

iCX Subcontract Submittal 2023

Web

Menu

AT


Integrated Contractor Exchange

* Username:

* Password:

[Log In](#)

[I forgot my password](#)

iCX: Integrated Contractor Exchange: Subcontracting Information

Website in Prod: <https://nhdot.exevision.com/icx/index.aspx>

Topic 1: Administration and You:

1. Log in as You! Each Contractor in the system has a person who has administrative rights to the software. These rights allow the administrator to add you to the system. If you are new to this software, have your administrator log in and ADD YOU to the system. Please do not log in as the administrator with their ID and password. Have the appropriate person who is the administrator log in and add you. Do all your work in this system as you. Not as someone else.

2. Administrators: Log in. Go to 'Menu' at the top right-center. Left-click on 'Company Info' under the 'Administration' column. The screen looks like this:

The screenshot displays the iCX web application interface. At the top, there is a dark blue header with the 'AT Web' logo on the left, a 'Menu' button in the center, and user information on the right: 'Welcome Audit Audit', 'Subscription Status Active', and links for 'Log Out', 'Options', and 'Help'. Below the header, there are three tabs: 'Dashboard', 'Bidding', and 'Subcontractor'. The 'Subcontractor' tab is active, showing a table titled 'My Recent Contracts/Projects' with columns for 'Contract Number' and 'Description'. The table is currently empty, displaying 'No records to display.' A 'Menu' dropdown is open, showing three columns: 'Bidding' (with 'Contract Preview'), 'Construction' (with 'Summary', 'Change Order', 'Certificates of Compliance', 'Subcontracting', 'Subcontractor', 'Certified Payroll', and '1391 Annual EEO Report'), and 'Administration' (with 'Company Info', 'NHDOT Document', and 'Library').

3. Go to the 'Employees' tab. Right-click in the white space and left-click on 'Add Employee':

The screenshot shows a web application interface. At the top, there is a dark blue header with a yellow hard hat icon, the text 'Web', a 'Menu' button with a red checkmark, and user information: 'Welcome Audit Audit', 'Subscription Status Active', and links for 'Log Out', 'Options', and 'Help'. Below the header, there are several tabs: 'Dashboard', 'Company Info' (with a close icon), 'Details', 'Employees' (selected), and 'Subscriptions'. A 'Save' button is located to the right of the 'Subscriptions' tab. The main content area features a table with the following columns: 'First Name', 'Last Name', 'Username', and 'Employee Type'. The table contains five rows of data, with the second row having the values 'Audit', 'Audit', 'audit', and 'Liaison Officer'. Each row has a magnifying glass icon in the rightmost column. Below the table, there is a large white rectangular area containing an 'Add Employee' button.

First Name	Last Name	Username	Employee Type	
[REDACTED]	[REDACTED]	[REDACTED]	Liaison Officer	
Audit	Audit	audit		
[REDACTED]	[REDACTED]	[REDACTED]	President	
[REDACTED]	[REDACTED]	[REDACTED]	Liaison Officer	
[REDACTED]	[REDACTED]	[REDACTED]	Member	

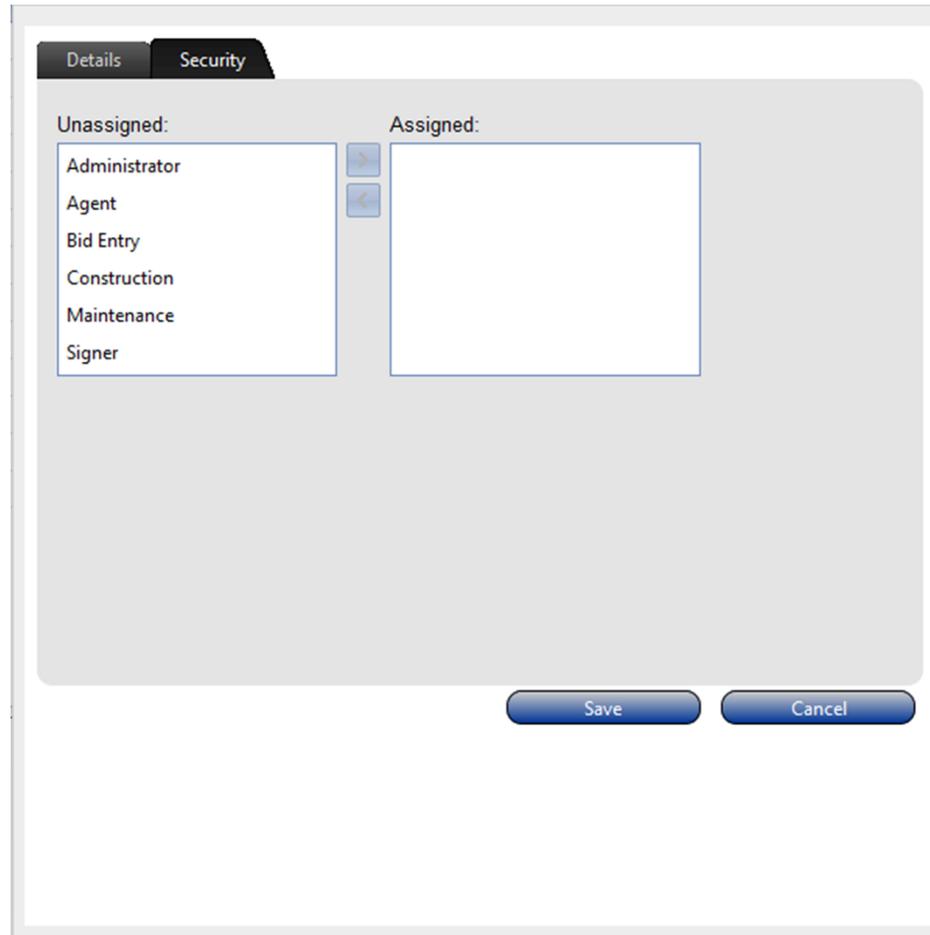
4. The 'Employee' screen appears. Fill out all the information. Assign the new person a password. Force them to change it with the radio-button at the top of the screen.

