

Step 1: Navigate to the project, via the “Projects” item on the sidebar.

Hit the “Projects” button on the sidebar, enter in some search criteria and hit search, then find the project in the list and hit “detail”.

The screenshot displays a web application interface for managing projects. On the left is a dark sidebar with navigation items: Company Profile, How To, Project Assignments, **Projects** (circled in green with a '1'), Employees, and a section labeled 'OTHER' containing All Contractors and Job Classifications. The main content area is titled 'Record Search - Projects' and features a search interface. A green box highlights the search area, which includes a 'Saved searches:' dropdown set to 'all', a search bar containing 'and Label contains test' (with a green box around the criteria and a '3' next to it), a '+ Add criteria' button (with a green box around it and a '2' next to it), and a 'Search Q' button (with a green box around it and a '4' next to it). Below the search bar is a 'Select Page' section with 'Page 1', '25 rows/pg', and 'Clear' and 'Export' buttons. A table below shows search results with columns: Agency, Department, Label, and Contract Number. The table has three rows, each with a 'Detail' button (with a green box around the bottom-most 'Detail' button and a '5' next to it). The bottom-most row shows 'City of Milwaukee' for Agency, 'LCP Test' for Label, and '1234' for Contract Number. At the bottom of the page are navigation tabs: Project Details, Contractor Assignments, Employee Assignments, Files, Goals, Job Classifications, and Wage Decisions.

	Agency	Department	Label	Contract Number	St
+ New					
Detail	City of Milwaukee		B2Gnow Test Contract-001	123456789	
Detail	City of Milwaukee		COM Test	COM Test	
Detail	City of Milwaukee		LCP Test	1234	

Step 2: Go to the “Contractor Assignments” tab and hit the green “+” button to add a new assignment.

The screenshot shows a web application interface for 'Contractor Assignments'. At the top, there are navigation tabs: 'Project Details', 'Contractor Assignments' (highlighted with a green circle and labeled '1'), 'Employee Assignments', 'Files', 'Goals', 'Job Classifications', and 'Wage Decisions'. Below the tabs is a blue header bar with navigation controls: a back arrow, 'pg 1', a forward arrow, a refresh icon, and the text 'Contractor Assignments'. Below the header is a table with columns: 'Date Assigned', 'Contractor', 'Parent Contractor', and 'Prime'. The table contains four rows of data. A green circle with a '+' sign is highlighted in the top-left corner of the table area, labeled '2'.

	Date Assigned	Contractor	Parent Contractor	Prime
	2015-05-26	TJ		<input checked="" type="checkbox"/>
	2018-06-19	Peter Lund Construction		<input checked="" type="checkbox"/>
	2015-09-10	Celeste		<input checked="" type="checkbox"/>
	2016-02-19	Test Co	Celeste	<input type="checkbox"/>

Step 3: A form will pop up. Enter in the sub-contractor and parent contractor and hit “Create”.

The screenshot shows a form titled 'General' for creating a contractor assignment. The form has several fields: '*Project' (text input with 'LCP Test'), '*Agency' (dropdown menu with 'City of Milwaukee'), 'Date Assigned' (text input), '*Contractor' (text input with a red border and a red error message 'Contractor is a required field.'), and 'Parent Contractor' (text input). A 'Prime' checkbox is at the bottom. A green box highlights the '*Contractor' and 'Parent Contractor' fields. At the bottom right, there are 'Create' and 'Cancel' buttons. The 'Create' button is highlighted with a green circle and labeled '2'. A green '1' is also present near the 'Prime' checkbox.

General

*Project
LCP Test
auto-complete

*Agency
City of Milwaukee

Date Assigned

*Contractor
auto-complete
Contractor is a required field.

Parent Contractor
auto-complete

Prime

1

2 **Create** Cancel