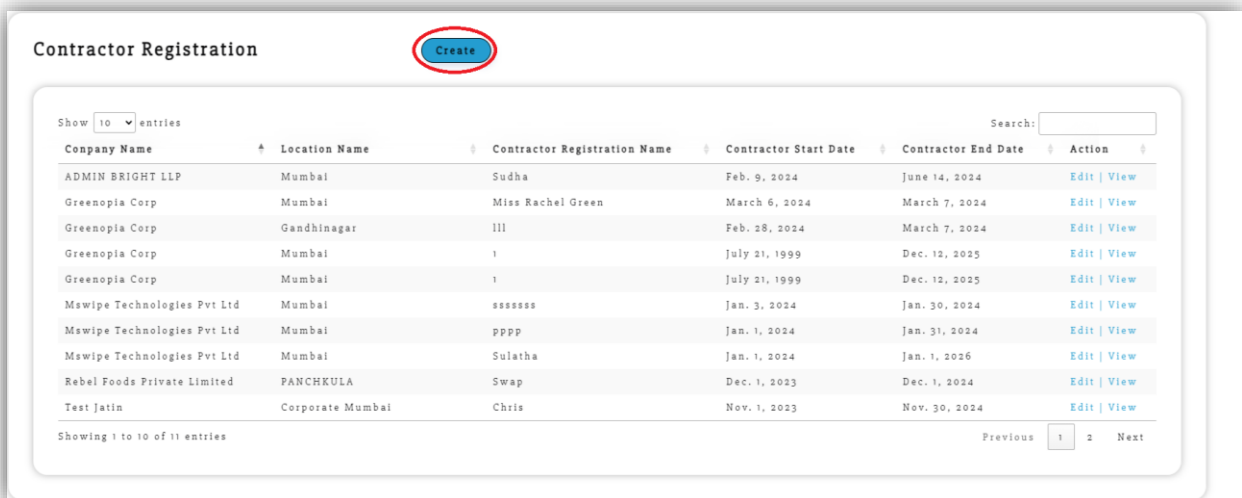## 1.4 Contractor

The user may add the contractor details for any location in the following manner:

- A user can add the contractor to a single location by entering the Create button in the Contract Registration screen as shown below.
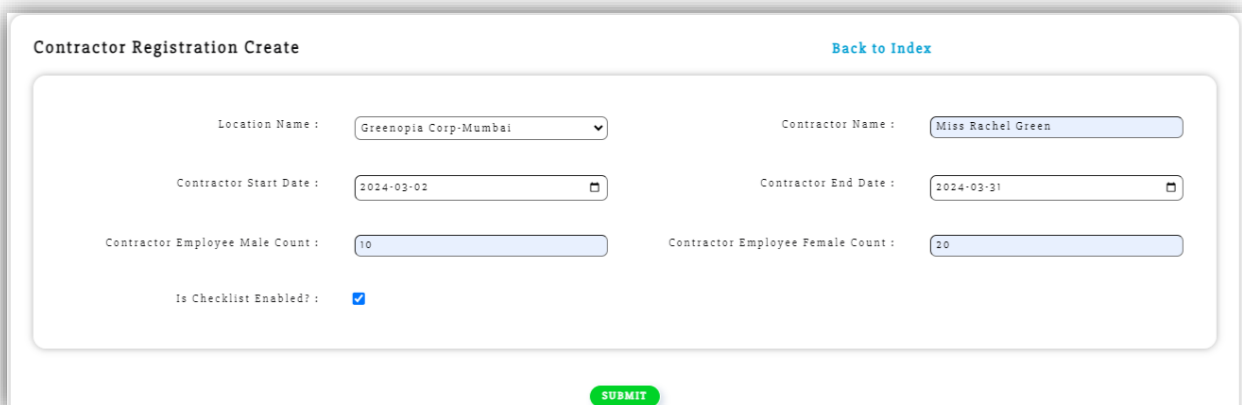

- In the Contractor Registration Create screen fill in all the fields with the necessary contractor details and check the check box that presents the question "Is Checklist Enabled?" if the contractor checklist of compliance needs to be included during the compliance operation.

- After submitting successfully, the contractor details can be viewed by using the view action given in the index.
- The user can edit the details for any contractor by using the Edit Action given in the index.