

Add Team Members

Add Contractors/Crews

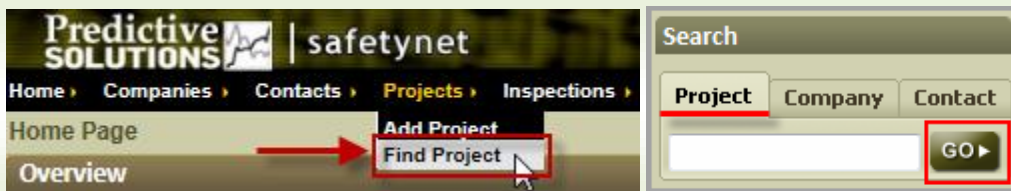
To add both team members and subcontractors, you need to start by identifying the project to which you are adding a contact. Click on 'Find Project' under the Projects menu. Alternatively, if you know the project name, type it in the 'Project' field to the right of the Home Page.

Covered Topics:

- Finding a Project
- Adding Team Members to a Project
- Adding Contractors/Crews to a Project


Finding a Project

1. Click on 'Find Project' under the Projects menu. Alternatively, if you know the project name, type it in the 'Project' field to the right of the Home Page.



Clicking on "Find Project" will bring up the search screen. You can search for a project by name, company, contact person, region and/or by job number.

Enter the know information then click on "Search". A search can be done with as little as 2 to 3 letters. A list of matching projects will appear. Click on the project title of the project you would like to select. This will take you to the Project page.

Search Criteria 

General

Project Title:

Company: [\[browse\]](#)

Contact Person: [\[browse\]](#)

Region:

Job Number:

