

# Asset Tracker Portal: Contractor Guide

## For Contractors

### How To REGISTER

1. Open a web browser and search for [sussex.asset-tracker.net](https://sussex.asset-tracker.net). Press enter.
2. Click on the orange “Register” button.
3. Type in your Email and click “Verify Email.”
4. Type in your Title, User Name, and create a Password. Click “Register.” Your user name does not need to be your email.

It is important to register under the URL that is associated with your agency. Once you are registered as a contractor for that agency, you do not need to register again – you can just log in.

### How To LOG IN

1. Open a web browser and search for [sussex.asset-tracker.net](https://sussex.asset-tracker.net). Press enter.
2. Click on the orange “Login” button.
3. Type in your User Id and Password.
4. Click the orange “Login” button.

Logging in as a contractor allows you to view the projects you are a contact on. Most items in the contractor portal are read-only. Contractors can run inspection/work item reports and edit work items.

### How To VIEW PROJECTS

1. Open a web browser and search for [sussex.asset-tracker.net](https://sussex.asset-tracker.net). Press enter.
2. Log in using your User Id and Password.
3. Once you are logged in, you will see a grid with a list of your Contractor Projects. These are the projects that your organization has listed you as a contact on.

Asset Tracker - Demo LOG OFF

### Contractor Projects

Clear Filters

Project	Address	Owner	Work Items	Last Inspection									
Beautiful Homes	304 Hanson Street Easton, MD 21601	Tim Contractor Web Technologies Inc. 7937 Fort Stokes Lane Easton, MD 21601 (703) 856-6740	<table border="1"><tr><td>Open:</td><td>2</td></tr><tr><td>Pending Review:</td><td>0</td></tr><tr><td>Closed:</td><td>3</td></tr><tr><td>Total:</td><td>5</td></tr></table>	Open:	2	Pending Review:	0	Closed:	3	Total:	5	Jan 05, 2023	🔍
Open:	2												
Pending Review:	0												
Closed:	3												
Total:	5												
Test Project 2	Easton Village Drive Easton 123, DE 20754	Tim Contractor Web Technologies Inc. 7937 Fort Stokes Lane Easton, MD 21601 (703) 856-6740	<table border="1"><tr><td>Open:</td><td>2</td></tr><tr><td>Pending Review:</td><td>0</td></tr><tr><td>Closed:</td><td>0</td></tr><tr><td>Total:</td><td>2</td></tr></table>	Open:	2	Pending Review:	0	Closed:	0	Total:	2	May 19, 2022	🔍
Open:	2												
Pending Review:	0												
Closed:	0												
Total:	2												
Test Project 4	Londonderry Easton, MD 21601	Tim Contractor Web Technologies Inc. 7937 Fort Stokes Lane Easton, MD 21601 (703) 856-6740	<table border="1"><tr><td>Open:</td><td>0</td></tr><tr><td>Pending Review:</td><td>0</td></tr><tr><td>Closed:</td><td>0</td></tr><tr><td>Total:</td><td>0</td></tr></table>	Open:	0	Pending Review:	0	Closed:	0	Total:	0		🔍
Open:	0												
Pending Review:	0												
Closed:	0												
Total:	0												

3 projects

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## Asset Tracker Portal: Contractor Guide

- To open a project, click on the “View Project” symbol located in the right-most column of the project’s row. The project opens and you can view the Project, Contacts, Inspections, and Work Items. The View Project symbol is circled in the below screenshot.

Contractor Projects

Project	Address	Owner	Work Items	Last Inspection								
Beautiful Homes	304 Hanson Street Easton, MD 21601	Tim Contractor Web Technologies Inc. 7937 Fort Stokes Lane Easton, MD 21601 (703) 856-6740	<table border="1"> <tr><td>Open:</td><td>2</td></tr> <tr><td>Pending Review:</td><td>0</td></tr> <tr><td>Closed:</td><td>3</td></tr> <tr><td>Total:</td><td>5</td></tr> </table>	Open:	2	Pending Review:	0	Closed:	3	Total:	5	Jan 05, 2023
Open:	2											
Pending Review:	0											
Closed:	3											
Total:	5											

- The “Project” tab opens automatically. This page contains an overview of the Project (Project Name, Project Number, Tax Parcel, Project Status, and Description), Project Location (County, Address, Latitude, Longitude, Reference Point, and County Representative), and Project Information (Project Type, Site Type, NOI Number, HUC 12, Total Lots, Project Acres, and Disturbed Acres).

