



QUICK REFERENCE GUIDE:

Vendor Equipment & Personnel

Background:

When inspectors enter their DWRs they have the ability to select from *Generic Equipment* or *Vendor Equipment*. Entering vendor equipment can be helpful if you want to add specialty equipment or make certain your inspectors have the option to report from the contractor's equipment list.

Roles:

Most Construction Roles

Navigation:

Construction > Contract Vendor Assets > Contract/Vendor

1. Click the **Row Actions Menu** for the Contract/Vendor and select **Open Equipment** or **Open Personnel**.
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** in the upper right corner.

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

4. 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 and clicking **Save**.

Next Steps:

If your inspectors are expected to only use the Vendor Equipment entered, make sure to communicate this with them.