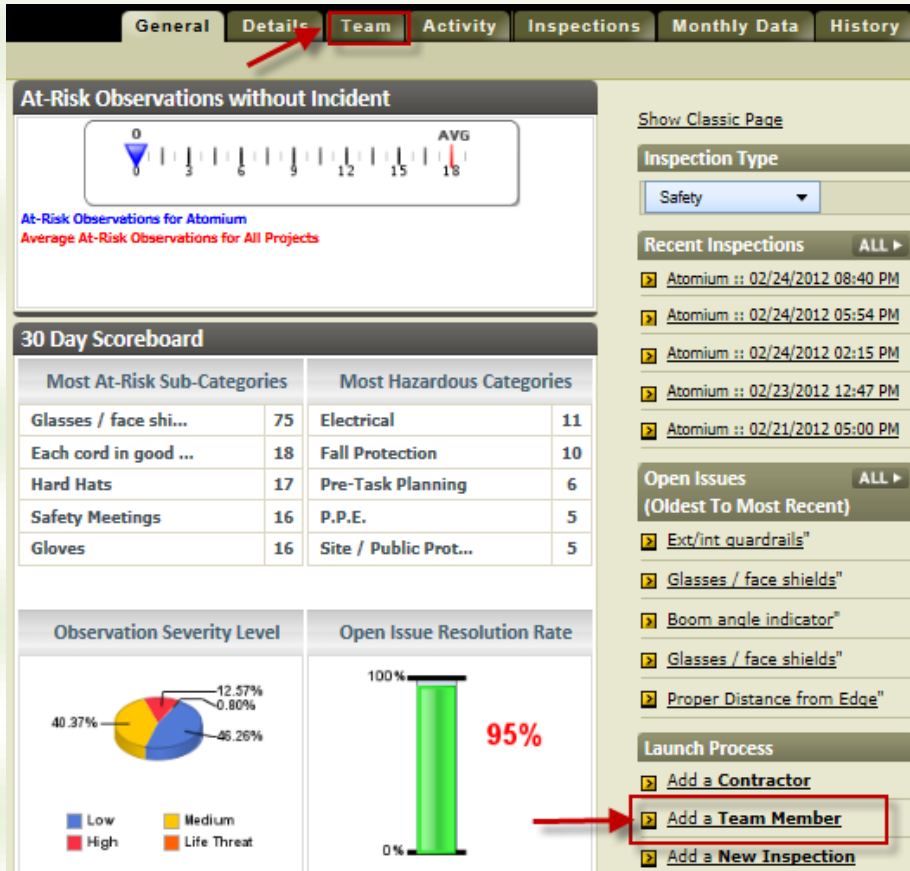
Search Results

	Project Title	Owner	Job Number	Date Entered	Status	Stage
<input type="checkbox"/>	06012009-2	iNet Testing		02/22/2011		
<input type="checkbox"/>	1000 de La Gauchetière	Giant Construction	0402	12/15/2008	Completed Project	
<input type="checkbox"/>	110 Livingston Street	Giant Construction	0502	12/15/2008	Completed Project	
<input type="checkbox"/>	191 Peachtree Tower	Giant Construction	0308	12/15/2008	Completed Project	
<input type="checkbox"/>	2 Fevrier Sofitel Hotel	Giant Construction	0503	12/15/2008	Completed Project	
<input type="checkbox"/>	225 South Sixth	Giant Construction		12/15/2008	On Hold	
<input type="checkbox"/>	30 St Mary Ave	Giant Construction	0415	12/15/2008	Completed Project	
<input type="checkbox"/>	40 Wall Street	Giant Construction	00510	12/15/2008	Completed Project	
<input type="checkbox"/>	Aiwan-e-Iqbal	Giant Construction	Po5305	12/15/2008	Completed Project	
<input type="checkbox"/>	Akershus Fortress	Giant Construction		12/15/2008	Completed Project	

Add Team Members Add Contractors/Crews

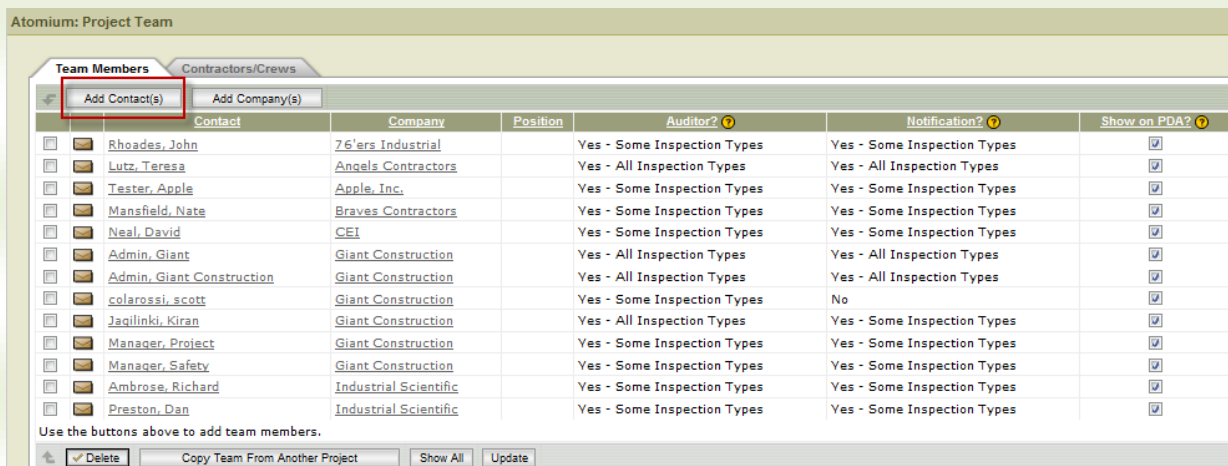
Adding a Team Member to a Project

- 1.) Click on “Add a Team Member” in the Launch Process (bottom right), or on the “Team” tab in the upper right-hand corner. Both links will take you to the same page.



The screenshot shows the software interface with the 'Team' tab selected. A red arrow points to the 'Team' tab. Below the tabs, there are several sections: 'At-Risk Observations without Incident' with a gauge, '30 Day Scoreboard' with two tables, 'Observation Severity Level' with a pie chart, and 'Open Issue Resolution Rate' with a bar chart showing 95%. On the right side, there are sections for 'Inspection Type', 'Recent Inspections', 'Open Issues', and 'Launch Process'. In the 'Launch Process' section, the 'Add a Team Member' link is highlighted with a red box and a red arrow.

- 2.) Click on “Add Contracts” in the upper left-hand corner. Clicking this link will open a pop-up window.



The screenshot shows the 'Atomium: Project Team' window. At the top, there are tabs for 'Team Members' and 'Contractors/Crews'. Below the tabs, there are two buttons: 'Add Contact(s)' and 'Add Company(s)'. The 'Add Contact(s)' button is highlighted with a red box. Below the buttons is a table with the following columns: Contact, Company, Position, Auditor?, Notification?, and Show on PDA?. The table contains 15 rows of team member data.

