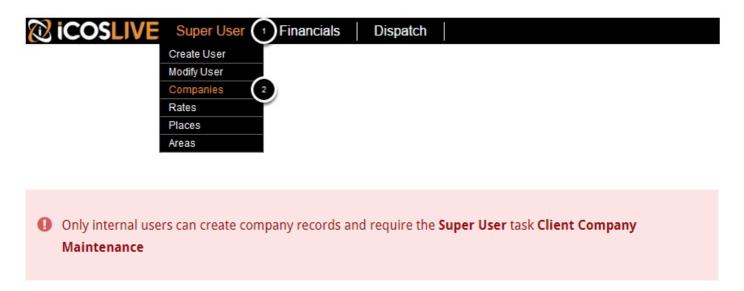# Creating and modifying a subcontractor company record

Modified on: Thu, 17 Dec, 2020 at 4:07 PM

Subcontractor company records are created in the **Super User** menu, in the **Companies** screen. Bookings can only be allocated to your own trucks or subcontractors that have a company record and have a vehicle created.

Only internal users can create company records and require the **Super User** task **Client Company Maintenance**
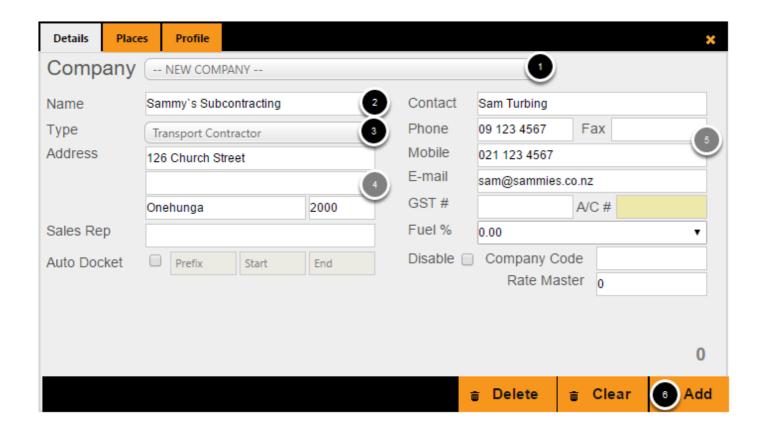
Creating a subcontractor company record

Subcontractors are created using similar steps to creating a client company record, although less details are required.

1. Select **-- NEW COMPANY --** from the **Company** drop down
2. Enter the name of your subcontractor
3. Select **Transport Contractor** from the **Type** drop down
4. *Optionally* Enter their mailing address (For information purposes only)
5. *Optionally* record the staff member responsible for managing this subcontractor (For information purposes only)
6. *Optionally* enter the subcontractor's contact details (For information purposes only)
7. Click the **Add** button to create the new client
8. Then you will see the option to add a Vehicle or Depot (**+Vehicle** / **+Depot**).

\Notes:
+Vehicle: Creates a new Sub Contractor Vehicle that appears in your allocation/vehicle list.
 +Depot: Creates a Depot with the Subcontractor Details, which will appear in your drop-off/depot list

Modifying a subcontractor record

1. Select a subcontractor to modify from the **Company** drop down
2. Update the subcontractor's details
3. Click the **Save** button

Disabling a subcontractor company record

1. Select a subcontractor to disable from the **Company** drop down
2. Check the **Disable** check box
3. Click **Save**

Deleting a subcontractor company record

1. Select a subcontractor to delete from the **Company** drop down
2. Click the **Delete** button

Preview