

### How To: Add a Sub Trade Contact

This tutorial will demonstrate how to add a sub trade to the system. Sub trades will appear in your schedule and can be added as resources to work orders.



1. Log in to JobCheck Web Desktop as any user.
2. Click on the *Accounts* tab from the primary navigation bar.
3. Click *"New Account"*.
  - a. Enter the account name (the name of the sub trade).
  - b. Choose the *type* as *Sub Trade*.
  - c. Enter contact information and address information.

**Account Edit**

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**Account Information** ! = Required Information

Account Name <input type="text" value="Millman's Masonry"/>	Type <input type="text" value="Sub Trade"/>
Parent Account <input type="text"/>	Account Owner <input type="text" value="Laura Dombrosky"/>
Phone <input type="text" value="(212) 555-1234"/>	
Fax <input type="text"/>	
Website <input type="text" value="www.millmaison.com"/>	

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**Address Information** [Copy Billing Address to Shipping Address](#)

Billing Street <input type="text" value="1515 Two Twinings Rd."/>	Shipping Street <input type="text" value="1515 Two Twinings Rd."/>
Billing City <input type="text" value="Dunning"/>	Shipping City <input type="text" value="Dunning"/>
Billing State/Province <input type="text" value="BC"/>	Shipping State/Province <input type="text" value="BC"/>
Billing Zip/Postal Code <input type="text" value="V1Y 5Z5"/>	Shipping Zip/Postal Code <input type="text" value="V1Y 5Z5"/>
Billing Country <input type="text" value="Canada"/>	Shipping Country <input type="text" value="Canada"/>

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**Additional Information**

Description

4. Click *"Save"*.
5. If you would like to add contacts associated to this sub trade account, open the account and click *"New Contact"*.

The sub trade will now be available as a resource and can be assigned to work orders. Open the sub trade account to see the full account detail, including if this sub trade is currently assigned to a job, as well as historical job assignment.