

## Setup – Adding / Edit Technicians AV Ref # 691

### About:

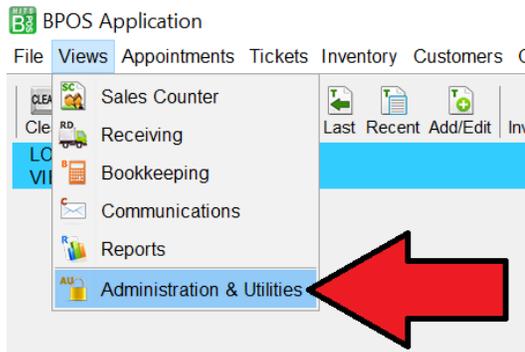
Technicians can be added into HITS for tracking items by the Technician that performed the work. Technicians are stored in HITS for the entire Corporation (not by Store).\*\*

This document shows a System Administrator how to add new Technicians into the system. **This document is NOT for showing how to set Technicians on a Workorder.**

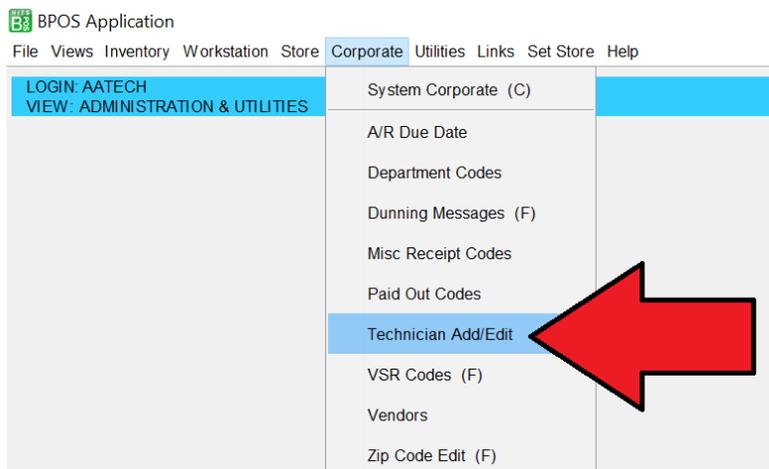
### How:

To add Technicians into the system...

1. Views > Administration & Utilities



2. Corporate > Technician Add/ Edit



**Technician Add/Edit**

ID # 0 - NO TECHNICIAN 

Home Store # #11 - #11 - UPTOWN  **3.**

Active Yes **4.**

Hire Date 

Term Date 

Notes

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First Name JIM **5.**

Last Name JONES

Last Four Ssn

Phone1

Phone2

Email

**Commissions**

Goods	0.0000	Base Level	0.00	Depts		Include Blank Dept	<input type="checkbox"/>
Services	0.0000	Base Level	0.00	Depts		Include Blank Dept	<input type="checkbox"/>

**6.** **7.**

Delete  Save Clear Suggest Help

3. Select the Technician's **Home Store**
4. Set **Active** = YES
5. Enter the Technician's **First Name & Last Name**. All other information is optional. The Commission section is not in use at this time.
6. Click **SAVE** to save the Technician.
7. Click **CLEAR** to enter clear the screen and enter a NEW Technician. (Failure to do this will overwrite the Technician you just entered.)

*\*\* Corporate Technicians are available for HITS BPOS99 (all installations after 1/1/2017.) Corporate Technicians also support multiple technicians per line item. Existing HITS users not using HITS BPOS99, please inquire if interested in upgrading to HITS BPOS99. \*\**