Contact	Company	Position	Auditor?	Notification?	Show on PDA?
Rhoades, John	76'ers Industrial		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Lutz, Teresa	Angels Contractors		Yes - All Inspection Types	Yes - All Inspection Types	<input checked="" type="checkbox"/>
Tester, Apple	Apple, Inc.		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Mansheld, Nate	Braves Contractors		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Neal, David	CEI		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Admin, Giant	Giant Construction		Yes - All Inspection Types	Yes - All Inspection Types	<input checked="" type="checkbox"/>
Admin, Giant Construction	Giant Construction		Yes - All Inspection Types	Yes - All Inspection Types	<input checked="" type="checkbox"/>
colarossi, scott	Giant Construction		Yes - Some Inspection Types	No	<input checked="" type="checkbox"/>
Jaqilinki, Kiran	Giant Construction		Yes - All Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Manager, Project	Giant Construction		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Manager, Safety	Giant Construction		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Ambrose, Richard	Industrial Scientific		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>
Preston, Dan	Industrial Scientific		Yes - Some Inspection Types	Yes - Some Inspection Types	<input checked="" type="checkbox"/>

Use the buttons above to add team members.

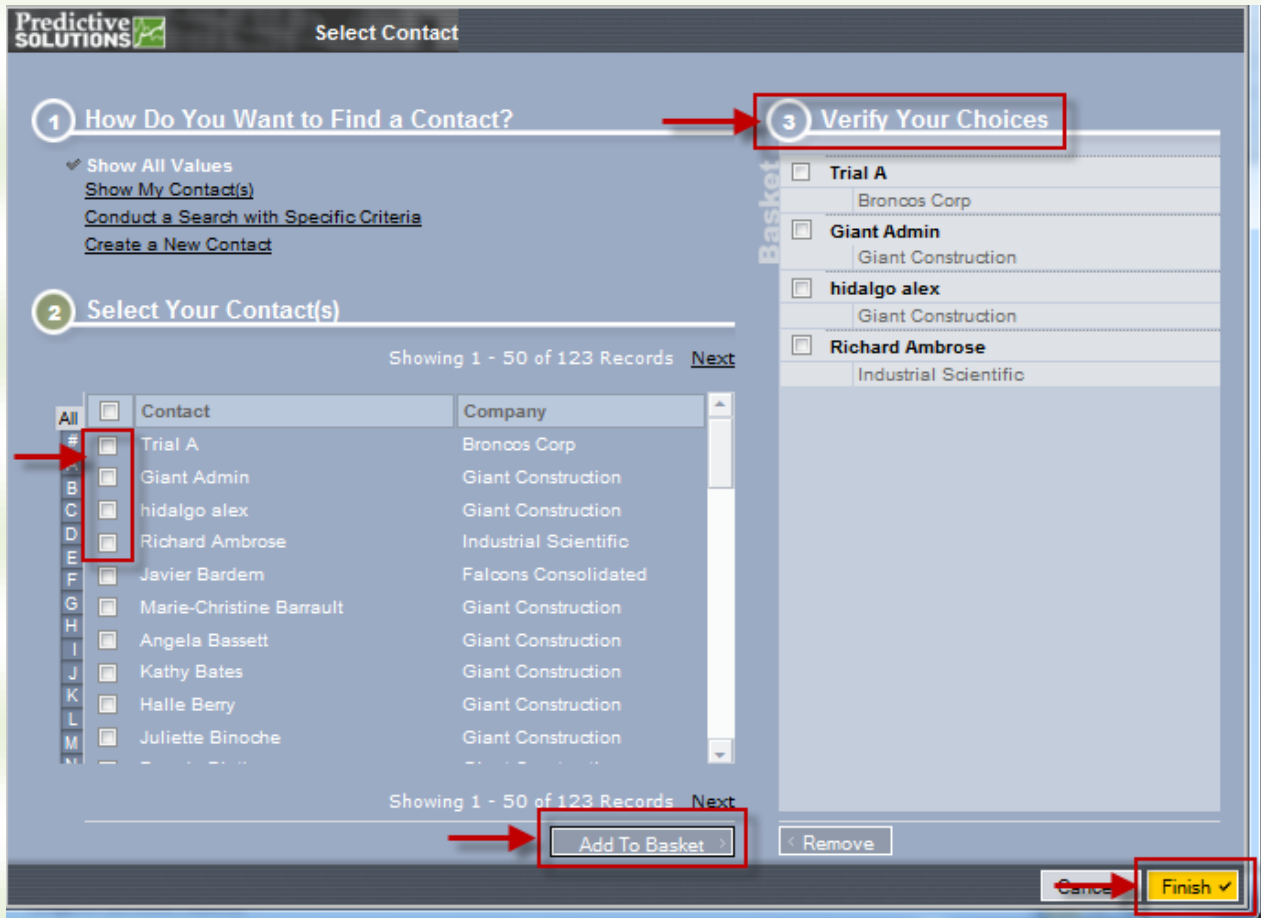
Buttons: Delete, Copy Team From Another Project, Show All, Update

