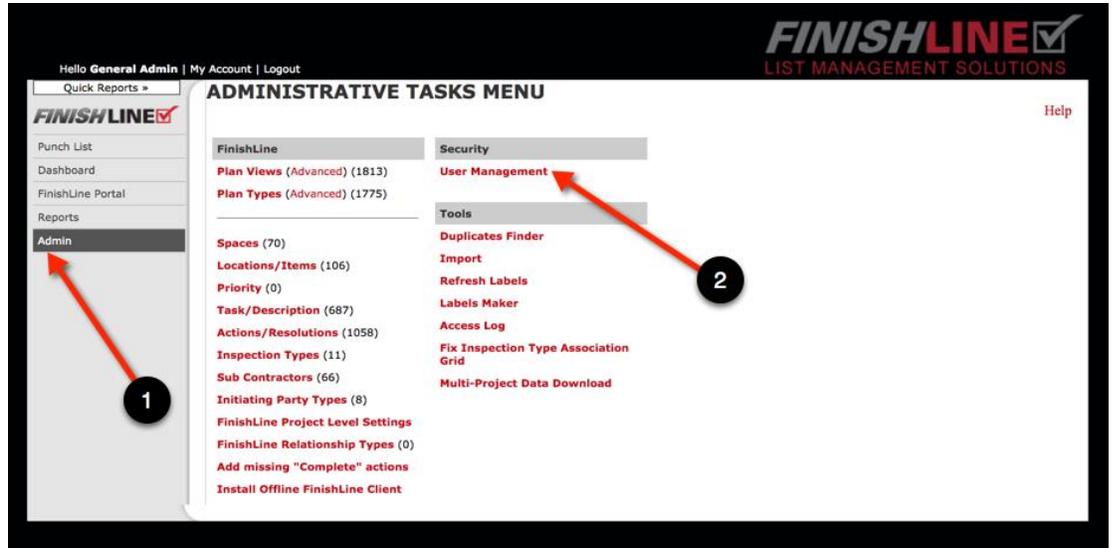
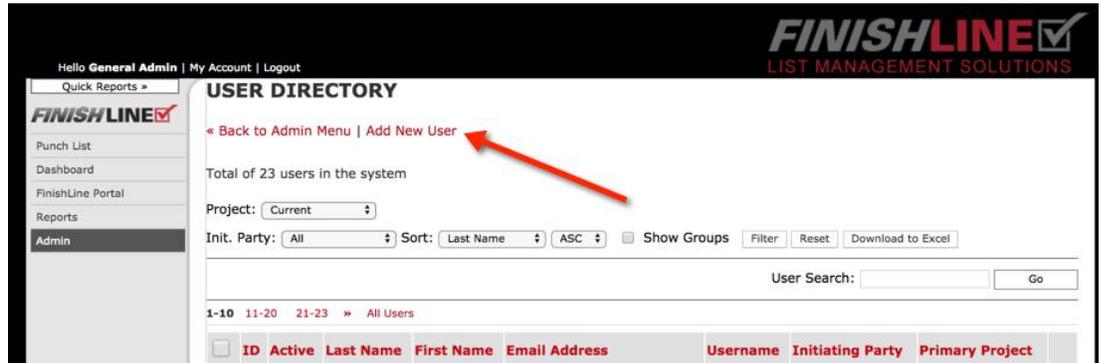


Admin: Add a User for an Existing Sub Contractor

To Add a User for an Existing Sub Contractor, navigate to the Admin section and click on User Management.



Then click Add New User.



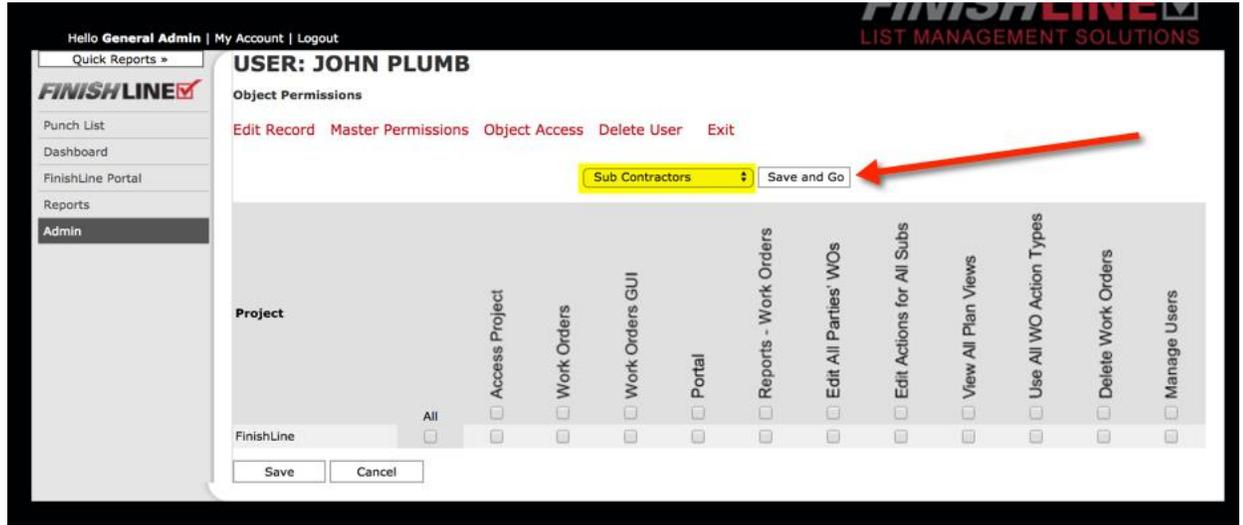
Put in the user's First Name, Last Name, email address, username, and password. The signature can be the company that the user works for.