The screenshot shows a web form titled "EMPLOYEE" with two tabs: "Details" and "Security". The "Security" tab is active. The form contains the following fields and controls:

- Account Active:** Radio buttons for "Yes" (selected), "No", and "Force Password Change".
- * First Name:** Text input field.
- * Last Name:** Text input field.
- Employee Type:** Dropdown menu with a downward arrow.
- * Address 1:** Text input field.
- Address 2:** Text input field.
- * City:** Text input field.
- * State:** Dropdown menu with a downward arrow.
- * Zip Code:** Text input field.
- Phone Number:** Text input field.
- * Email Address:** Text input field.
- * Username:** Text input field.
- * Enter Password:** Text input field.
- * Reenter Password:** Text input field.

At the bottom right of the form are two buttons: "Save" and "Cancel".

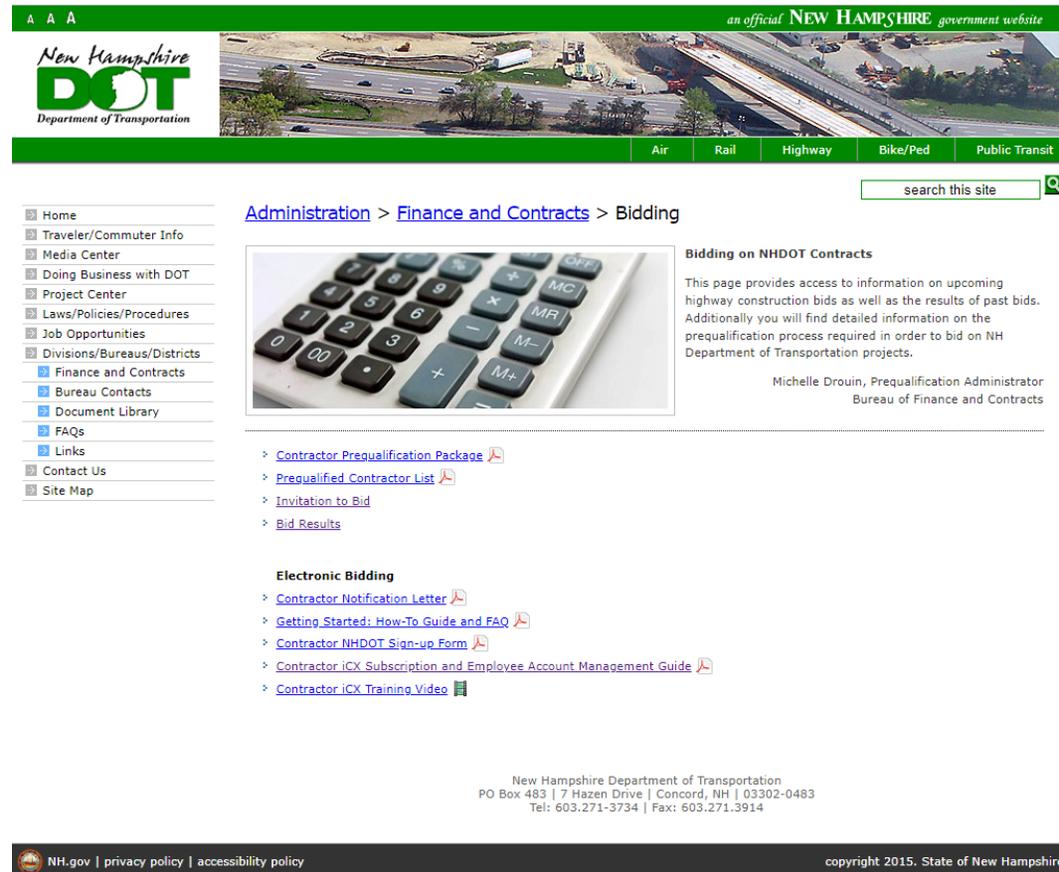
5. Left-Click on the 'Security' tab. Left-click the title from the choices in the 'Unassigned' Column. Left-click the →Arrow and put that choice into the 'Assigned' Column. Left-click 'Save'.



6. For more information: Consult the on-line guide here:

<https://www.nh.gov/dot/org/administration/finance/bids/index.htm>

Left-click on “Contractor iCX Subscription and Employee Account Management Guide” at the bottom of the page.