View Project - Test Project 2

Project | Contacts | Inspections | Work Items Back To List

**Project**

Project Name: Test Project 2    Project Number: 123456    Tax Parcel: TaxParcel    Project Status: Maintenance

Description: test project 2 xx

**Project Location**

County: Sussex    Address 1: Easton Village Drive    City: Easton 123    State: DE    Zip: 20754

Address 2:

Location Comments:

Ref Point: Facility Entrance(General)    Latitude: 38.778937    Longitude: -76.0905    County Representative:

**Project Info**

Project Type: Standard    Site Type:     NOI Number:     HUC 12: Tred Avon River-Choptank River

Total Lots:     Project Acres:     Disturbed Acres:

- To view the contacts associated with the project, click on the “Contacts” tab. This page contains a grid including the Contact name, Contact Role(s), Address / Email, Company, and Alternate Contact. You can sort the list alphabetically by click on the column title you would like to sort the list by. For example: if you click “Contact” once, the list will automatically sort A-Z by last name. If you click once more, the list will sort Z-A by last name. If you click a third time, the filter clears. You can also clear the filter by clicking the “Clear Filters” button in the upper left corner of the grid.

View Project - Test Project 2

Project | Contacts | Inspections | Work Items Back To List

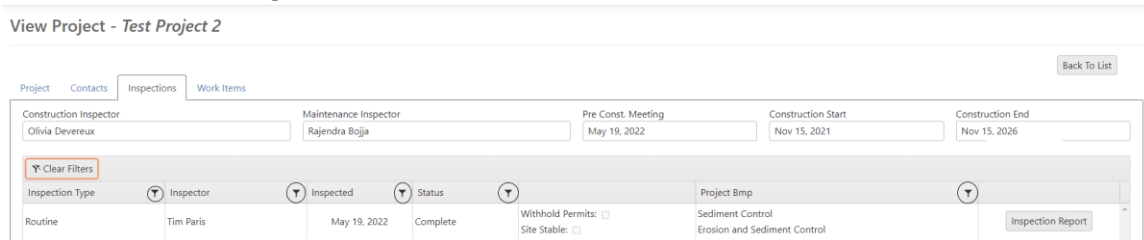
Clear Filters

Contact	Contact Role(s)	Address / Email	Company	Alternate Contact
Helen Contractor	Contractor	2415 Falls Rd Baltimore, MD 21211 (443) 841-2474 helen@devereuxconsulting.com	Devereux Consulting, Inc.	Olivia Devereux
Mr. James Smith	Blue Card Holder	(123) 456-7890 support@asset-tracker.net	Andrew Booth & Assoc	
Olivia Contractor Lead Contractor	Contractor	9219 Mintwood Street Silver Spring, 20901 3013257449 olivia@devereuxconsulting.com		
Dr. Raj Bojja The MAN	Engineer	123 Main St Georgetown, DE 12345 (123) 555-0090 raj.dotnet@gmail.com	JOtech IT Services (222) 555-1234 Ext: 49849849	Alternate Person (555) 555-1234 Test1@gmail.com

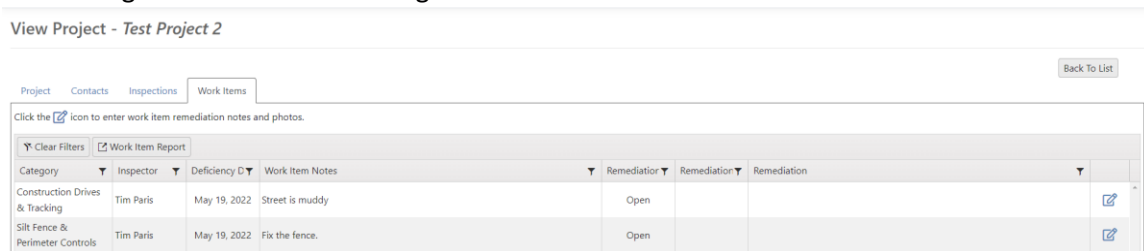
7 contacts

## Asset Tracker Portal: Contractor Guide

- To view the project's inspections, click on the "Inspections" tab. The top row of this page displays the Construction Inspector, Maintenance Inspector, Pre Const. Meeting date, Construction Start date, and Construction End date. This page also contains a grid including Inspection Type, Inspector, Inspected date, Status, Withhold Permits/Site Stable, and Project BMPs. You can sort the list alphabetically by click on the column title you would like to sort the list by. You can search for text in any of the columns by clicking on the "filter column settings" icon to the right of the column name. The "filter column settings" icons are circled in the below screenshot.