Then choose sub-contractor in the dropdown menu.

Select the Portal User checkbox. Then save it.

Now to give them access to a specific sub contractor's punches, click on the Object Access link at the top.

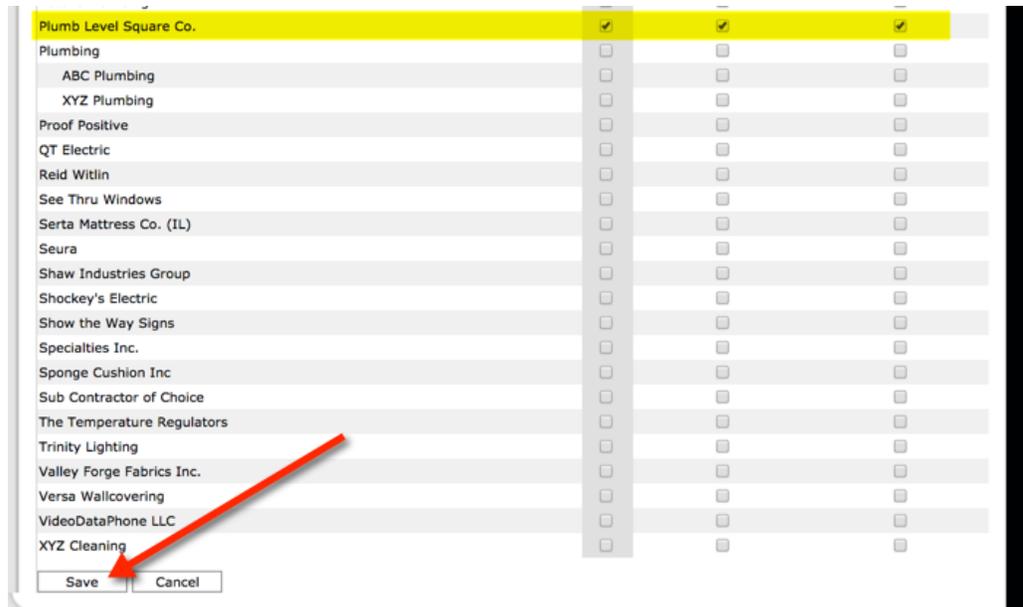
Select Sub Contractors from the dropdown, then select Save and Go.



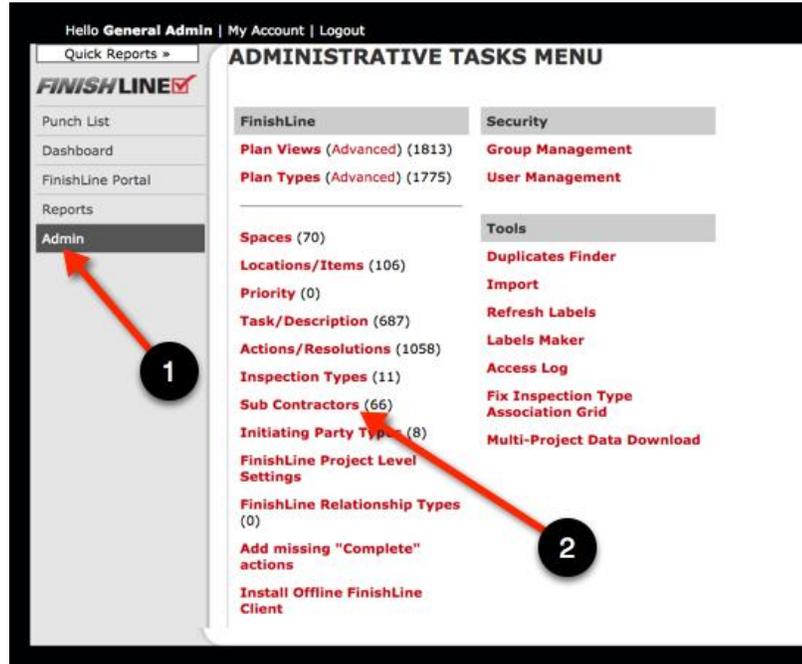
Look through the list and find the ones we want them to have access to.

We will choose their company, Plumb Level Square Co. and select the All box (grey column), then save it.

This will allow them to see punches from that subcontractor company.



To see the people who have access to that subcontractor, go back to Admin, select Subcontractors.



Find the subcontractor in question, then click on the blue edit pencil.



At the bottom of the page you will see the name of the person and their username.