The screenshot shows the New Hampshire Department of Transportation (NH DOT) website. At the top, there is a green header with the text "an official NEW HAMPSHIRE government website" and the NH DOT logo. Below the header is a navigation menu with links for "Air", "Rail", "Highway", "Bike/Ped", and "Public Transit". A search bar is located on the right side of the header. The main content area is titled "Administration > Finance and Contracts > Bidding". On the left side, there is a vertical menu with various links such as "Home", "Traveler/Commuter Info", "Media Center", "Doing Business with DOT", "Project Center", "Laws/Policies/Procedures", "Job Opportunities", "Divisions/Bureaus/Districts", "Finance and Contracts", "Bureau Contacts", "Document Library", "FAQs", "Links", "Contact Us", and "Site Map". The main content area features a photograph of a calculator. Below the photo, there is a section titled "Bidding on NHDOT Contracts" with a paragraph of text and a signature for Michelle Drouin, Prequalification Administrator, Bureau of Finance and Contracts. Below this, there is a list of links: "Contractor Prequalification Package", "Prequalified Contractor List", "Invitation to Bid", and "Bid Results". A section titled "Electronic Bidding" contains links for "Contractor Notification Letter", "Getting Started: How-To Guide and FAQ", "Contractor NHDOT Sign-up Form", "Contractor iCX Subscription and Employee Account Management Guide", and "Contractor iCX Training Video". At the bottom of the page, there is contact information for the New Hampshire Department of Transportation, including the address, phone number, and fax number. The footer contains the NH.gov logo and links to the privacy policy and accessibility policy, along with the copyright notice for 2015.

an official NEW HAMPSHIRE government website

New Hampshire DOT
Department of Transportation

Air Rail Highway Bike/Ped Public Transit

search this site

Administration > Finance and Contracts > Bidding

Bidding on NHDOT Contracts

This page provides access to information on upcoming highway construction bids as well as the results of past bids. Additionally you will find detailed information on the prequalification process required in order to bid on NH Department of Transportation projects.

Michelle Drouin, Prequalification Administrator
Bureau of Finance and Contracts

> [Contractor Prequalification Package](#)

> [Prequalified Contractor List](#)

> [Invitation to Bid](#)

> [Bid Results](#)

Electronic Bidding

> [Contractor Notification Letter](#)

> [Getting Started: How-To Guide and FAQ](#)

> [Contractor NHDOT Sign-up Form](#)

> [Contractor iCX Subscription and Employee Account Management Guide](#)

> [Contractor iCX Training Video](#)

New Hampshire Department of Transportation
PO Box 483 | 7 Hazen Drive | Concord, NH | 03302-0483
Tel: 603.271-3734 | Fax: 603.271.3914

NH.gov | privacy policy | accessibility policy

copyright 2015. State of New Hampshire

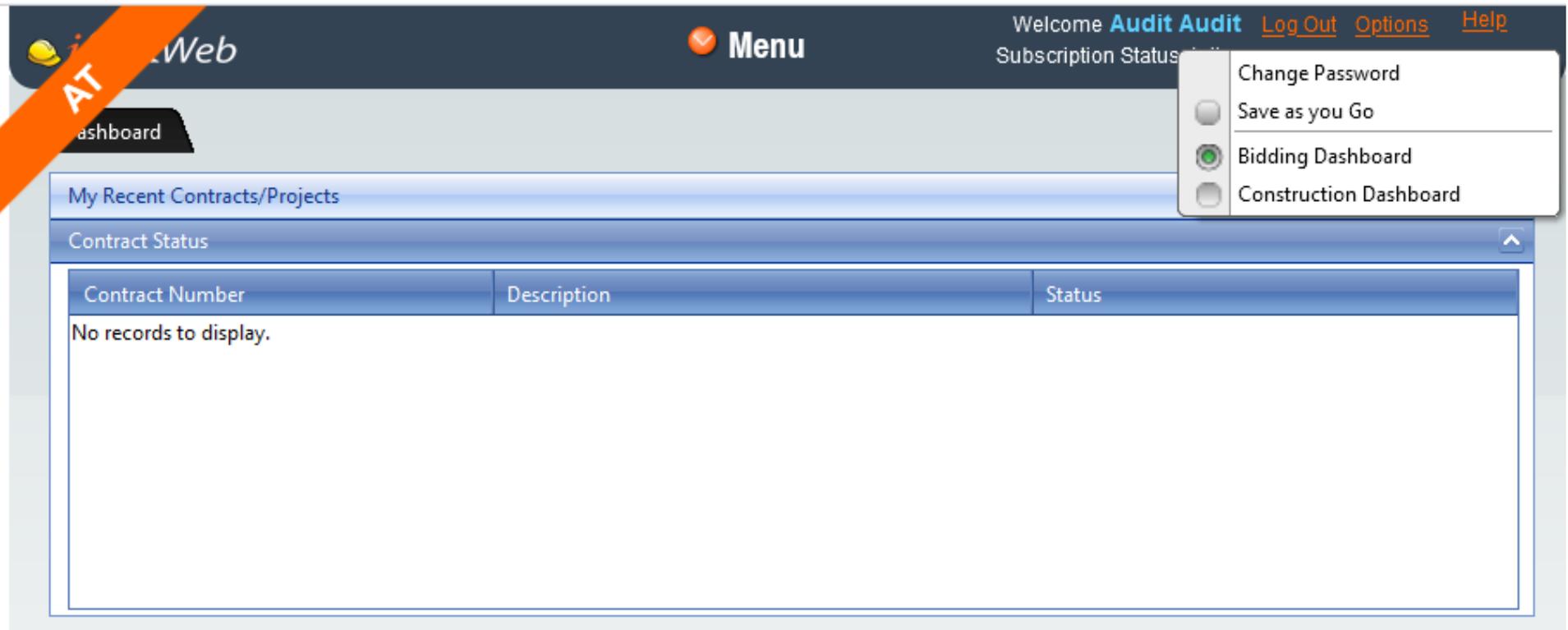
Topic #2: You and Subcontracting:

1. Logging In: Type or cut-n-paste the URL to the iCX website into your internet browser. Left-click on 'Menu' in the top right-center of the screen.

