## **Create Contractors and Manage Contractors List**

You can set up the Contractor list and add contractors at: Proposal > Contractor > Contractors during the Proposal stage or DoW > Contractor > Contractors at the Implementation stage.

The first Contractor shown in the participant list is the official Project Coordinator by default. The first Contractor is created during the project registration and cannot be removed.

Project Acronym: DEMO3   Current Month myEMDESK Pro	Col-ID: FP7-KB8E-2013-7-single-stage Proposal		() Loade	PP7 Management Platform
Project   Contractor   Part B   V	fork plan		The Help	P 🔄 Version / Export
Contractors	General Information on C	ontractor		
Add Contractor	Contractors   Contractor's Details	Key Personnel	Financial Information	Estimated Budget Overview
P 1 SLL	P1			
Smartland Ltd	Legal Name			Short Name
Add Third Party / Subcontrac.	Smartland Ltd			SLL
	Role	Participation P	eriod	
	Coordinator	Month en	ter project M 1 💌	Month exit project M 10 _
	Person in Charge (administrative	user in EMDESK)		
	Title		E-Mail	
	Ms.	-	marta.fox@univ.eu	
	Last Name		First Name	
	Marta		Fox	
	invite person to EMDESK (se	nd login)		
P 1.1 🤤 🖬	P 1.1			
KKLeaders	Person in charge: Dr. Data Alexa	nder Role: Third P	arty / Sub-Contractor of	SLL
P 2 RL 🤤 🖬	P 2			
Robo Ltd	Person in charge: Prof. Samuel Jack	non Role: CR		

## **Create a Contractor**

- 1. To create a new Contractor, click on from the left side panel. Please note that the newly added Contractor will always appear at the end of the list.
- 2. Please specify the Legal Name, Short Name, Role of the Contractor and set the *Participation Period* for the contractor in the project.
- 3. Each Contractor is required to list the person responsible for EMDESK. Please provide the contact details of the **Person in Charge** by filling out the person's *Title*, *Email*, *Last* and *First Name*.
- 4. Finally, click on the **WEMDESK** below to invite the person to join the project. You will then be forwarded to **myEMDESK** > **Project Settings** > **User Accounts**.

P 3					
Legal Name	Short Name				
Role	Participation Period				
Contractor	Month enter project M 1 Month exit project M 24				
Person in Charge (administr Title	E-Mail				
Last Name	First Name				
Monite person to EMDES	K (send login)				

## **Copy an existing Contractor from another Project**

EMDESK gives you the option to add an existing Contractor to your new project. To copy this contractor from one of your other projects, simply click on the solution next to the *Add Contractor* button on the left side panel under **Proposal > Contractor > Contractors** or **DoW > Contractor > Contractors**. A new dialog box will appear asking you to select the *Project* and *Contractor* that you would like to copy to the current project. Click or to load the Contractor.

Add and load existing Contactor				
Project	LEAPFROG	•		
Contractor:	CLL	•		
🛛 ок  🖨	Cancel			

Please note that all General Information, Key Personnel and Financial Information on the Contractor will be copied to the current project.

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