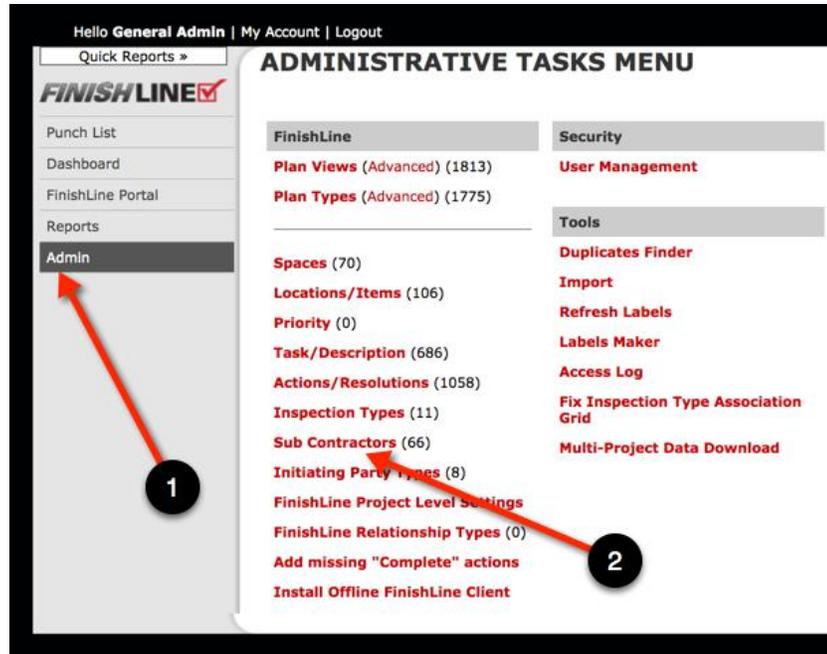


Admin: Find Password for Subcontractor

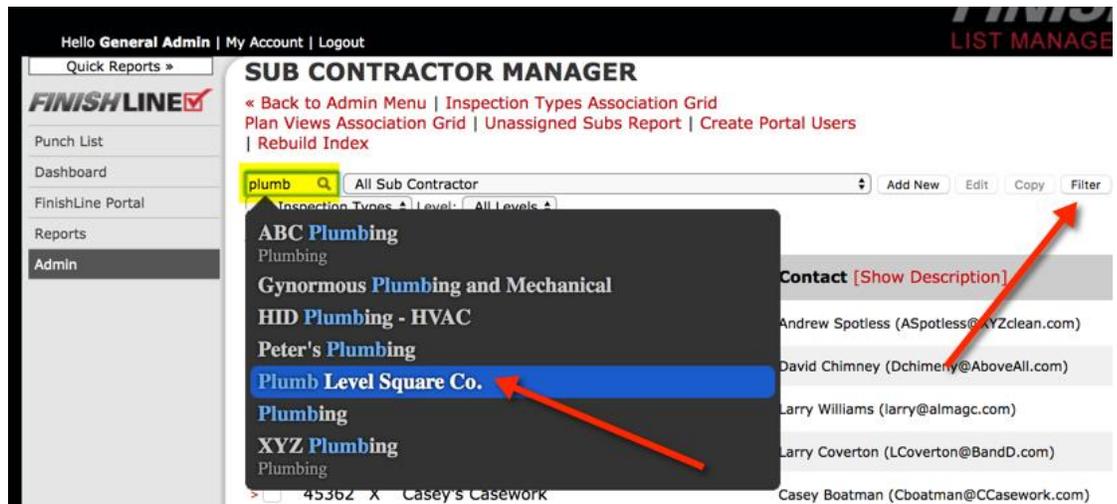
To lookup a subcontractor's password, navigate to the Admin screen and click on **Sub contractors**.



You need to go into the Sub contractor Manager and find the company name.

To do this, type in the name of the company who is associated with this user.

Select the company name, then select Filter.



Click the pencil edit icon for the subcontractors whose password you want to look up.

Quick Reports > **FINISHLINE** ✓

Sub Contractor Manager

Plumb Level Square Co. Add New Edit Copy Filter X Print

All Inspection Types Level: All Levels

A=Active Showing 1 Items

ID	A?	Sub Contractor Item	Contact [Show Description]
71401	X	Plumb Level Square Co.	Jake Plumb (jake@PLS.com)

Select... Continue >

Sub Contractor Search: Go

Scroll to the bottom and you will find the username in Parenthesis next to Portal Access. You will need this to find the password. We suggest writing it down, so you don't forget it.

Quick Reports > **FINISHLINE** ✓

Sub Contractor: PLUMB LEVEL SQUARE CO.

Admin Menu > Sub Contractor List >

Parent: <Main Sub Contractor>

Sub Contractor Name: Plumb Level Square Co.

Active: Description:

Selectable?

Comments:

Available in these types All

- 1-Interior
- 2-Exterior
- 3-Site
- 4-Safety
- 5-Checklists
- 6-Maintenance

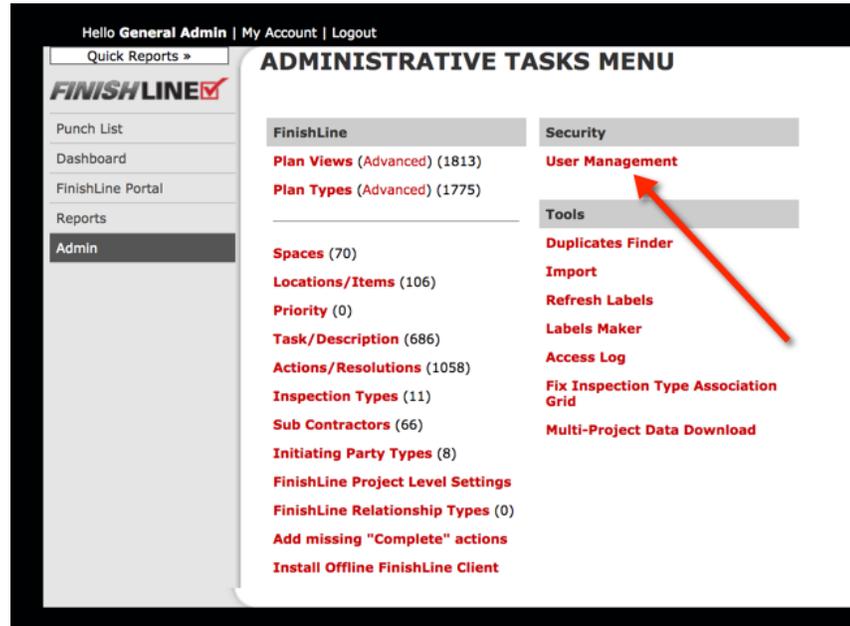
Contact Info

First Name: Jake
Last Name: Plumb
Email Address: jake@PLS.com
Primary Phone: 555-867-5709
Cell Phone:

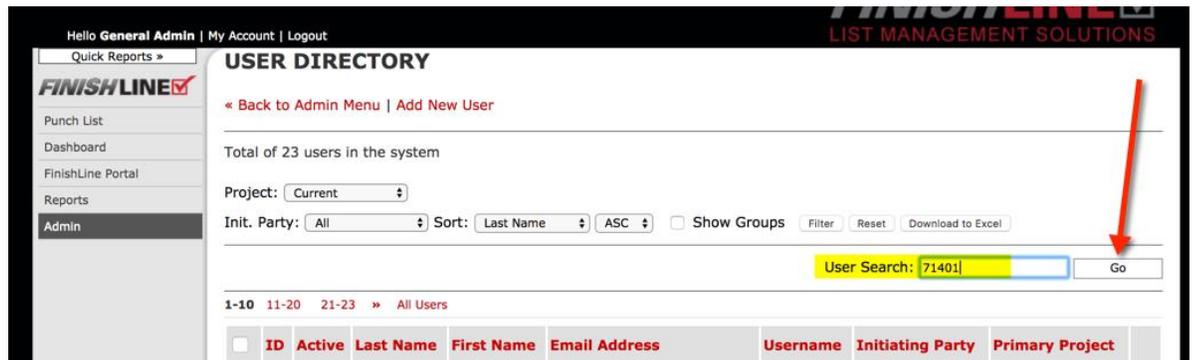
Portal Access: Jake Plumb (71401)

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

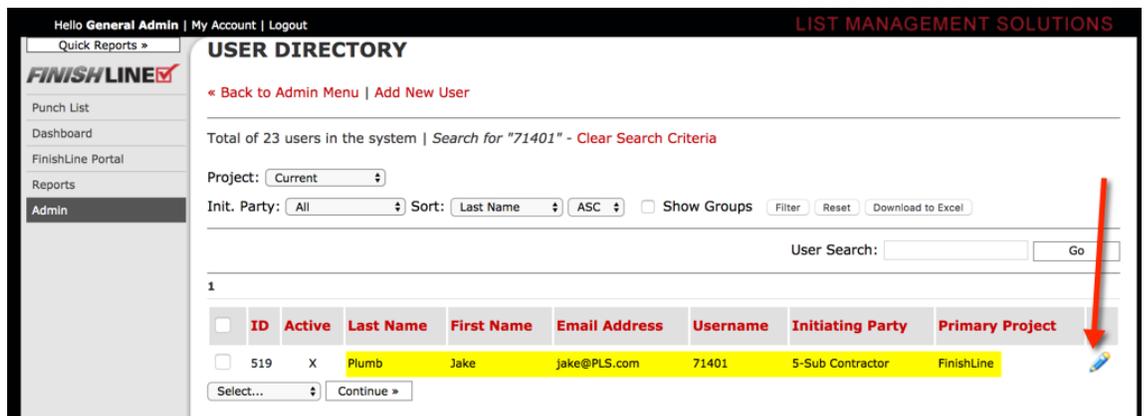
Navigate back to the Administrative Tasks Menu and select User Management.



Type the username which was in the parenthesis from the Sub contractor profile and select Go.



Now select the blue edit pencil for the subcontractor whose password you're trying to find.



Now click the Reveal Password Link.

Hello General Admin | My Account | Logout

Quick Reports »

FINISHLINE ✓

Punch List
Dashboard
FinishLine Portal
Reports
Admin

USER: JAKE PLUMB

User Information

Edit Record Delete User Exit

First Name Jake

Last Name Plumb

Email Address jake@PLS.com

Username 71401

Password ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature
Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Active? Yes No

User of these groups:

- FinishLine - Admin
- FinishLine - Portal User
- FinishLine - Punch User

Save Cancel

The password for the subcontractor will be revealed in the pop-up box.

From demo.a3db.net

Your password

pass71

Cancel OK

Hello General Admin | My Account | Logout

Quick Reports »

FINISHLINE ✓

Punch List
Dashboard
FinishLine Portal
Reports
Admin

USER: JAKE PLUMB

User Information

Edit Record

First Name Jake

Last Name Plumb

Email Address jake@PLS.com

Username 71401

Password ***** [Reveal Password](#)
Password must contain at least 4 letters (or special characters) and 2 digits

Signature
Plumb Level Square Co.

Default Initiating Party Type: 5-Sub Contractor

Active? Yes No

User of these groups:

- FinishLine - Admin
- FinishLine - Portal User
- FinishLine - Punch User

Save Cancel