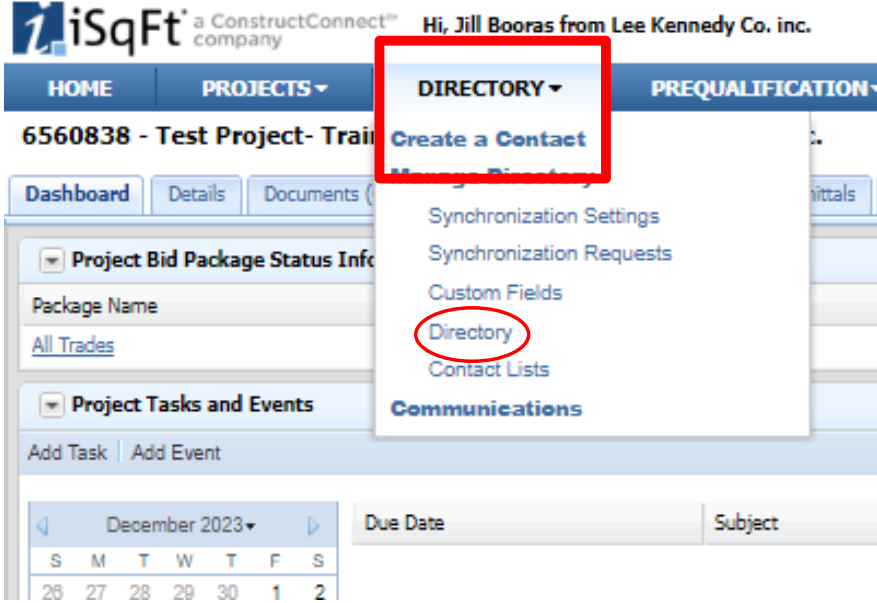


Module 14: Managing the Directory

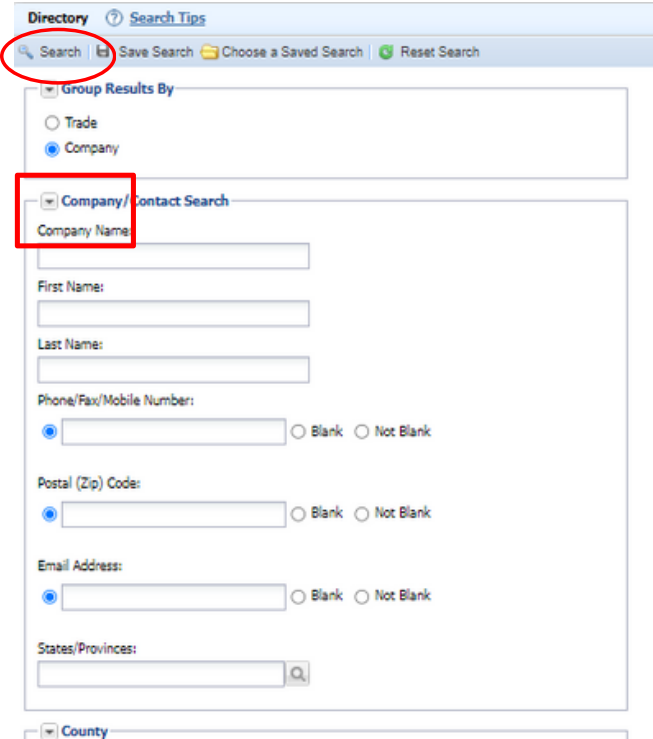
1

- Click on the “Directory” tab on the top home screen
- Click on “Directory”



2

- Click “Search” to get a full list of subcontractors
- Use the “Company/ Contact Search” to filter



Module 14: Managing the Directory

3

- To edit subcontractor information, click on the name you'd like to edit

| Company Name | F... | Contact Name | City | State | Zip Code | Phone Number | Fax Number | Email Address |
|--|------|-----------------|------------|-------|----------|--------------------|----------------|------------------------------|
| > Saltese & Sons Inc | | Andrew Pridham | Woburn | MA | 01801 | (781) 246-3508 ... | | andrew@jsaltese.com |
| 4Wall | | Steven Williams | | | | | | Stevenwilliams@4wall.com |
| 84 Lumber | | Eric Fitzgerald | Holbrook | MA | 02343 | (617) 895-7507 | | eric.fitzgerald@84lumber.com |
| A & A Window Products | | Michael Agren | Malden | MA | 02148 | (781) 322-9282 ... | (781) 321-0833 | magren@aawindowproducts. |
| A & M Fire Protection | | John Jansen | Plainville | MA | 02762 | (508) 695-7607 | | jjansen@amfire1.com |
| A&B Mechanical | | Dave Clauson | | CT | 06484 | | | david.c@abmech.net |
| A&D Construction Service Corp. | | Jorge Umana | | MA | | (781) 858-9223 | (781) 629-2649 | adconstruction781@yahoo.c. |
| A&E Fire Protection | | Greg Smith | Canton | MA | 02021 | (781) 329-9799 | (781) 329-9711 | gsmith@aefireinc.com |
| A&M Construction Specialties, LLC | | Red Merker | Hill | NH | 03243 | (603) 934-0220 | | aandmcs@myfairpoint.net |
| A&M Roofing & Sheetmetal Co Inc | | James Loos | Andover | MA | 01810 | (978) 475-4500 | (978) 475-8778 | JLoos@AMRoofing.net |
| A-1 Concrete Cutting & Construction Inc. | | Jack Powers | Raynham | MA | 02767 | (508) 802-6901 | (508) 285-9604 | sawcutting@gmail.com |
| A. Murphy, Inc. | | John Jacobus | | | | (781) 826-0222 ... | | jjacobus@amurphy.com |
| A & A Will Construction | | Frank ... | Spunkton | MA | 02077 | (781) 341-4800 | (781) 347-4776 | charth@aswill.com |