2. Note! If a pop-up appears that says: **"iCX Subscription is Inactive. Subscription has Expired."** Then your subscription to bid on projects is not active. You can use all other features of iCX *except* for bidding. If you would like to bid on a project, please plan ahead and leave time to re-activate your subscription well in advance of the bid opening.



3. Once you have logged in: Pay attention to which Dashboard you are on. Go to 'Options' on the top right of the screen. Notice that you have 4 choices: Change Password, Save as you Go, Bidding Dashboard, and Construction Dashboard. For subcontracting go to the Construction Dashboard.



AT Web Menu Welcome **Audit Audit** [Log Out](#) [Options](#) [Help](#)
Subscription Status **Expired**

Dashboard

My Recent Contracts/Projects

Contract Number	Status	Contract Amount	Construction Summary	Change Order	Subcontracting
No records to display.					

Construction Dashboard

Contract Status

Contract Number	Description	Status
No records to display.		

AT Web Menu Welcome **Audit Audit** [Log Out](#) [Options](#) [Help](#)
Subscription Status **Expired**

Dashboard

My Recent Contracts/Projects

Contract Number	Contract Name	Bid Open Date	Description	Status
No records to display.				

Bidding Dashboard

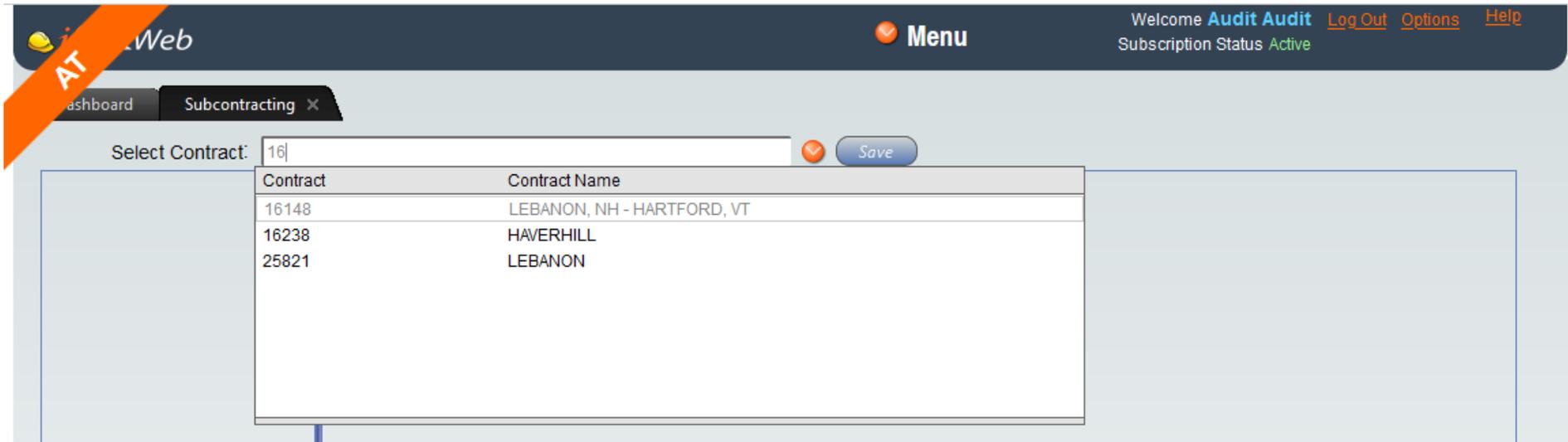
Contract Status

Contract Number	Description	Status
No records to display.		

4. Once you have selected the Construction Dashboard, you may not have any “recent Contracts/Projects, if this is your first time logging in. Select the orange arrow at the top of the page to open the ‘Menu’ and notice there are three main columns: ‘Bidding’, ‘Construction’, and ‘Administration’. See screen below:

The screenshot shows the AT Web Construction Dashboard. At the top, there is a navigation bar with the AT logo, the text "Web", and a "Menu" button with a dropdown arrow. To the right of the menu button, the user is logged in as "Audit Audit" with a "Subscription Status Expired" message. Links for "Log Out", "Options", and "Help" are also visible. The main content area is divided into three columns: "Bidding", "Construction", and "Administration". The "Bidding" column contains "Bidding" and "Contract Preview". The "Construction" column contains "Summary", "Change Order", "Certificates of Compliance", "Subcontracting", "Subcontractor", "Certified Payroll", "1391 Annual EEO Report". The "Administration" column contains "Company Info", "NHDOT Document Library". Below the menu, there are two data tables. The first table, titled "My Recent Contracts/Projects", has columns for "Contract Number", "Status", and "Contract" and displays "No records to display.". The second table, titled "Contract Status", has columns for "Contract Number", "Description", and "Status" and also displays "No records to display.". An orange arrow points to the "Menu" button in the top left corner.

5. Under the 'Construction' column, left-click on 'Subcontracting'. The following screen appears. In the 'Select Contract' intelligent search bar at the top, type in your Project Number. If you do not know your project number type in the name of the city or town that your project resides in. A listing will appear and your project will be in the pick listing. Note that only YOUR projects will be available in this list to choose from.



