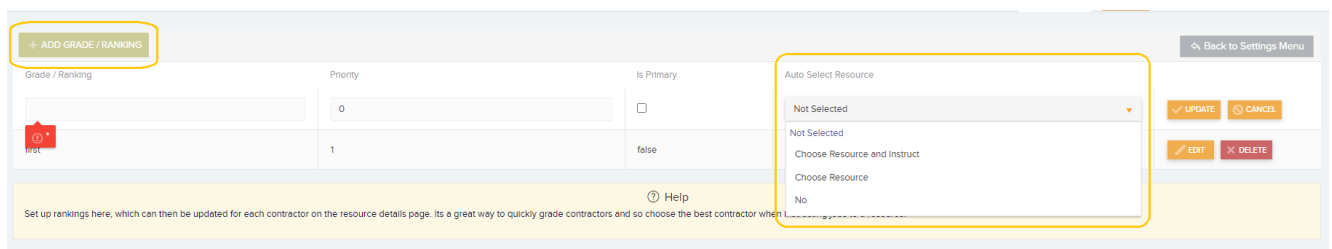


Resource Ranking

The *Resource Ranking* area allows you to grade / rank each of your resources to help when choosing the right resource for a job. Once you set up a ranking, these can be updated for each contractor on the *Regions and Trades* Tab of the *Resource Details* page. This will aid in your decision to assign the most appropriate contractor to a particular job.

You can add a resource ranking by selecting the *Add Grade/Ranking* button at the top-left of the page:



The screenshot shows the 'Resource Ranking' interface. At the top left, there is a button labeled '+ ADD GRADE / RANKING'. Below this is a table with the following columns: 'Grade / Ranking', 'Priority', and 'Is Primary'. The first row has 'First' in the 'Grade / Ranking' column, '0' in the 'Priority' column, and an unchecked checkbox in the 'Is Primary' column. The second row has '1' in the 'Priority' column and 'false' in the 'Is Primary' column. To the right of the table, there is a dropdown menu labeled 'Auto Select Resource' with options: 'Not Selected', 'Choose Resource and Instruct', 'Choose Resource', and 'No'. Below the table, there is a 'Help' icon and a text box that says 'Set up rankings here, which can then be updated for each contractor on the resource details page. Its a great way to quickly grade contractors and so choose the best contractor when L...'. On the far right, there are buttons for 'UPDATE', 'CANCEL', 'EDIT', and 'DELETE', and a 'Back to Settings Menu' link.

Name the Grade/Rank, ie. First, Second etc, set Priority, set Is Primary and also choose from the dropdown if you want to Auto Instruct the Resource or not.

This will create a new row where you can name the *Grade / Ranking* and assign a Priority. Once you have finished inputting the data, select *Update* in order to save the new *Grade/Ranking* and add it to the list.

You can also *Edit / Delete* the *Grade / Ranking* information once it has been added to the list.