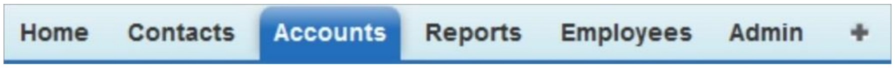
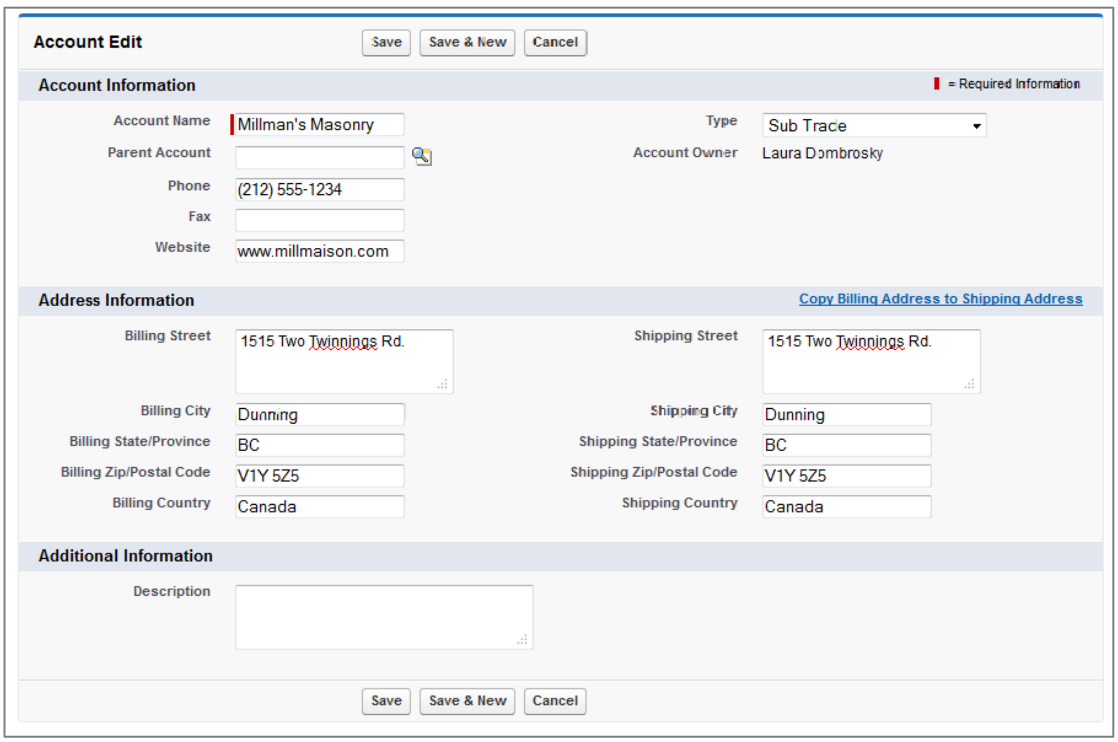
How To: Add a Sub Trade Contact

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.



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.