6. Left-click on your Project listing. The following screen will appear. Right-click on the Project Number and left-click "Add Subcontract"

7. General Notes: Subcontracting and You.

Adding a Subcontractor:

Once you're in your contract, if you'd like to add a subcontract, right-click on the contract number in the left column (called the 'tree') and left-click "Add Subcontract":

The screenshot displays a web application interface for subcontracting. At the top, there's a navigation bar with "AT Web" and "Menu" buttons. The user is logged in as "Audit Audit" with a "Subscription Status Active". The main area is divided into two panes. The left pane shows a tree view of contracts under the number "10439". A context menu is open over contract "2 - Approved: CONTINEN", with the "Add Subcontract" option highlighted. The right pane shows the details for "Subcontract No: 1". The subcontractor is "HOPKINTON FORESTRY & LAND CLEARING", and the status is "Approved". The contract amount is \$0.00, and the subcontracted amount is \$0.00. Below this, there are tabs for "Items", "Payment", "Disapprovals", and "Documents". The "Items" tab is active, showing a table with the following data:

Item #	UOM	Contract Avail Qty	Quantity	Unit Price
201.1	A	8.00	1.000	
201.21	EA	19.00	19.000	\$0.00
201.22	EA	1.00	1.000	\$0.00

In the “Subcontractor” name field at the top, type in the first few letters of the subcontractor that you’d like to add. In this example I typed in “Cont” for Continental Paving, Inc. and multiple listings popped up to choose from.

Subcontract No: 1.1

Submit for Approval

* Subcontractor: CONTINENTAL PAVING INC

Status: CONTINENTAL PAVING INC

Description: CONTRACTING SPECIALISTS INC
CONTROL TECHNOLOGIES, INC.
CONTROLLED SYSTEMS HVAC INC
COPIA SPECIALTY CONTRACTORS INC
COROLLA CONTRACTING INC
DELLAGATTA CONTRACTING CO.,INC
DIAMOND CONTRACTING INC

Contract Amt: \$ [redacted]

Amt: \$ [redacted] / 21.4%

Approval Date:

Approver:

Items | Payments

Item #	Unit Price	Ext. Price	Spl/P
No records to display.			

Subcontract Total/Percent: [redacted] / 0.1

Left-click "Save". In the column to the left, the entry now becomes "Under Construction: CONTINENTAL PAVING INC":

AT Web

Welcome **Audit Audit** [Log Out](#) [Options](#) [Help](#)
Subscription Status **Active**

Menu

Dashboard Subcontracting

Select Contract: 10439

10439

- 1 - Approved: HOPKINTON FORESTRY & LAND CLEARING
 - 1.1 - Under Construction: CONTINENTAL PAVING INC
- 2 - Approved: CONTINENTAL PAVING INC
 - 15 - Approved: FB HALE INC
- 3 - Approved: TF MORAN INC
- 4 - Approved: HS&G EROSION CONTROL, LLC
- 5 - Approved: AMERICAN FLAGGING & TRAFFIC CONTROL INC
- 6 - Approved: JCB COLBY, INC
- 7 - Approved: UNDERGROUND TESTING & SERVICES LLC
- 8 - Approved: TRI-STATE CURB INC
- 9 - Approved: MOORE CONCRETE CUTTING INC (Pro Cut of N.H. Inc)
- 10 - Approved: NEW ENGLAND SIGNAL SYSTEMS INC

Subcontract No: 1.1

* Subcontractor: CONTINENTAL PAVING INC

Status: Under Construction

Description:

Contract Amt: \$ [REDACTED]

Subcontracted Amt: \$ [REDACTED] / 21.4%

Approval Date:

Approver:

Items Payment Disapprovals Documents

Item #	UOM	Contract Avail Qty	Quantity	Unit Price	Ext. Price	Spl/P
No records to display.						

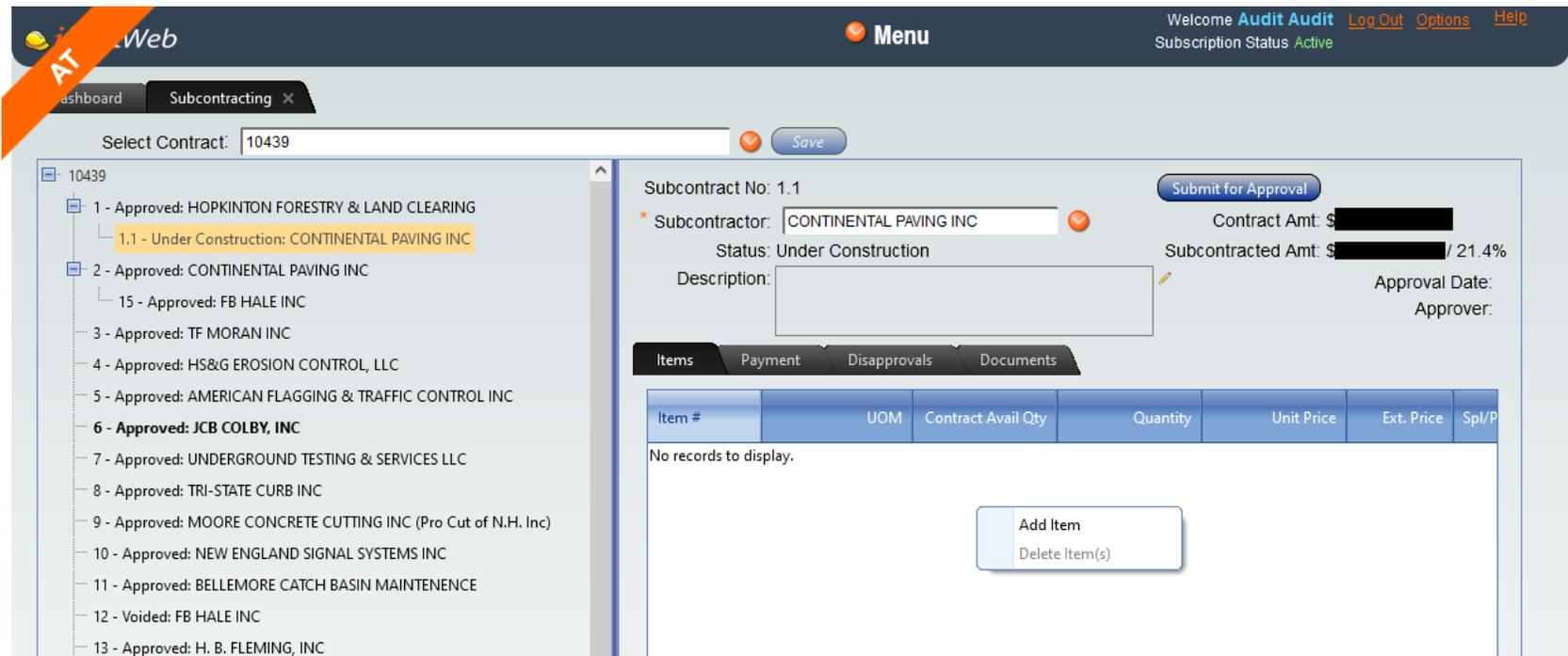
Note: If the subcontractor you are trying to add does not come up it could be because your search is too specific. Try typing in only a few letters of the company's name. It is also possible that the subcontractor has not been entered into the system and must be added by NHDOT. If this is the case please email DOT- Subcontracting@dot.nh.gov with the company's information and they can arrange to have the subcontractor added.