4

- Click on “Act on Selected Companies”
- Click “Bulk Field Update”

iSqFt[®] a ConstructConnect[™] company Hi, Jill Booras from I

HOME PROJECTS DIRECTORY

Directory Search Search Tips Select All 1713 Compan

Act on Selected Companies Export Refine Search Add/Remove Columns

- Create Communication
- Bulk Field Update**
- Group Contacts
- Save to List - Overwrite
- Save to List - Append
- Save to List - Create New List

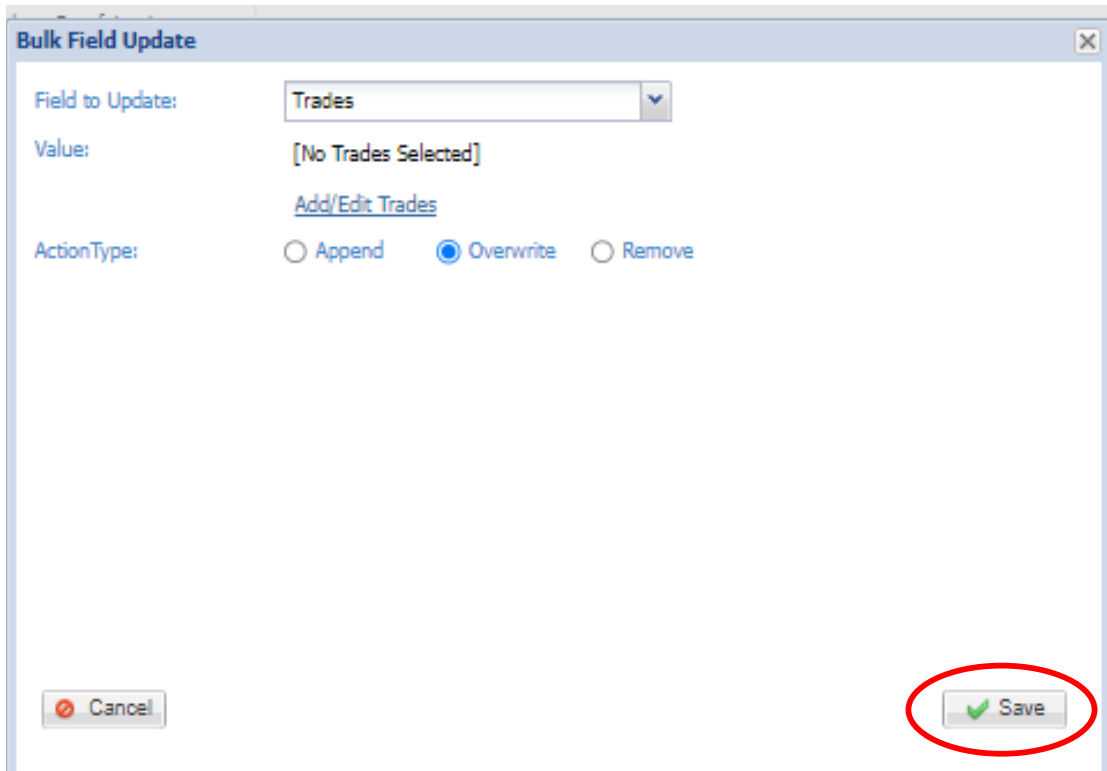
| F... | Contact |
|------|---------|
| | Andrew |
| | Stev |
| | Eric |
| | Mich |
| | j |
| | Dave |
| | Jorge U |
| | Greg |
| | Red Me |
| | Jam |

Module 14:

Managing the Directory

5

- A new window will open, click:
 - **Append:** Add to the trades already saved to the subcontractor
 - **Overwrite:** Delete previously saved trades and add the trades you have selected
 - **Remove:** Remove selected trades from the subcontractor



The screenshot shows a dialog box titled "Bulk Field Update". It has a close button in the top right corner. The "Field to Update:" dropdown menu is set to "Trades". The "Value:" field contains "[No Trades Selected]". Below the value field is a link "Add/Edit Trades". The "ActionType:" section has three radio buttons: "Append", "Overwrite" (which is selected), and "Remove". At the bottom left is a "Cancel" button, and at the bottom right is a "Save" button with a green checkmark icon. The "Save" button is circled in red.

- Click "Save"