

# Edit Contractor

## Fields

Contractor Name	AJAX CONSTRUCTION, INCORPORATED
Vendor ID	F590907100
Address Line 1	1512 SW 5TH AVENUE SW
Address Line 2	P.O. BOX 1688
City	OCALA
State	FLORIDA
Phone	3527322404
Zip Code	34471
Modified By	COISS973VC
Modified Date	1/24/2011 2:25 PM

Save

[Back to Details](#)

Ref Page: CC5

## Chapter Two

### Adding a Suspension/Agreement Record (Admin Level Access Only)

1. Select a contractor from the **Contractor List**. Choose **Add Suspensions** or **Add Agreement** to add a suspension/agreement record to the selected contractor.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Details

Address Line 1	1512 SW 5TH AVENUE SW
Address Line 2	P O BOX 1888
City	OCALA
State	FL
Phone	(352) 732-2404
ZipCode	34471
Modified_By	COISS973VC
Modified_Date	1/24/2011 2:25 PM

[VIEW SUSPENSIONS\(4\)](#)  
[ADD SUSPENSIONS](#)  
[VIEW AGREEMENT\(1\)](#)  
[ADD AGREEMENT](#)

[Edit Contractor](#) | [Add New Contractor](#) | [Back to Contractor List](#)

2. Enter the data in the appropriate fields. The **Date Suspended** and **Action Termination** dates can be populated from the calendar control located on the right side of the date box or by typing in the date in mm/dd/yy format as shown below. The month, day, and year must be separated with a "/". Two or four digit years will be accepted.

Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended	3/01/11
Action Termination	
Suspension Type	
Action Taken	
Comments	

[Check Action Spelling](#)

[Check Comments Spelling](#)

[Create](#)

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February 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

3. As you type in the **Action Taken** and **Comments** fields the database is checked for any existing records containing the letters/words you are typing. If any exist, they appear in a drop down box directly below the field you are typing in.

### Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended	02/01/2011
Action Termination	02/28/2012
Suspension Type	
Action Taken	NO
Comments	NO BID, NO SUB, NO SUPPLY NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.

[Check Comments Spelling](#)

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4. If you wish to select the word(s), just highlight it by clicking on it in the drop down as shown below.

### Add Suspension for AJAX CONSTRUCTION, INCORPORATED

Details

Date Suspended	2/1/11
Action Termination	3/1/11
Suspension Type	
Action Taken	NO
Comments	NO BID, NO SUB, NO SUPPLY NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.

[Check Comments Spelling](#)

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5. The field will automatically populate with the information. If you don't want to use the information just continue to type.

6. Once you have entered in the **Action Taken** or **Comments** fields, you can check the spelling by selecting the **Check Action Spelling** or **Check Comments Spelling** links shown in the screen below.

The screenshot shows a web form titled "Add Suspension for AJAX CONSTRUCTION, INCORPORATED". Under the "Details" tab, there are several input fields: "Date Suspended" (2/1/11), "Action Termination" (3/1/12), "Suspension Type" (empty), and "Action Taken" (no bid, no suply). Below the "Action Taken" field is a "Check Action Spelling" link. Below the "Comments" field is a "Check Comments Spelling" link. A green "Create" button is at the bottom left, and a "Back to List" link is at the bottom left. Red arrows point from the "Check Action Spelling" and "Check Comments Spelling" links to their respective fields.

7. If there is a spelling error, it will be underlined in red. Click on the **Edit Text** link and the box becomes available to edit. Make sure you press the **Create** button to save the record.

The screenshot shows the same web form as above, but with a spelling correction. In the "Action Taken" field, the text "no bid, no supy" is displayed, with "supy" underlined in red. An "Edit Text" link is now visible to the right of the "Action Taken" field. The "Check Comments Spelling" link is still present below the "Comments" field. The "Create" button and "Back to List" link remain at the bottom. Red arrows point from the "Edit Text" link to the underlined "supy" and from the "Check Comments Spelling" link to its respective field.