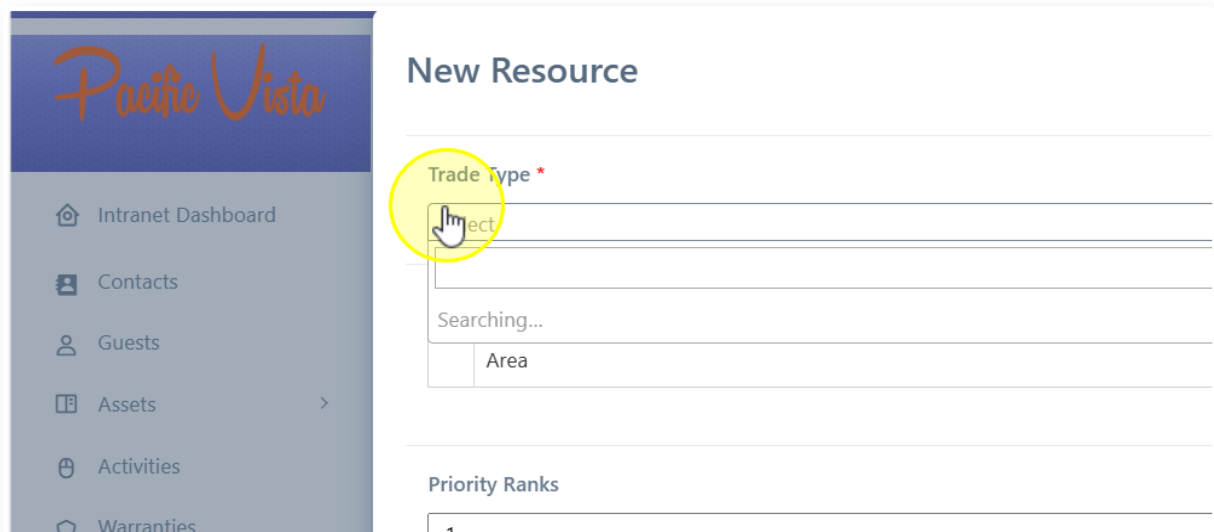
5

Click **"Add Resources"**

The screenshot shows the Pacific Vista Intranet interface. On the left is a navigation menu with items: Intranet Dashboard, Contacts, Guests, Assets, Activities, Warranties, Maintenance, Communications, and Reports. The main content area is titled 'DRIPPY MCFADDEN' with a red banner that says 'YOUR ARE VIEWING SOMEONE'S PR'. Below the title are links for 'Profile', 'Edit Profile', and a blue 'Resources' button. A yellow circle highlights a '+ Add Resources' button. Below this button is a dropdown menu set to '10' and the text 'entries per page'. A table is displayed with the following structure:

TRADES	COVERAGE AREAS	PRIORITY RANKS
Plumbing		1

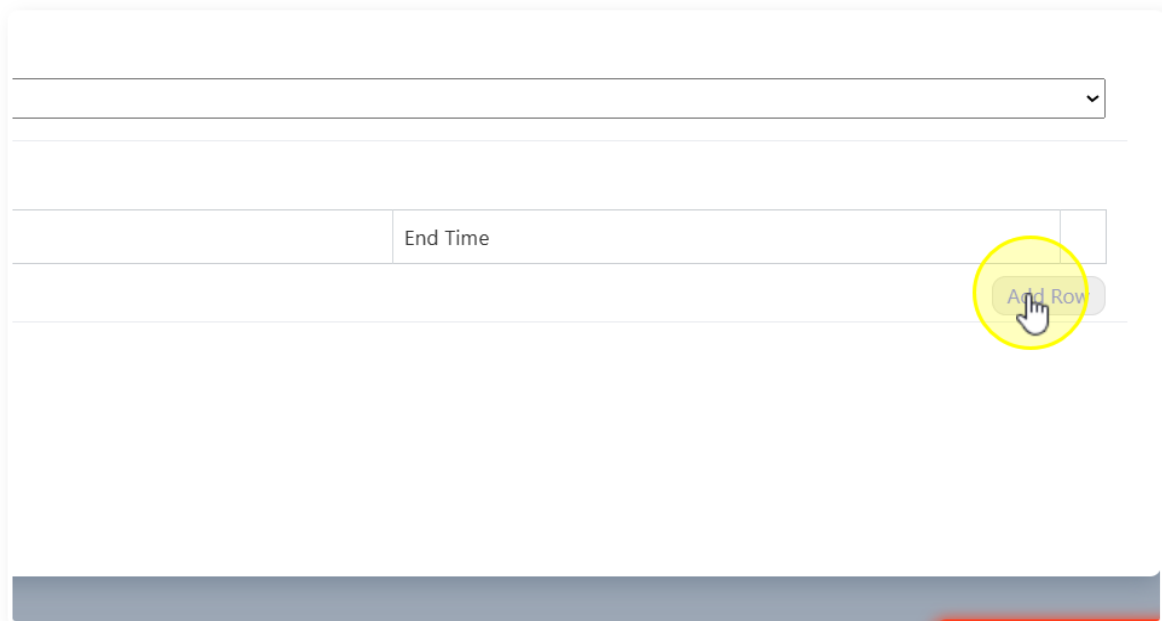
6

Select the desired **"Trade Types"**

The screenshot shows the 'New Resource' form in the Pacific Vista Intranet. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'New Resource'. A yellow circle highlights the 'Trade Type' dropdown menu, which has a hand cursor icon over it. Below the dropdown is a search bar with the text 'Searching...'. Below the search bar is a table with the following structure:

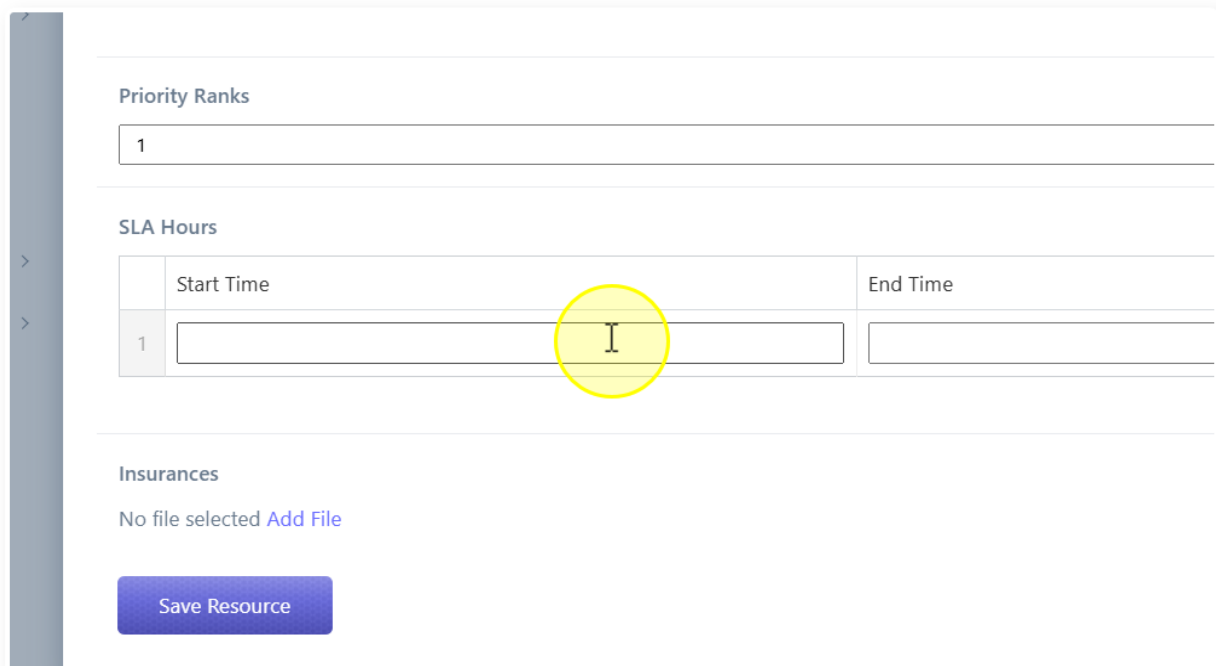
Area
1

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



A screenshot of a web form. At the top, there is a dropdown menu. Below it, a table with two columns is partially visible, with the header 'End Time' in the second column. To the right of the table, there is a button labeled 'Add Row' which is highlighted with a yellow circle and a hand cursor icon.

8 Enter desired **"Start Time"**



A screenshot of a web form with a sidebar on the left. The sidebar contains two expandable sections, each with a right-pointing chevron. The main content area has three sections: 'Priority Ranks' with a single input field containing the number '1'; 'SLA Hours' with a table; and 'Insurances' with a text label 'No file selected' and a blue link 'Add File'. At the bottom is a blue 'Save Resource' button. The 'SLA Hours' table has two columns: 'Start Time' and 'End Time'. The first row of the table has a greyed-out index '1' in the first column. The 'Start Time' input field in the first row is highlighted with a yellow circle and has a text cursor (I-beam) inside it.

	Start Time	End Time
1		

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

ies

nties

enance

ommunications >

ts >

gologs

Administrative Tasks

Admin

ort

Priority Ranks

1

SLA Hours

	Start Time	End Time
1	6:00 am	


Choose Time

Time6 am:00:00

NowSelect

Save Resource

Enter desired "End Time"



The screenshot shows a table with two columns: 'Start Time' and 'End Time'. The 'End Time' column is highlighted with a red oval. The 'End Time' cell in the first row contains the letter 'I', which is highlighted with a yellow circle. To the right of the 'End Time' column are two buttons: a '+' button and a '-' button. Below the table is an 'Add Row' button. The table has a light blue header and a light blue body. The 'Start Time' column has a light blue header and a light blue body. The 'End Time' column has a light blue header and a light blue body. The 'End Time' cell in the first row contains the letter 'I'. The 'End Time' column is highlighted with a red oval. The 'End Time' cell in the first row is highlighted with a yellow circle.

11

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

End Time

8:00 pm

**Choose Time**

Time 8 pm : 00 : 00

Now Select

Add Row

YOU HAVE A PENDING ITEM IN GATEK

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	6:00 am	8:00 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

Guests

Assets

>

Activities

Warranties

Maintenance

Communications

>

Reports

>

MISC

Changelogs

Profile

Edit Profile

Resources

+ Add Resources

10 ▾ entries per page

TRADES	COVERAGE AREAS	PRIORITY RANKS
Draper		1
Plumbing		1

Showing 1 to 2 of 2 entries