

# How to Use the Contractor Project Dashboard

1

Log in to your account using your email and password. Then, click on any of the highlighted fields to land on the pages with additional information. For example, you can click "Manage Contractor Employees" to see your list of employees or "Request Addition to a Project Team" to join and submit eCPRs to a project.

The screenshot shows the Contractor Project Dashboard for a Test User. At the top left is the DIR logo (State of California Department of Industrial Relations, EST. 1927). The top navigation bar includes links for Contractors, Projects, Services, Your information, and a user profile icon labeled 'TU Test User'. Below the navigation is a banner image showing a group of people. The main content area is titled 'Associated Accounts' and features a large 'Welcome, Test User' message and 'Example Contractor for Testing'. A green 'DIR Approved' badge is displayed, with the text 'Registration valid from to' below it. Three buttons are highlighted with orange boxes: 'Manage Contractor Employees', 'Manage Contractor Users', and 'Manage Contractor Information'. Below these is a blue button 'Request Addition to a Project Team'. The 'My Projects' section includes a search bar and a table with one project entry.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Example.Project	123456789	Approved		Demo.Awarding.Body	<input type="button" value="Submit"/>	<input type="button" value="View eCPRs"/>

2

To go back from any of the pages you clicked on, you can click on the DIR icon on the top left to return to your contractor landing page.

Name	Business	Email
.Test.User.	Example Contractor for Testing	test_user@contractor.com

3

You can also click on the links under "My Projects" to view specific project names or awarding bodies.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Example Project	123456789	Approved		Demo.Awarding.Body	Submit	View.eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View.eCPRs

4 You can filter through your projects by clicking on the funnel icon.

The screenshot shows the 'DIR Approved' dashboard. At the top, there are navigation links for 'Support', 'Contractors', 'Projects', 'Services', and 'Your information'. A user profile for 'Test User' is visible. Below the header, there are three buttons: 'Manage Contractor Employees', 'Manage Contractor Users', and 'Manage Contractor Information'. A 'Request Addition to a Project Team' button is also present. The main section is titled 'My Projects' and includes a search bar 'Search My Projects'. A filter icon (funnel) is highlighted with an orange circle. Below the filter icon is a table with the following columns: Name, Project Number, State, Stage, Awarding Body, Submit new ECPR, and View eCPRs. The table contains five rows of project data.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View eCPRs
Street.Repaving	123456784	Approved		Demo.Awarding.Body	Submit	View eCPRs
Bridge.Remodel	123456789	Approved		Demo.Awarding.Body	Submit	View eCPRs
Project.for.Contractor.Demo	9999999	Approved		Demo.Awarding.Body	Submit	View eCPRs
#1.04/13/2017	041320171	Approved		Chino.Valley.Fire.District	Submit	View eCPRs

5 Select the field that you would like to search content by.

The screenshot shows the 'DIR Approved' dashboard with the filter dropdown menu open. The menu lists various fields for filtering, including 'Active', 'Amount', 'Associated.PLA', 'Award.Date', 'Awarding.Body', 'Awarding.Body.Mailing...', 'Awarding.Body.Physica...', 'Awarding.Body.Sub.Div...', and 'City'. The 'City' field is highlighted with an orange box. The background shows the same project table as in the previous screenshot.

6 After entering the information you would like to filter for, click the "Run" button.

The screenshot shows the 'DIR Approved' dashboard. At the top, there are navigation links for 'Support', 'Contractors', 'Projects', 'Services', 'Your information', and a 'Test User' profile. Below the header, there are three buttons: 'Manage Contractor Employees', 'Manage Contractor Users', and 'Manage Contractor Information'. A 'Request Addition to a Project Team' button is also visible. The 'My Projects' section includes a search bar and a filter menu. The filter menu is open, showing a search for 'Oakland' with the 'Run' button highlighted. The table below shows three projects: 'Painting', 'Street Repaving', and 'Bridge Remodel', each with a 'Submit' and 'View eCPRs' button.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View eCPRs
Street Repaving	123456784	Approved		Demo.Awarding.Body	Submit	View eCPRs
Bridge Remodel	123456789	Approved		Demo.Awarding.Body	Submit	View eCPRs

7 Click on the menu icon for export functionality.

The screenshot shows the 'DIR Approved' dashboard with the 'My Projects' menu open. The menu options are 'Export as PDF', 'Export as Excel', and 'Export as CSV'. The table below shows five projects: 'Painting', 'Street Repaving', 'Bridge Remodel', 'Project for Contractor Demo', and '#1.04/13/2017', each with a 'Submit' and 'View eCPRs' button.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View eCPRs
Street Repaving	123456784	Approved		Demo.Awarding.Body	Submit	View eCPRs
Bridge Remodel	123456789	Approved		Demo.Awarding.Body	Submit	View eCPRs
Project for Contractor Demo	9999999	Approved		Demo.Awarding.Body	Submit	View eCPRs
#1.04/13/2017	041320171	Approved		China.Valley.Fire.District	Submit	View eCPRs