

The dashboard shows a navigation bar with 'FinishLine', 'Dashboard', 'Portal', 'Reports', and a gear icon. Below the navigation bar, there are several performance metrics: a donut chart showing 47% Complete and 53% Open, 'Last Month Item Created' at 71 (0%), 'Overall 975', 'Last Month Completed Items' at 27 (-12.91%), 'Overall 512', and 'Average Time to Complete Items' at 29.61 DAYS.

From the Dashboard, click the gear icon to access the Admin Tasks menu
If you do not see the gear icon, you do not have administrative rights.

The 'ADMINISTRATIVE TASKS MENU' is displayed with a left-hand navigation sidebar. The main content area lists various administrative tasks such as 'Contacts', 'Security', 'Project Management', and 'Tools'. A blue arrow points to the 'Sub Contractors' link in the 'Contacts' section.

Click "Sub Contractors"

The 'SUB CONTRACTOR MANAGER' page shows a search bar with 'All Sub Contractor' and a table of sub-contractors. A blue arrow points to the 'Add New' button above the table. The table has columns for ID, A?, Sub Contractor Item, and Contact. One entry is visible: ID 45347, ABC Cleaning, Contact Andrew Spotless (ASpotless@XYZclean.com).

Click "Add New"

Quick Search: Richard Powers Go

SUB CONTRACTOR MANAGER

New SubContractor

STEP 1: SEARCH FOR SUBCONTRACTOR

Name or Company: Richard Powers Continue »

Search to see if the sub-contractor you'd like to add is already in the system

Quick Search: Richard Powers Go

SUB CONTRACTOR MANAGER

New SubContractor

STEP 2: SELECT SUBCONTRACTOR

Your query returned 0 results

Add New SubContractor

If the company does not find the company in the database, click "Add New Sub Contractor" and continue

Quick Search: Richard Powers Go

SUB CONTRACTOR: RICHARD POWERS

Admin Menu > Sub Contractor List >

Project: FinishLine

Parent: <Main Sub Contractor>

Sub Contractor Name: Single Multiple Richard Powers In ALL Projects

Active:

Selectable?:

Comments:

Available in these types All

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

Contact Info

First Name: Richard

Last Name: Powers

Email Address: rpowers@electrician.com

Primary Phone: 541-555-1234

Cell Phone: 503-555-1234

Portal Access: No User/s Assigned to this Sub - (Save record first to create a portal user)

Save Save & Copy Save & New Save & Next Cancel

Select which Inspection Types you'd like them to view

Fill out the Sub Contractor form and Save it. Separate multiple email addresses with a semi colon. (Each email will be sent a copy of the report with only the Items assigned to that Sub Contractor company.)