

Set up Equipment, Personnel and Staff for a Vendor by Contract from the Vendor Master list

(for DO Admin, DO Engineer, RO CSS roles, Lead Inspectors, Inspectors)

From the Home page for all roles, click on the [Contract Vendor Assets](#) link

PROJECT PrG Resident Contract Support Specialist

Construction

Change Order

Contract Administration

Contract Progress

Contract Time

Contract Vendor Assets

Select the contract by typing in the Contract number in the search box (capital letters not required)

When the contract comes up, a list containing the Prime and all subcontractors will come up.

Q 360d Advanced Showing 1 of 1 0 changed

Contract ID	Vendor Short Name	Equipment	Personnel	Staff
T3600	ROADS, INC. OF NWF	102	24	8

Click on Actions button to the far right of the Vendor Short Name

8	▼
Staff	▼
0	Actions
	Exclude from Search Results
	Open Equipment
	Open Personnel
	Open Staff

Select the [Open Equipment](#) link

To add the generic equipment list to the contractor, click on the Actions dropdown button just to the right of the "New" button and click on the [Select Vendor Equipment](#) link

New	▼
Active	Actions
Yes	Select Vendor Equipment...
Equipment ID	Equipment Description

A screen will then come up that you will need to enter in the Effective Date and set the Status. In this case use the date you add the equipment. Set the status to "Active".

Note: DO NOT enter in an Expiration date. The only time to use this date is on a case by case basis where the equipment no longer will be used on the job.

Equipment ID	Equipment Description
✓	Aerial Manlift Vehicle
✓	Air Compressor
✓	Air Hammer
✓	Arrow Board

If no equipment is listed, then click on the [Show first 10](#) link below and to the right of the search box. This will bring up all the equipment assigned to the contractor.

When the list finishes loading (it could take a minute or so depending on how much equipment is there), you can either select individual pieces of equipment or you can get all of them. To select them all, click on the [ALL](#) link directly below the search box.

Once all pieces have been added, click on save.

For the Personnel, go through the same steps but select [Open Personnel](#) link.

For the Staff, go through the same steps but select [Open Staff](#) link.