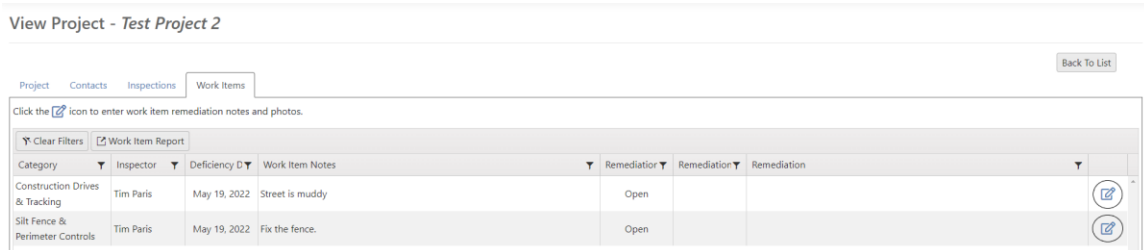
- To view the project's work items, click on the "Work Items" tab. This page contains a grid including Category, Inspector, Deficiency Date, Work Item Notes, Remediation Status, Remediation Date, and Remediation. As in the "Inspections" tab, you can filter work items alphabetically, or by searching for text using the filter column settings tool.



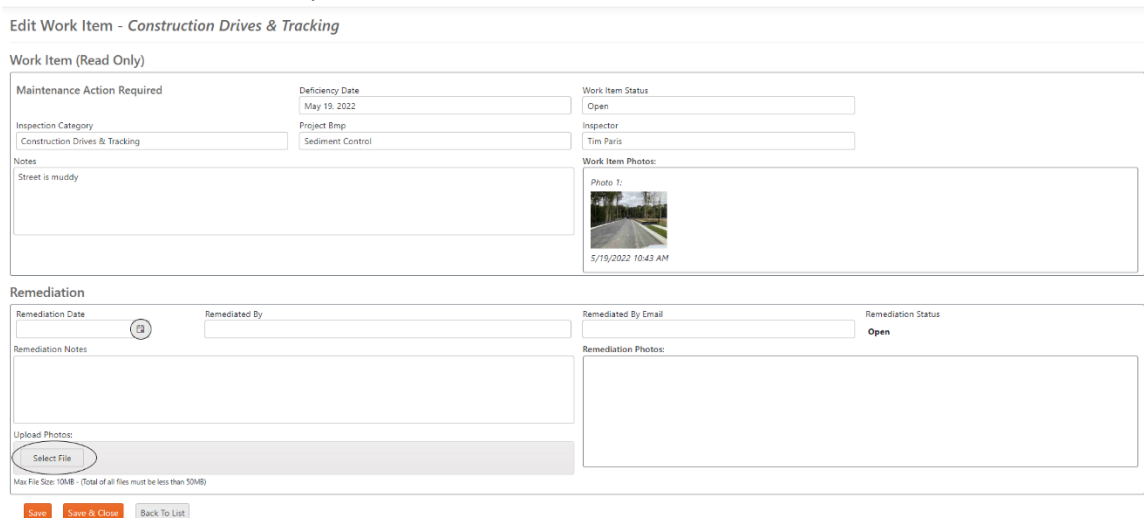
- From any tab, you can return to the "Contractor Projects" page by clicking the "Back To List" button in the upper right corner of the screen.

## How To Enter Remediation Notes and Photos

1. From the “Contractor Projects” page, open the project you would like to enter remediation notes and photos on by clicking the “View Project” symbol in the corresponding row.
2. Click on the “Work Items” tab.
3. Click the “Edit Remediations” icon, located in the right most column of the row corresponding to the work item you would like to edit. The “Edit Remediations” icons are circled in the below screenshot.



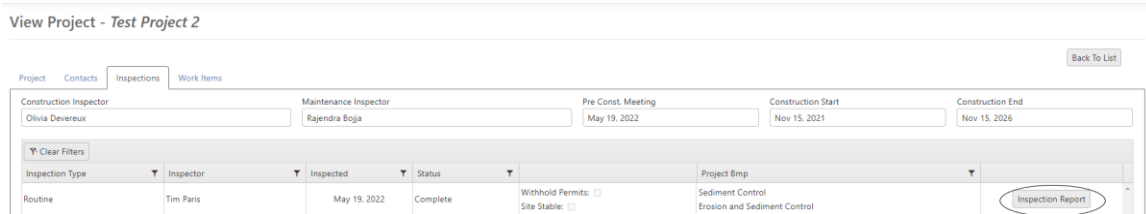
4. This opens the “Edit Work Item” page. The top half of this page is read-only for contractors. It contains the work item’s Inspection Category, Deficiency Date, Work Item Status, Project Bmp, Inspector, Notes, and Work Item Photos.
5. The bottom half of the page is editable for contractors, and contains fields for entering Remediation information, such as Remediation Date, Remediated By, Remediated By Email, Remediation Status, Remediation Notes, and Remediation Photos. Edit any of these fields by clicking in the corresponding boxes and typing. There is an option to select a remediation date by clicking on the calendar icon to the right of the corresponding text box. Upload a remediation photo from your device, by clicking on the “Select File” button, located below “Upload Photos.” The “Remediation Date” calendar icon, and “Upload Photos” buttons are circled in the below screenshot.



