

BIOSITE

ASSA ABLOY

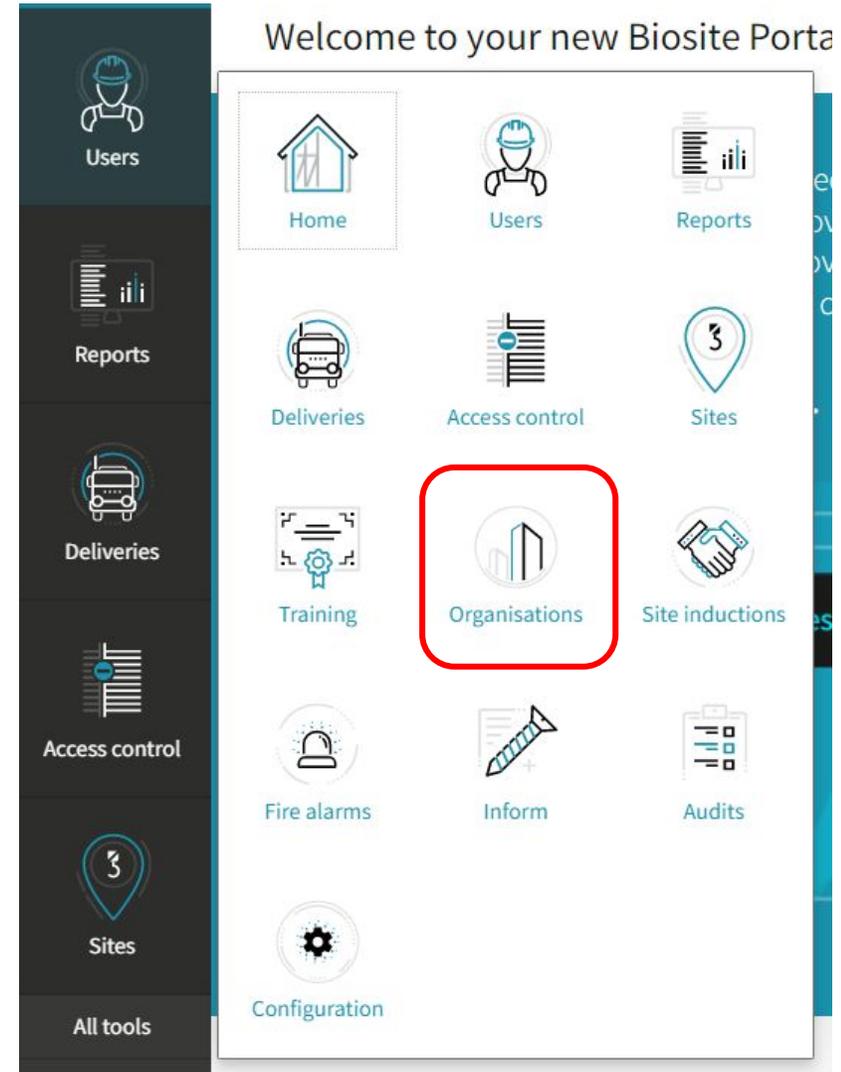
Define Site Subcontractor Chain

31st August 2022 - REV001

0121 374 2939 (Option 1)
support@biositesystems.com

Navigate to the Organisations Page

To add companies to your sub-contractor chain you need to navigate to the **Organisations** Page within the **All tools** tab.



Subcontractor Chain

To add companies to your sub-contractor chain you need to navigate to the ***Subcontractor chain*** page within the ***Organisations*** tab.

Organisations

Dashboard

IN THIS SECTION

All organisations

Subcontractor chain

Adding Companies to Subcontractor Chain

Your company should appear at the top of the sub contractor chain. To add a company to you need to click the company you would like to add the subcontractor to.

Subcontractor chain for DR

Biosite Systems Ltd

Adding Companies to Subcontractor Chain

To add an organisation, select the *Add organisation here* button.

Subcontractor chain for DR



The screenshot displays a user interface for managing a subcontractor chain. It features a list of organisations, with one entry, 'Biosite Systems Ltd', highlighted in blue. To the right of this entry is a button with a blue 'x' icon, likely for removing the organisation. Below the list, a light blue button with a plus icon and the text 'Add organisation here' is highlighted with a red border, indicating the action to be taken to add a new organisation.

Adding Companies to Subcontractor Chain

Click on the drop down menu ***Search organisations...*** to bring up the list of organisations that have been added onto that site.

Subcontractor chain for DR

Biosite Systems Ltd

Add an existing organisation

Search organisations... ▼

Add organisation

✕ Cancel

Adding Companies to Subcontractor Chain

Select the company you would like to add and click the **Add organisation** button.

Subcontractor chain for DR

Biosite Systems Ltd

Add an existing organisation

Anderson and Sons

Add organisation

Cancel

Adding Companies to Subcontractor Chain

The company will now appear under the parent company.