Add Team Members Add Contractors/Crews

3.) To view all possible contacts by last name, click on the first letter of the last name on the alphabetical column on the left. You can also 'Conduct a Search with Specific Criteria' (see screen shot on the right), enter known information and click on 'Search'.

Make your selection from the results by putting a check mark next to your desired name(s). Click "Add to Basket". The user(s) will appear in Section 3 "Verify Your Choices" Click "Finish".

The team member(s) will now be listed on the Project Team screen. Note that the project will not appear on the newly selected team members handhelds until they are synced. The next time the user(s) log in, they will see the project listed under "My Projects" on the left –hand side of the home page.



1 How Do You Want to Find a Contact?

- Show All Values
- [Show My Contact\(s\)](#)
- [Conduct a Search with Specific Criteria](#)
- [Create a New Contact](#)

2 Select Your Contact(s)

Showing 1 - 50 of 123 Records [Next](#)

	Contact	Company
#	<input type="checkbox"/> Trial A	Broncos Corp
A	<input type="checkbox"/> Giant Admin	Giant Construction
B	<input type="checkbox"/> hidalgo alex	Giant Construction
C	<input type="checkbox"/> Richard Ambrose	Industrial Scientific
D	<input type="checkbox"/> Javier Bardem	Falcons Consolidated
E	<input type="checkbox"/> Marie-Christine Barrault	Giant Construction
F	<input type="checkbox"/> Angela Bassett	Giant Construction
G	<input type="checkbox"/> Kathy Bates	Giant Construction
H	<input type="checkbox"/> Halle Berry	Giant Construction
I	<input type="checkbox"/> Juliette Binoche	Giant Construction
J	<input type="checkbox"/>	
K	<input type="checkbox"/>	
L	<input type="checkbox"/>	
M	<input type="checkbox"/>	
N	<input type="checkbox"/>	

Showing 1 - 50 of 123 Records [Next](#)

3 Verify Your Choices

Basket

- Trial A
Broncos Corp
- Giant Admin
Giant Construction
- hidalgo alex
Giant Construction
- Richard Ambrose
Industrial Scientific

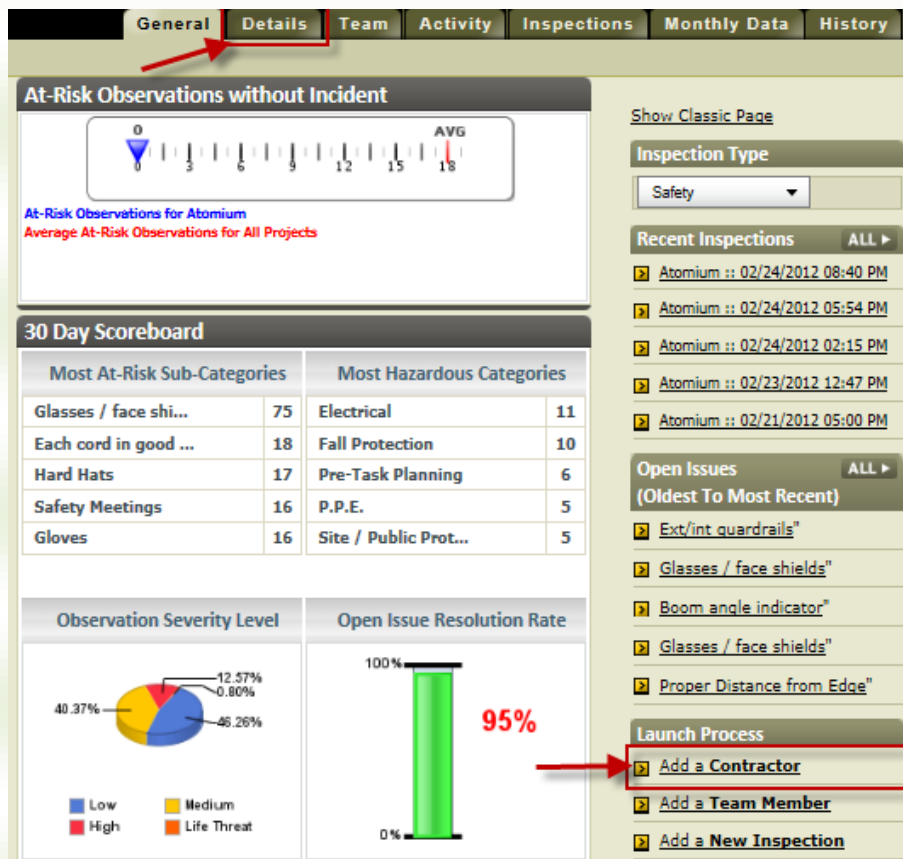
[Add To Basket](#) [Remove](#) [Cancel](#) [Finish ✓](#)