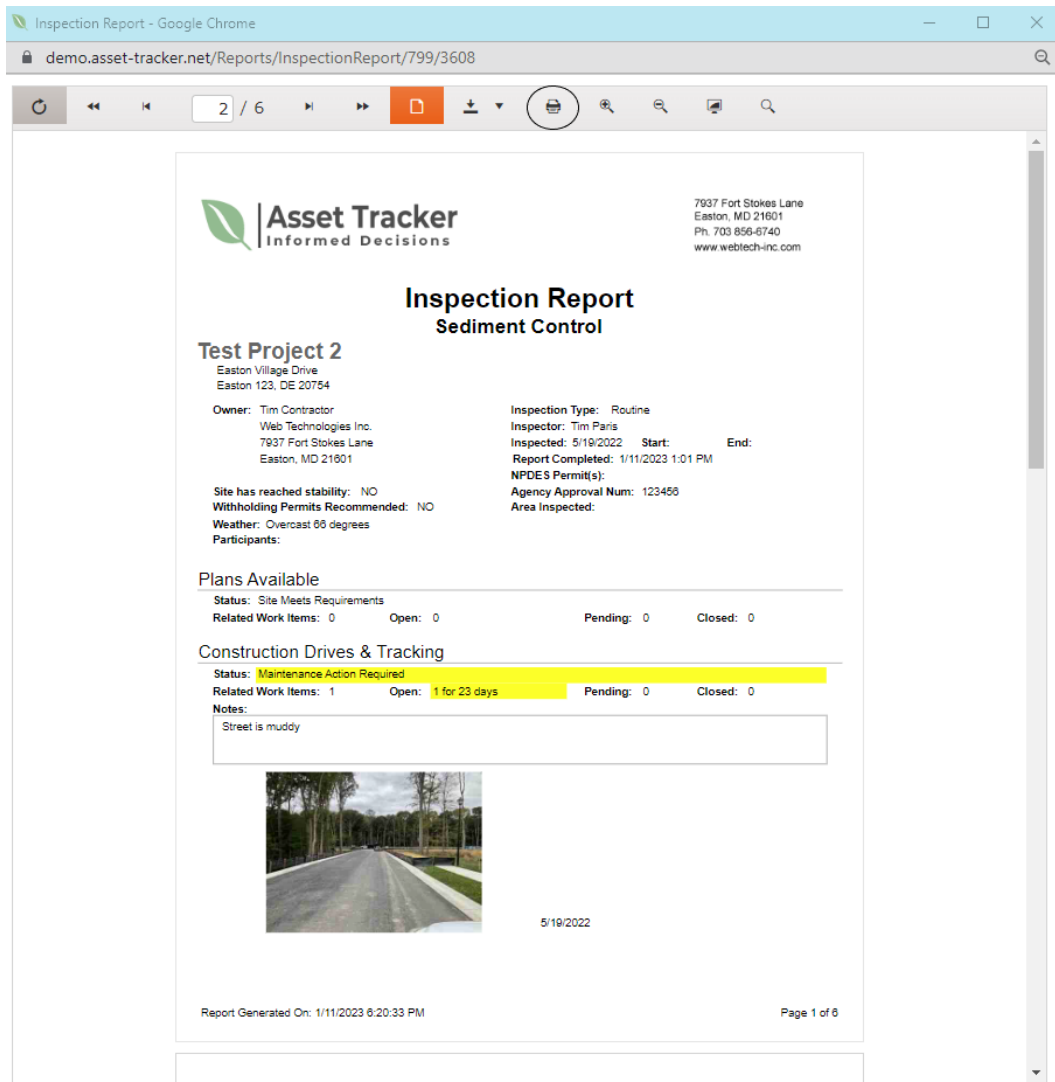
6. Once you have finished entering your remediation information, click the orange “Save” button at the bottom of the screen to save your progress and remain on the screen, the orange “Save & Close” button to save your progress and return to the “Work Items” tab, or the gray “Back to List” button to delete your progress and return to the “Work Items” tab.

