

Add a contractor

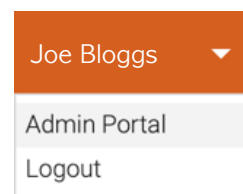
Once you add your contractors in the Mojexa Admin Portal, you can start sending them requests for quote and work orders. For each contractor, you can add the company details, office locations, personnel and documents.

Prerequisites

We're assuming you're logged in to **Mojexa**. If you're not, now's the time to do that.

Step 1: Navigate to the Portal

On the Mojexa Dashboard, click on your name in the top right of the screen.

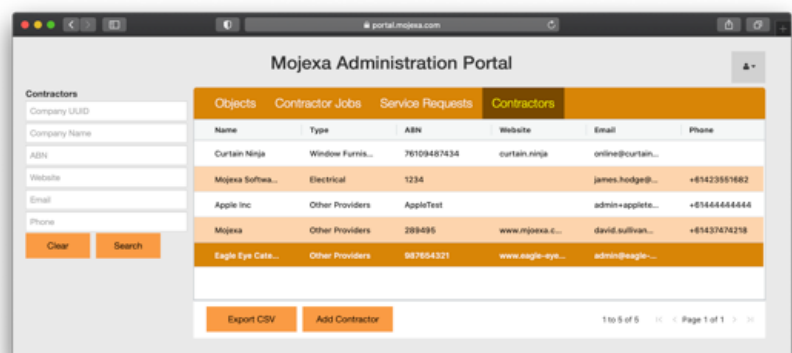


Select **Admin Portal** from the drop-down list.

You will see the login page for the Portal. Enter your Mojexa username and password.

Step 2: Show the list of your Contractors

In the Admin Portal, click the Contractors tab. The tab now shows your list of contractors.



Tip: You can also open a browser window and navigate straight to **portal.mojexa.com**

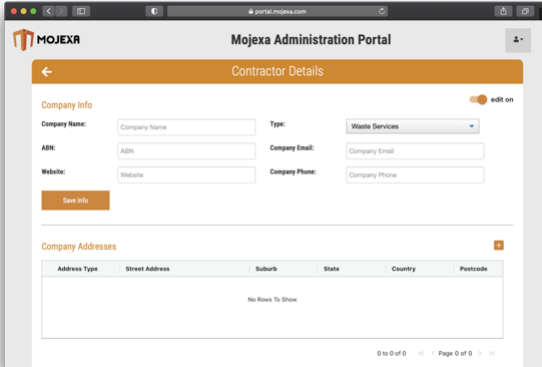
Tip: There are filter fields on the left-hand side of the screen.

Entering data into any one of these fields will start to filter your list of contractors.

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Step 3: Add a Contractor

Click the **Add contractor** button at the bottom of the window. A new Contractor Details window shows.



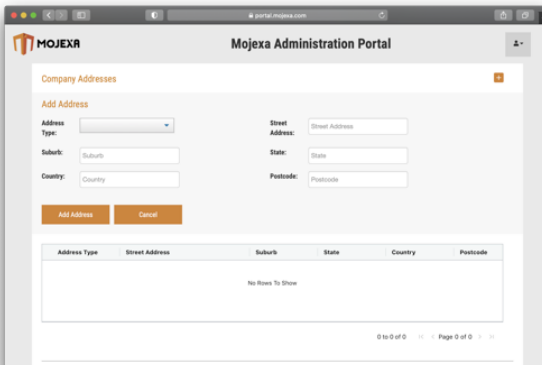
The screenshot shows the 'Contractor Details' form in the Mojexa Administration Portal. The form is divided into two main sections: 'Company Info' and 'Company Addresses'. The 'Company Info' section contains fields for 'Company Name', 'ABN', 'Website', 'Type' (a dropdown menu currently showing 'Waste Services'), 'Company Email', and 'Company Phone'. There is a 'Save Info' button at the bottom of this section. The 'Company Addresses' section is currently empty, showing a table with headers 'Address Type', 'Street Address', 'Suburb', 'State', 'Country', and 'Postcode', and a message 'No Rows To Show'. A small orange '+' button is visible in the top right corner of the 'Company Addresses' section.

Enter the contractor's details.

Don't forget to click the **Save Info** button once you're done.

Step 4: Add the Contractor Address

Click the **+** button at the top of the Company Address section. A new Company Address window shows.




The screenshot shows the 'Add Address' form in the Mojexa Administration Portal. The form is titled 'Add Address' and contains fields for 'Address Type' (a dropdown menu), 'Street Address', 'Suburb', 'State', 'Country', and 'Postcode'. There are 'Add Address' and 'Cancel' buttons at the bottom of the form. Below the form is a table with headers 'Address Type', 'Street Address', 'Suburb', 'State', 'Country', and 'Postcode', and a message 'No Rows To Show'. A small orange '+' button is visible in the top right corner of the 'Company Addresses' section.

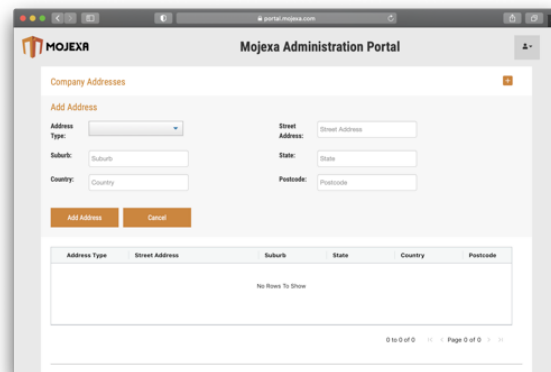
Tip: You can add more than one address for a contractor. For example, if the postal address is different to their office address.

Add the address details and click the Add Address button.

Add a contractor

Step 5: Add Company Contacts (Staff)

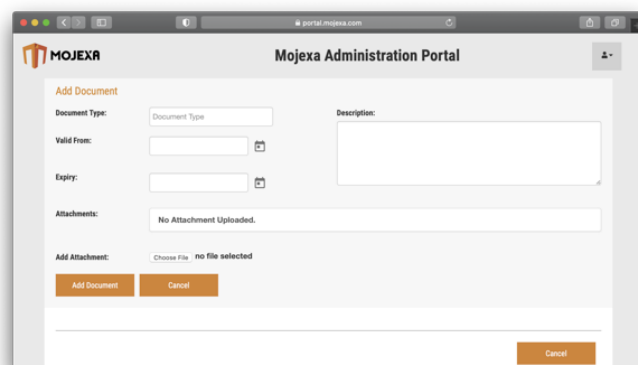
You can add any number of company contacts. Simply follow the same process as Step 3 (click the  button and fill in the details).



Step 6: Add Documents

You can attach any type of licence, insurance, certification or qualification documents and an expiry date to ensure you have compliant suppliers working on your properties.

Enter the details you have and attach the valid document by selecting the “choose file” button. Click the Add Document button once you have added all the information.



Note: Please ensure you add an expiry date at a minimum.