Add Team Members

Add Contractors/Crews

Adding a Contractor/Crew to a Project

- 1.) Click on "Add a Contractor" on the Launch Process, bottom right, or on the "team" tab in the upper right-hand corner. If you click on the "Team" tab, you will need to click on the "Contractors/Crews" tab to add a company.

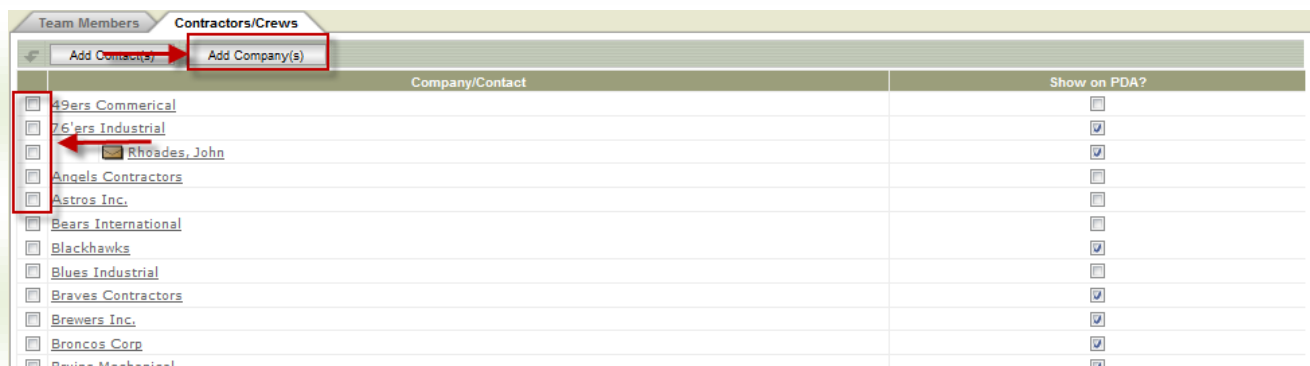


The screenshot shows a dashboard with several sections:

- At-Risk Observations without Incident:** A gauge showing 0 observations, with an average of 18. Below it, text reads "At-Risk Observations for Atomium" and "Average At-Risk Observations for All Projects".
- 30 Day Scoreboard:** A table with two columns: "Most At-Risk Sub-Categories" and "Most Hazardous Categories".

Most At-Risk Sub-Categories	Count	Most Hazardous Categories	Count
Glasses / face shi...	75	Electrical	11
Each cord in good ...	18	Fall Protection	10
Hard Hats	17	Pre-Task Planning	6
Safety Meetings	16	P.P.E.	5
Gloves	16	Site / Public Prot...	5
- Observation Severity Level:** A pie chart showing the distribution of severity levels: Low (46.26%), Medium (40.37%), High (12.57%), and Life Threat (0.80%).
- Open Issue Resolution Rate:** A vertical bar chart showing a 95% resolution rate.
- Launch Process:** A menu with three options: "Add a Contractor" (highlighted with a red box and arrow), "Add a Team Member", and "Add a New Inspection".

- 2.) Click "Add Company(s)" in the upper left-hand corner. Clicking this link will open a pop-up window.