## How To Download/Print - Inspection Report

1. From the Contractor Projects page, open the project you would like to download/print the inspection report for by clicking the “View Project” symbol in the corresponding row.
2. Click on the “Inspections” tab.
3. Click the “Inspection Report” button in the row corresponding to the inspection you would like to download/print a report for. The “Inspection Report” button is circled in the below screenshot.



4. A new browser will open containing a downloadable/printable version of the inspection report. Click the “Print” button to open the save and print options. The “Print” button is circled in the below screenshot.



Asset Tracker Portal: Contractor Guide

5. In the “Destination” drop down menu, select the name of your printer if you would like to print the report, or select “Save as PDF” to save the report. Once you have made your selection, click the “Save” button in the bottom right corner. The “Destination” field and “Save” button are circled in the below screenshot.

The screenshot displays the Asset Tracker portal interface. On the left, an inspection report titled "Inspection Report Sediment Control" is shown for "Test Project 2". The report includes details such as the owner (Tim Contractor), inspection type (Routine), and completion date (1/11/2023). It also features a "Plans Available" section and a "Construction Drives & Tracking" section with a photo of a muddy street dated 5/19/2022. On the right, a print menu is visible, showing "Print 6 pages" and a "Destination" dropdown menu set to "Save as PDF". The "Save" button in the bottom right corner of the print menu is circled.

**Asset Tracker**  
Informed Decisions

7937 Fort Stokes Lane  
Easton, MD 21601  
Ph: 703 856-6740  
www.webtech-inc.com

### Inspection Report Sediment Control

**Test Project 2**  
Easton Village Drive  
Easton 123, DE 20754

**Owner:** Tim Contractor  
Web Technologies Inc.  
7937 Fort Stokes Lane  
Easton, MD 21601


**Inspection Type:** Routine  
**Inspector:** Tim Paris  
**Inspected:** 5/19/2022 **Start:** **End:**  
**Report Completed:** 1/11/2023 1:01 PM  
**NPDES Permit(s):**  
**Agency Approval Num:** 123456  
**Area Inspected:**

**Site has reached stability:** NO  
**Withholding Permits Recommended:** NO  
**Weather:** Overcast 66 degrees  
**Participants:**

**Plans Available**  
Status: Site Meets Requirements  
Related Work Items: 0 Open: 0 Pending: 0 Closed: 0

**Construction Drives & Tracking**  
Status: Maintenance Action Required  
Related Work Items: 1 Open: 1 for 23 days Pending: 0 Closed: 0

**Notes:**  
Street is muddy



5/19/2022

Report Generated On: 1/11/2023 6:23:14 PM Page 1 of 6

**Silt Fence & Perimeter Controls**  
Status: Corrective Action Required  
Related Work Items: 1 Open: 1 for 23 days Pending: 0 Closed: 0

**Print** 6 pages

**Destination** Save as PDF

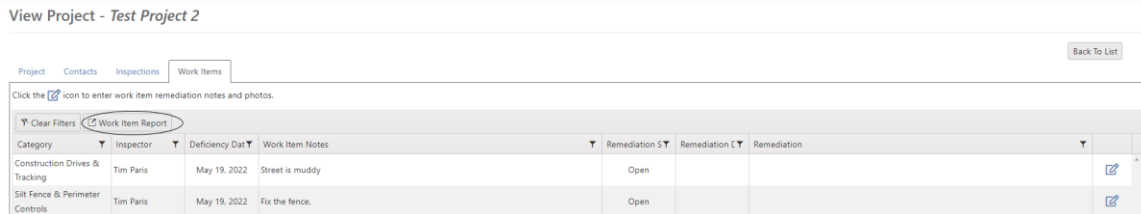
**Pages** All

**Pages per sheet** 1

**Save** **Cancel**

## How To Download/Print - Work Item Report

1. From the “Contractor Projects” page, open the project you would like to download/print the work item report for by clicking the View Project symbol in the corresponding row.
2. Click on the “Work Items” tab.
3. Click on the “Work Item Report” button in the top row of the grid to open a downloadable/printable version of the work item report. The “Work Item Report” button is circled in the below screenshot.



4. Follow steps 4-5 in the How-To DOWNLOAD/PRINT INSPECTION REPORT instructions to download/print the work item report.