Subcontractor chain for DR

Biosite Systems Ltd

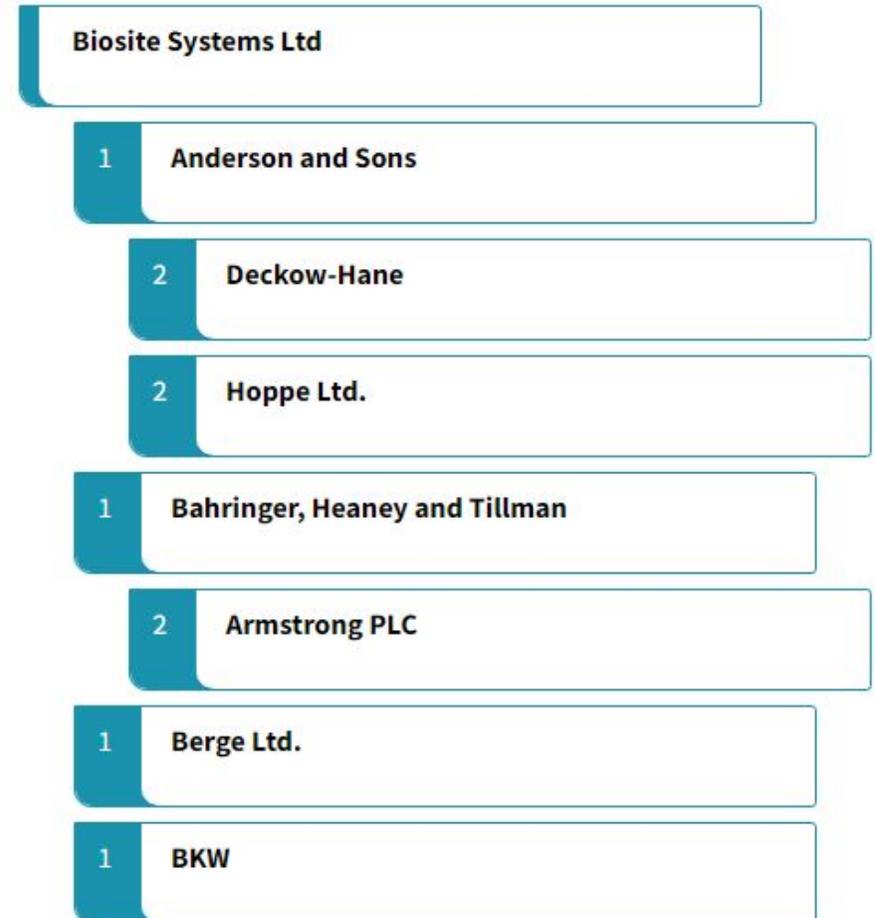
1

Anderson and Sons

Adding Companies to Subcontractor Chain

You can add subcontractors within subcontractors to keep track of who has invited who to site.

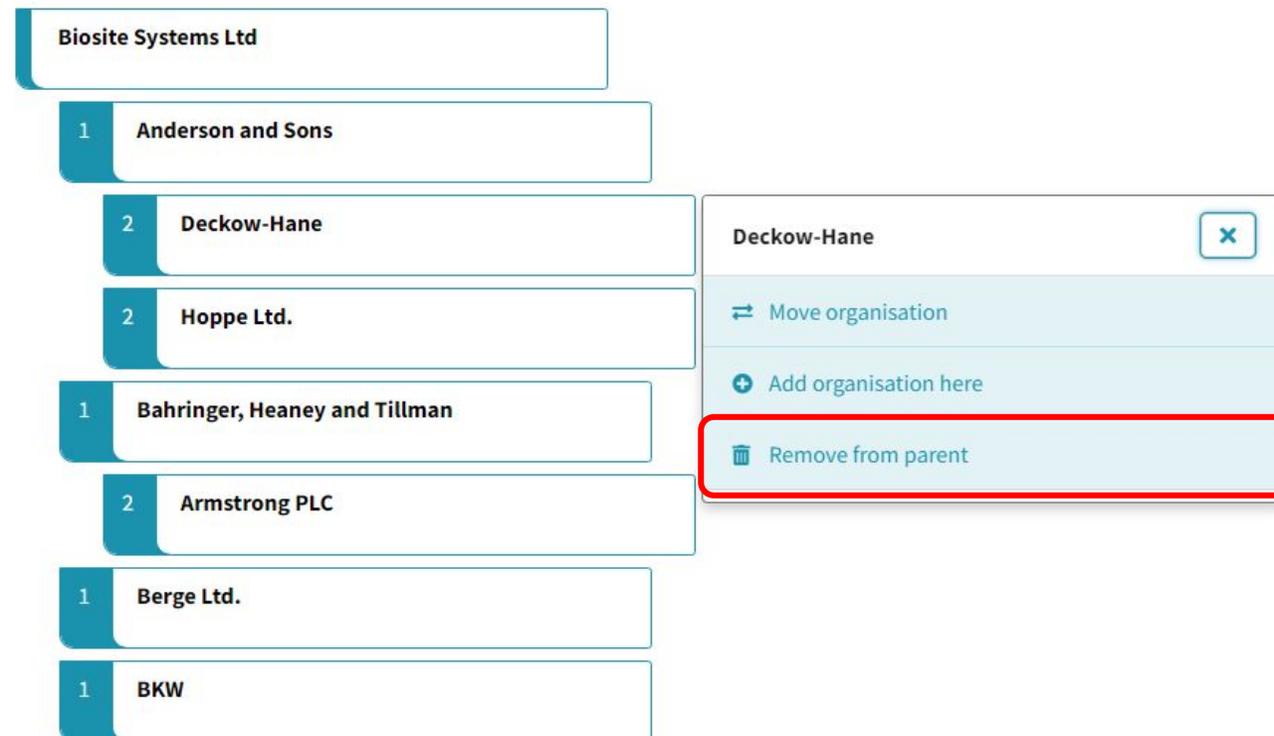
Subcontractor chain for DR



Removing Companies to Subcontractor Chain

To remove a company, click on the company and select the *Remove from parent* button.

Subcontractor chain for DR



Subcontractor Chain Permission

If you would like to use this feature, it will need to be turned on by support.

Please email support@biositesystems.com to switch this feature on.

Support

Biosite provide user support from 7.00am – 6.00pm Monday to Friday (exc. Public holidays)

Should you need help please contact our support team

0121 374 2939 (Option 1)
support@biositesystems.com

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