Subcontractor Tabs to Pay Attention To:

You will concern yourself with only the “Items” and “Documents” tabs. For now, disregard the “Payment” and “Disapprovals” tabs.

“Items” Tab:

If the “Items” display area is blank with no records to display, right-click in the white space and left-click on “Add Item”:



(Note: To delete an Item, right-click in the white space and left-click “Delete Item(s)”.)

This screen appears:

ed: CONTINENTAL PAVING INC Description: App

Add Ledger Item(s)

	Item #	UOM	Quantity	Description
<input type="checkbox"/>	201.1	A	8.0000	CLEARING AND GRUBBING (F)
<input type="checkbox"/>	201.21	EA	19.0000	REMOVING SMALL TREES
<input type="checkbox"/>	201.22	EA	1.0000	REMOVING LARGE TREES

Ext

MITCHELL SAND & GRAVEL LLC
NORTHEAST TRAFFIC CONTROL SERV

Select your item by left-clicking the check box to the left of the item. Left-click “Continue”:

The screenshot shows a software window titled "Add Ledger Item(s)". The window contains a table with the following data:

	Item #	UOM	Quantity	Description
<input checked="" type="checkbox"/>	201.1	A	8.0000	CLEARING AND GRUBBING (F)
<input type="checkbox"/>	201.21	EA	19.0000	REMOVING SMALL TREES
<input type="checkbox"/>	201.22	EA	1.0000	REMOVING LARGE TREES

At the bottom right of the window, there are two buttons: "Continue" and "Cancel".

Note: Peculiarities with the "Items" Screen:

There is a "Unit Price" (dollar amount) vs "Quantity" issue you need to be aware of. What is most important here is that you need to get the extended price and Subcontract total dollar amounts correct. In order to do this, enter a Quantity of 1 in the "Quantity" field and then enter the total dollar amount that you need in the "Unit Price" field. Here's how the screen appears the first time it comes up:

The screenshot shows the AT Web Subcontracting interface. At the top, there is a navigation bar with "AT Web" on the left, a "Menu" button in the center, and user information on the right: "Welcome Audit Audit", "Subscription Status Active", and links for "Log Out", "Options", and "Help". Below the navigation bar, there are tabs for "Dashboard" and "Subcontracting". The "Subcontracting" tab is active, showing a "Select Contract:" field with the value "10439" and a "Save" button.

On the left side, there is a tree view of contracts. The selected contract is "10439", which is expanded to show a list of subcontracts. The selected subcontract is "1.1 - Under Construction: CONTINENTAL PAVING INC".

The main area displays the details for Subcontract No. 1.1. It includes a "Submit for Approval" button, a "Subcontractor:" field with the value "CONTINENTAL PAVING INC", a "Status:" field with the value "Under Construction", and a "Description:" field. To the right, there are fields for "Contract Amt: \$", "Subcontracted Amt: \$ / 21.4%", "Approval Date:", and "Approver:". Below these fields, there are tabs for "Items", "Payment", "Disapprovals", and "Documents".

The "Items" tab is active, showing a table with the following columns: "Item #", "UOM", "Contract Avail Qty", "Quantity", "Unit Price", "Ext. Price", and "Spl/P". The table contains one row with the following values: "201.1", "A", "8.00", "1.000", "\$", "\$", and an empty checkbox.

