



QUICK REFERENCE GUIDE:

Vendor Equipment & Personnel

Background:

When inspectors create a DWR, they can select from *Generic Equipment* or *Vendor Equipment*. Entering Vendor Equipment can be helpful if the contractor has specialty equipment or if the inspectors are expected to report from the contractor's equipment list.

When inspectors create a DWR, they can select Generic Personnel, Employees (employees that have been entered on certified payroll) or Vendor Personnel.

Roles:

Most Construction Roles

Navigation:

Construction > Contract Vendor Assets > Contract/Vendor

1. Click the **Vendor Name** link.
2. To add custom Equipment/Personnel for selection on DWRs, click the appropriate tab.
 - a. Click the **New** button to add a row.
 - b. Enter the **Personnel/Equipment Description** and the **Equipment/Personnel ID** (optional).
 - c. In the **Effective Date** field, enter today's date.
 - d. In the **Status** dropdown field, select ACTIVE.
3. Click **Save**.

4. To remove Equipment/Personnel from being selected on DWRs, click the appropriate tab and deactivate the record by setting an **Expiration Date** or changing the **Status** to INACTIVE and clicking **Save**.

Next Steps:

Make sure to communicate expectations if inspectors should only be reporting on vendor equipment or personnel on their DWRs.

Note: Once a piece of vendor equipment or personnel is used on a DWR, it is no longer editable.