

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

1. Select a contractor from the **Contractor List**. Select **View Suspensions** to get a list of suspensions for that contractor. The contractor shown below has 2 suspension records associated to it.

### AJAX CONSTRUCTION, INCORPORATED ID: F590907100

**Details**

Address Line 1	1512 SW 5TH AVENUE SW
Address Line 2	P.O. BOX 1688
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. Select the suspension record you wish to view by clicking on the hyperlink.

### Suspension List for AJAX CONSTRUCTION, INCORPORATED ID

Date Suspended	Action Termination	Entered	Suspension Type	ActionTakenTrimmed	Attachments
<a href="#">12/30/2010</a>	Pending	12/30/2010 12:40 PM	UNPAID BILL	THIS IS A TEST OF THE NEW..	0
<a href="#">12/30/2010</a>	Pending	12/30/2010 12:35 PM		NO BID, NO SUB, NO SUPPLY..	0
<a href="#">12/30/2010</a>	12/30/2010	12/30/2010 12:05 PM	UNPAID BILL	THIS IS A TEST OF THE NEW..	0
<a href="#">12/28/2010</a>	Pending	12/28/2010 7:25 AM	UNPAID BILL	I AM TESTING A LONG ACTIO..	0

[Add New Suspension](#) | [Back to Contractor Details](#)

3. The details of the record will be displayed. You can then select **Edit Suspension** to make changes to the record.

# AJAX CONSTRUCTION, INCORPORATED ID: F590907100

## Suspension Details

[Add Attachment](#)

Date Suspended 12/30/2010  
Action Termination  
Entered 12/30/2010 12:40 PM  
Action By Const  
Suspension Type UNPAID BILL  
Action Taken THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO  
Comments  
Modified By COICN982MJ  
Modified Date 12/30/2010 12:40 PM

[Edit Suspension](#) | [Back to Suspension List](#)

4. Make the needed changes and be sure to press the **Save** button. If you don't want to save the changes press the **Back to Details** button and the record will revert back to its original form.

# Edit - AJAX CONSTRUCTION, INCORPORATED ID: F590907100

## Fields

Date Suspended 12/30/2010   
Action Termination   
Suspension Type UNPAID BILL  
Action Taken THIS IS A TEST OF THE NEW SUSPENSION APPLICATION. TWO  
Comments [Check Action Spelling](#)  
Modified By COICN982MJ  
Entered 12/30/201 0 PM  
Modified Date 12/30/2010 12:40 PM  
Action By Const  
[Check Comments Spelling](#)

**Save**

[Back to Details](#)