

Review Selected Subcontractors

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The screenshot shows the 'Project Contacts' interface for the 'Waterview Assisted Living (Renovations) (Somers, NY)' project. The top navigation bar includes the Capricorn Construction Company logo, contact information, and navigation links for 'Projects', 'Vendors', and 'Search The Blue Book'. The main content area is divided into several sections:

- Project Vendors:** A section with a search bar and a '+ Add Vendors' button.
- Categories:** A sidebar with 'CSI Categories' and 'BB Categories' options. Under 'CSI Categories', there are buttons for 'View Selected Categories', 'Message Selected Categories', and 'Delete Selected Categories'. Under 'BB Categories', there are checkboxes for 'All', '04 - Masonry', '05 - Metals', and '06 - Woods and Plastics', each with a sub-category and count.
- 040100- Mason Contractors:** A table listing vendors with columns for 'Company', 'Contact', 'Phone', 'State, County', 'Rank', 'Last Message', 'Class', and 'Bid Status'. The table contains six entries, each with a checkbox, a contact name, a phone number, and a 'Not Messaged X' status.

<input type="checkbox"/>	Company	Contact	Phone	State, County	Rank	Last Message	Class	Bid Status
<input type="checkbox"/>	Long Island Concrete	Thomas J. Perno	(718) 786-2793	NY, Queens	☆☆☆			Not Messaged X
<input type="checkbox"/>	Mathews, J.J., Inc.	Seamus McNabb	(914) 237-9200	NY, Westchester	☆☆☆			Not Messaged X
<input type="checkbox"/>	SRL Restoration, Inc.	Aamer Mushtaq	(212) 470-1100	NY, Bronx	☆☆☆			Not Messaged X
<input type="checkbox"/>	Apex Enterprise Inc.	Estuardo Avila	(203) 788-7831	CT, Fairfield	☆☆☆			Not Messaged X
<input type="checkbox"/>	Mapcrete Corp.	Moshe Kohn	(845) 356-2346	NY, Rockland	☆☆☆			Not Messaged X
<input type="checkbox"/>	Tapia's Landscape Inc.	Freddy Tapia	(914) 906-9245	NY, Westchester	☆☆☆			Not Messaged X

Once you have selected and added your subcontractors and suppliers to your project, you can review them before messaging under the “Project Contacts” tab on the “Project Vendors” screen.

The fastest and easiest way to review the selected companies is to click on “All Category Vendors Not Messaged” located above your selected “Groups” and “Categories”. This will produce a printable report of the companies selected in each category with contact names and phone numbers. If the company has a Premium Preview, you can click on the “PV” image to review their qualifications.

To remove any companies before messaging, return to the “Project Vendors” screen; click on the appropriate category to display the names; then click on the “X” in the “Bid Status” column for that company.

When you are satisfied with all the companies that you want to message an “Invitation to Bid”, you can message companies individually, you can message “Groups” and “Categories” individually, or you can message every company in every category

simultaneously by checking the “All” box and then clicking “Message Selected Categories”. This will display the “Message Wizard”