Item #	UOM	Contract Avail Qty	Quantity	Unit Price	Ext. Price	Spl/P
201.1	A	8.00	1.000	\$	\$	<input type="checkbox"/>

Change the “Quantity” to 1. Enter your “Unit Price” that you need. It looks like this now:

The screenshot shows a web application interface for subcontracting. The top navigation bar includes a logo, a 'Menu' button, and user information: 'Welcome Audit Audit', 'Subscription Status Active', and links for 'Log Out', 'Options', and 'Help'. The main content area is titled 'Subcontracting' and features a 'Select Contract' dropdown set to '10439' with a 'Save' button. A tree view on the left lists various contracts, with '1.1 - Under Construction: CONTINENTAL PAVING INC' highlighted. The main form displays 'Subcontract No: 1.1', 'Subcontractor: CONTINENTAL PAVING INC', 'Status: Under Construction', and a 'Description' field. A 'Submit for Approval' button is visible. Financial details show 'Contract Amt: \$[REDACTED]' and 'Subcontracted Amt: \$[REDACTED] / 21.4%'. An 'Approval Date' and 'Approver' field are also present. Below the form is a table with tabs for 'Items', 'Payment', 'Disapprovals', and 'Documents'. The 'Items' tab is active, showing a table with columns: Item #, UOM, Contract Avail Qty, Quantity, Unit Price, Ext. Price, and Spl/P. The table contains one row for item 201.1 with UOM 'A', Contract Avail Qty '8.00', Quantity '1.000', Unit Price '12345', Ext. Price '\$12,345.00', and an unchecked 'Spl/P' checkbox.

Item #	UOM	Contract Avail Qty	Quantity	Unit Price	Ext. Price	Spl/P
201.1	A	8.00	1.000	12345	\$12,345.00	<input type="checkbox"/>

“Quantity”: Don’t go over! Adjust the **“Unit Price”** instead. Don’t go over your subletting percentage. If the item only has a quantity of 1.0 you can sublet as little a quantity as .01.

“Spl/PS” (Specialty Item/Professional Service): This is not used at this time.

The capital “N” box: This is for notes. Not often used, but some Primes use it for their own reference. The NHDOT can see comments in the ‘Notes’ but information will not affect the subcontractor request.

Documents Tab: Uploading a Document: Go to the 'Documents' Tab, right-click in the white space and left-click on "Add Document":

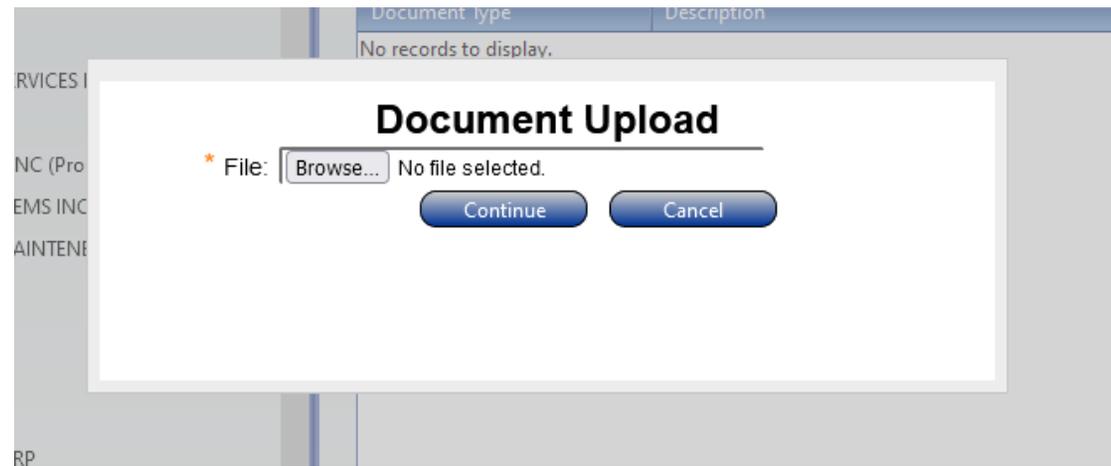
The screenshot shows the AT Web Subcontracting interface. At the top, there is a navigation bar with "AT Web" on the left, a "Menu" button in the center, and user information on the right: "Welcome Audit Audit", "Subscription Status Active", and links for "Log Out", "Options", and "Help". Below the navigation bar, there are tabs for "Dashboard" and "Subcontracting". The "Subcontracting" tab is active, and a search bar shows "Select Contract: 10439" with a "Save" button.

The main content area is divided into two sections. On the left is a tree view of contracts. The selected contract is 10439, and its subcontracts are listed as follows:

- 1 - Approved: HOPKINTON FORESTRY & LAND CLEARING
 - 1.1 - Under Construction: CONTINENTAL PAVING INC
- 2 - Approved: CONTINENTAL PAVING INC
 - 15 - Approved: FB HALE INC
- 3 - Approved: TF MORAN INC
- 4 - Approved: HS&G EROSION CONTROL, LLC
- 5 - Approved: AMERICAN FLAGGING & TRAFFIC CONTROL INC
- 6 - Approved: JCB COLBY, INC
- 7 - Approved: UNDERGROUND TESTING & SERVICES LLC
- 8 - Approved: TRI-STATE CURB INC
- 9 - Approved: MOORE CONCRETE CUTTING INC (Pro Cut of N.H. Inc)
- 10 - Approved: NEW ENGLAND SIGNAL SYSTEMS INC
- 11 - Approved: BELLEMORE CATCH BASIN MAINTENENCE
- 12 - Voided: FB HALE INC
- 13 - Approved: H. B. FLEMING, INC
- 14 - Approved: NICOM COATINGS LLC
- 16 - Approved: PREMIER FENCE LLC
- 17 - Approved: L & D SAFETY MARKINGS CORP
- 18 - Approved: JP Trucking & Excavating LLC
- 19 - Approved: ALLEN BROTHERS OIL LLC

On the right, the details for Subcontract No. 1.1 are shown. The "Subcontractor" is "CONTINENTAL PAVING INC" (highlighted with a red box), and the "Status" is "Under Construction". The "Description" field is empty. There is a "Submit for Approval" button. Financial information includes "Contract Amt: \$ [REDACTED]" and "Subcontracted Amt: \$ [REDACTED] / 21.4%". There are also fields for "Approval Date:" and "Approver:". Below the details is a tabbed interface with "Items", "Payment", "Disapprovals", and "Documents" (highlighted with a red box). The "Documents" tab is active, showing a table with columns "Document Type", "Description", and "Name". The table is empty, displaying "No records to display." Below the table are two buttons: "Add Document" and "Delete Document".