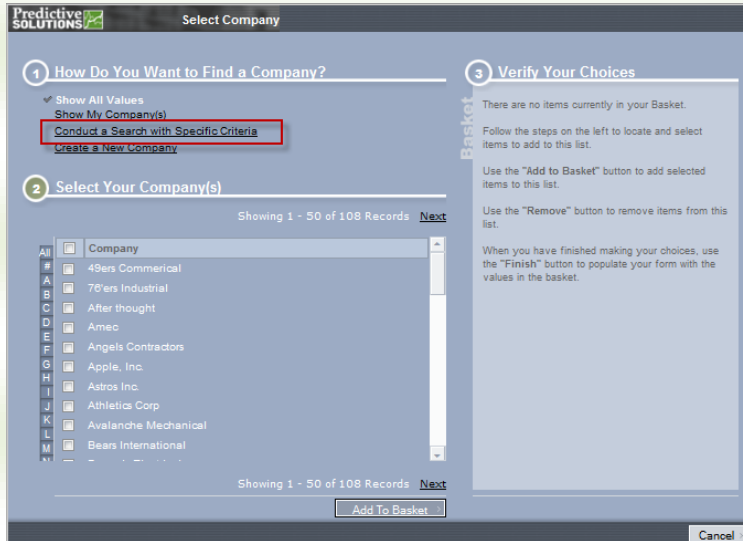
The screenshot shows the "Contractors/Crews" pop-up window with the following elements:

- Buttons:** "Add Company(s)" (highlighted with a red box and arrow) and "Add Company(s)".
- Table:** A table with two columns: "Company/Contact" and "Show on PDA?".

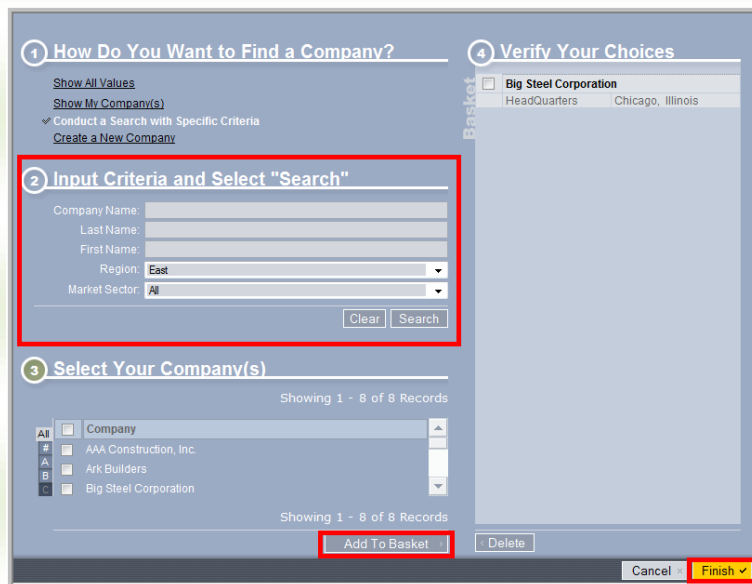
Company/Contact	Show on PDA?
<input type="checkbox"/> 49ers Commerical	<input type="checkbox"/>
<input type="checkbox"/> 76'ers Industrial	<input checked="" type="checkbox"/>
<input type="checkbox"/> Rhodes, John	<input checked="" type="checkbox"/>
<input type="checkbox"/> Angels Contractors	<input type="checkbox"/>
<input type="checkbox"/> Astros Inc.	<input type="checkbox"/>
<input type="checkbox"/> Bears International	<input type="checkbox"/>
<input type="checkbox"/> Blackhawks	<input checked="" type="checkbox"/>
<input type="checkbox"/> Blues Industrial	<input type="checkbox"/>
<input type="checkbox"/> Braves Contractors	<input checked="" type="checkbox"/>
<input type="checkbox"/> Brewers Inc.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Broncos Corp	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bruins Mechanical	<input checked="" type="checkbox"/>

Add Team Members Add Contractors/Crews

To view all possible companies, click on the first letter of the last name on the alphabetical column on the left. You can also 'Conduct a Search with Specific Criteria' (see screen shot on the right), enter known information and click on 'Search'.



Make your selection from the results by putting a check mark next to company name(s). Click 'Add to Basket.' The user(s) will appear in Section 4 'Verify Your Choices.' Click 'Finish.'



The company name(s) will now be listed on the Project Team screen. Note that the partner/supplier will not appear on the handheld devices until they are synced. The inspector will now be able to perform inspections of this partner/supplier.