

# LCPtracker Release Document – November 2022

## Release Highlights

The November 2022 release includes changes to both the Administrator and Contractor sides of the system. These changes include:

- Contractor Set Up/Company Information Page changes
- Email notification on contact information changes

## Contractor Set Up Page/Company Information Page Changes

### New Messaging to Users

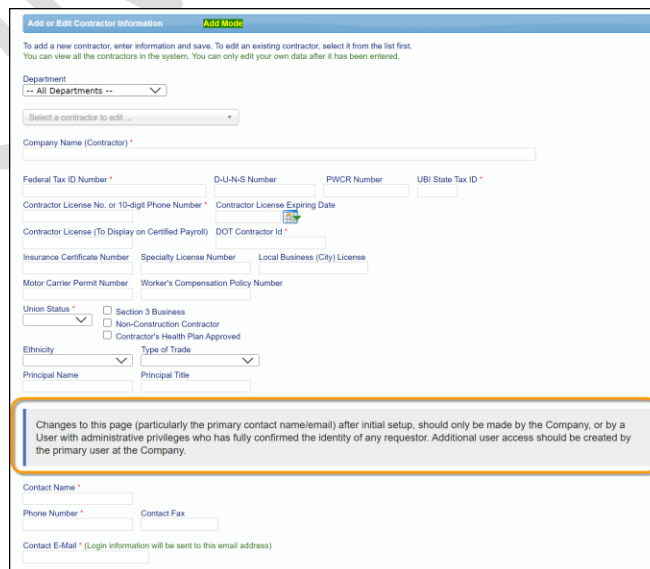
Two new messages will appear on the Contractor Set Up & Company Information pages that aid in ensuring that the user information entered into these pages has been properly vetted by an authorized member of the contractor's company.

**The first is a static message** that will always appear on the page and states, "Changes to this page (particularly the primary contact name/email) after initial setup, should only be made by the Company, or by a User with administrative privileges who has fully confirmed the identity of any requestor. Additional user access should be created by the primary user at the Company."

**The second message** appears to users under either of the following conditions:

- On saving a new Contractor account
- If the contact name or email gets updated on an existing account

This pop-up message states: By entering/amending information for this Company, you are confirming that you received proper approval to do so from an authorized member of the Company.



The screenshot shows the "Add or Edit Contractor Information" form. A message box is highlighted in orange, containing the text: "Changes to this page (particularly the primary contact name/email) after initial setup, should only be made by the Company, or by a User with administrative privileges who has fully confirmed the identity of any requestor. Additional user access should be created by the primary user at the Company." The form includes fields for Department, Company Name, Federal Tax ID Number, D-U-N-S Number, PWCR Number, UBI State Tax ID, Contractor License No. or 10-digit Phone Number, Contractor License Expiring Date, Contractor License (To Display on Certified Payroll), DOT Contractor ID, Insurance Certificate Number, Specialty License Number, Local Business (City) License, Motor Carrier Permit Number, Worker's Compensation Policy Number, Union Status, Section 3 Business, Non-Construction Contractor, Contractor's Health Plan Approved, Ethnicity, Type of Trade, Principal Name, and Principal Title. There are also fields for Contact Name, Phone Number, Contact Fax, and Contact E-Mail.

Pop-up message on creating a new account, or updating the name or email on an existing account:



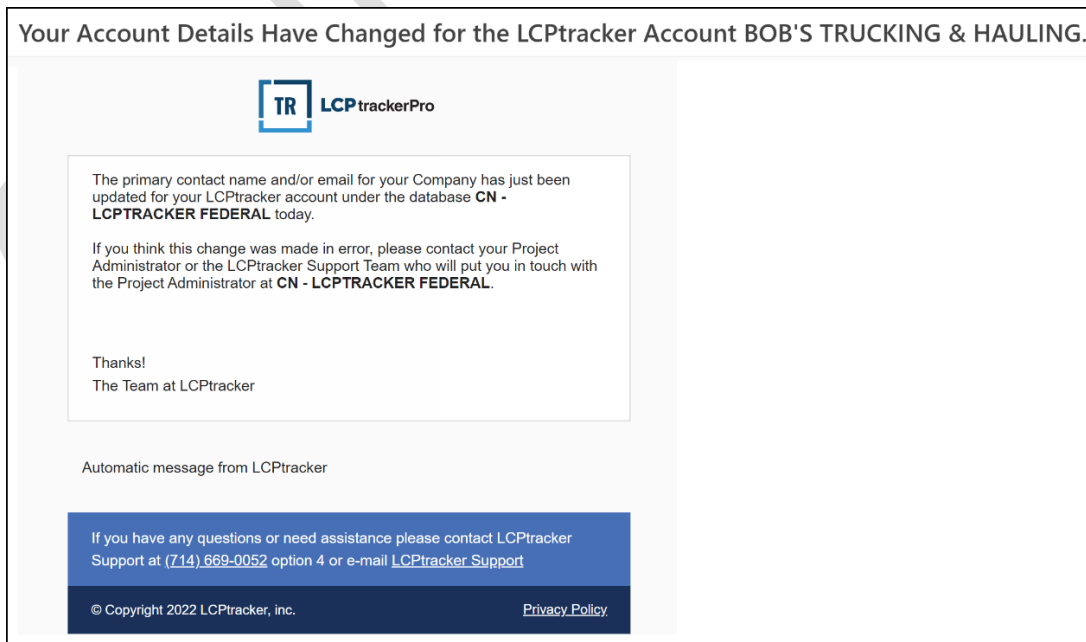
The screenshot shows a web form for updating contact information. Fields include Contact Name (Tom Thumb), Phone Number (714)669-0052, Contact E-Mail (tthumb@talldata.com), Address 1 (335 Fable Lane, Los Angeles, CA 90210), and Standard Work Week Hours (40.000). A confirmation pop-up is displayed over the form, containing the text: "By entering/amending information for this Company, you are confirming that you received proper approval to do so from an authorized member of the Company." and a "Confirm & Save" button.

## Email Notification of Changes to Contact Information


### New Email to Contractors on Specific Account Changes

An email notification will now be sent to contractor users if the main contact's name or email address has been updated in the account. These changes may have been performed by an Administrator, another Contractor with proper privileges, or by the company themselves.

For those users where there are multiple databases associated with one user ID, possibly with different contacts listed, emails will be sent to all associated email addresses.



Your Account Details Have Changed for the LCPtracker Account BOB'S TRUCKING & HAULING.



The primary contact name and/or email for your Company has just been updated for your LCPTracker account under the database **CN - LCPTRACKER FEDERAL** today.

If you think this change was made in error, please contact your Project Administrator or the LCPtracker Support Team who will put you in touch with the Project Administrator at **CN - LCPTRACKER FEDERAL**.

Thanks!  
The Team at LCPtracker

Automatic message from LCPtracker

If you have any questions or need assistance please contact LCPtracker Support at (714) 669-0052 option 4 or e-mail [LCPtracker\\_Support](mailto:LCPtracker_Support)

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