The “Document Upload” screen appears:



Browse to the file that you want to upload, then Left-Click ‘Continue’.

Left-Click the orange down-arrow and select a Document Type:

Subcontract No: 1.1 Submit for Approval

* Subcontractor: CONTINENTAL PAVING INC ▼ Contract Amt: \$ [REDACTED] Civil Rights Approved: --not required--

Status: Under Construction Subcontracted Amt: \$ [REDACTED] / 21.4%

Description: [REDACTED] Approval Date: [REDACTED]
Approver: [REDACTED]

Items Payment Disapprovals **Documents**

Document Type	Description	Name
[REDACTED] ▼	[REDACTED] ✎	samplefile.csv

- Affidavit of No-Change
- Certificate
- Conformance SF1444
- Contractor Request Letter
- Correspondence
- Cost Calculations
- DBE Application
- Engineer's Estimate
- Firm's Tax Return
- Homestate Certificate
- Homestate Certification Letter
- Invoice
- Materials Test Document
- Meeting Minutes
- Other Document
- Payroll Signature Page
- Personal Tax Return
- Photo
- Quantity Calculations
- Revised Drawing
- Revised Specifications
- Slips
- Subcontractor Request
- Timesheet

Left-Click the pencil in the Description box and provide a brief synopsis of what the document contains:

The screenshot shows a web application interface. At the top, there is a navigation bar with "Web" on the left, "Menu" in the center, and "Welcome Audit Audit", "Log Out", "Options", and "Help" on the right. Below the navigation bar, there is a modal dialog box for editing a document description. The dialog box has a text area containing the text "The document needs a brief explanation describing what it entails." and two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box. In the background, there is a table with columns "Name" and "samplefile.csv". A red circle highlights a pencil icon next to the "samplefile.csv" entry.

Left-Click the "OK" when complete.

Left-click 'Save' at the top of the window:

AT Web

Welcome **Audit Audit** [Log Out](#) [Options](#) [Help](#)
Subscription Status **Active**

Menu

Dashboard Subcontracting

Select Contract: 10439

Subcontract No: 1.1

* Subcontractor: CONTINENTAL PAVING INC Contract Amt: \$ [REDACTED] Civil Rights Approved: --not required--
Status: Under Construction Subcontracted Amt: \$ [REDACTED] / 21.4%
Description: [REDACTED] Approval Date:
Approver:

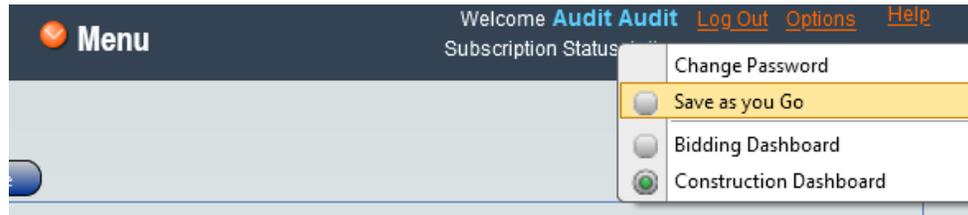
Items Payment Disapprovals Documents

Document Type	Description	Name
Other Document	The document needs a brief explanation describing what it entails.	samplefile.csv

Submit for Approval: Submit your change for approval by left-clicking on the “Submit for Approval” button on the top right:

Notes on “Save” and “Submit for Approval” Buttons at the top of the page:

“Save” Button: Under “Options” at the top right of the screen, there is an option to “Save as you Go”. Don’t enable this. Leave it un-selected BECAUSE:



If you X-Out of the Subcontracting Tab you will be prompted to “Save”.

If you were to X-Out of the entire application window, it will not prompt you and will not save!

Always do manual saves until you are very familiar with the software.

The “Submit for Approval” button will also save as well.

Always Log Out of the application when you are finished. Don’t just X-Out of your web browser.

Note on Adding a Lower-Tier Subcontractor: If you need to add a lower-tier Subcontractor, right-click on the Subcontractor entry where the lower-tier will be contracted and not the Project Number. Left-click on “Add Subcontract”:

The screenshot displays a web application interface for managing subcontracts. At the top, there is a navigation bar with a logo and a 'Menu' button. Below this, a breadcrumb trail shows 'Dashboard' and 'Subcontracting'. A 'Select Contract:' field contains the value '10439' and a 'Save' button. The main area is divided into a left-hand tree view and a right-hand form. The tree view lists contract items, with item 15 highlighted. A tooltip 'Add Subcontract' is shown over item 15. The form on the right is for 'Subcontract No: 15' and includes fields for 'Subcontractor' (FB HALE INC), 'Status' (Approved), and 'Description'. Below the form, there are tabs for 'Items', 'Payment', 'Disapprovals', and 'Documents'. The 'Items' tab is active, showing a table with the following data:

Item #	Item Description	UOM	Contract Avail Qty
417.	COLD PLANING BITUMINOUS SURFACES	SY	2,350.00