

Vendors

[Control Panel > Setup > Vendors](#)

About Vendors:

Vendors are external tradespeople who are contracted for work. They are configured similarly to staff members, except they have no login information. Their electronic contact information is also different. A vendor may have more than one contact phone number or electronic dispatch email address. Certain reports are configured to distinguish hours and costs between in-house and contracted (outsourced) labor.

Vendor Profiles:

Vendor information is added, modified, and viewed on the Vendor Profile screen (see [Editing a Vendor](#)). Vendor profiles contain contact, settings, and device information.

Settings and Preferences:

In this section of the Vendor Profile screen, the Vendor availability is selected. The options are: **Available on TR Work Orders** and **Available on PM Work Orders**. See [Editing a Vendor](#) for additional details.