

Contracts - Vendor Equipment & Personnel

BACKGROUND: For every Vendor on a Contract (Prime & Subcontractors), the system will automatically add a generic list of Equipment and Personnel types. Inspectors can select from these lists when entering Daily Work Reports (DWRs). Contract staff can choose to edit the list of selectable Equipment and Personnel for each Vendor on the Contract. Equipment/Personnel records with **Active** = Yes are selectable on DWRs.

ROLES: Construction Office Engineer, Construction Project Engineer, Construction Inspector

NAVIGATION:

Construction > Contract Vendor Assets

1. From the Contract Vendor Asset Overview, use the search bar and filters to find the Contract and Vendor for which you need to edit Equipment and Personnel, click the Row Actions Menu for the Contract/Vendor.
2. In the Actions section, select **Open Equipment** or **Open Personnel**.
3. To remove Equipment/Personnel from selection on DWRs, click the appropriate tab and deactivate the record by setting an **Expiration Date** or changing the **Status** to INACTIVE.
4. 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.
 - e. Click **Save** in the upper right corner.