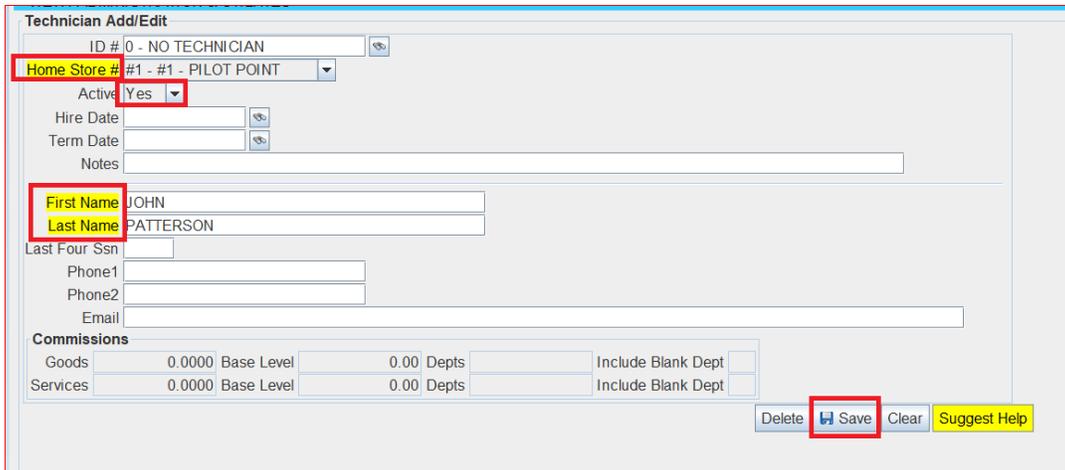


## Add Technicians

BPOS allows you to credit labor to single technicians or multiple technicians. Each tech must be set up with their own Technician # to capture this data.

### To Set Up A Technician:

1. Click on **Views → Administration & Utilities**
2. Click on **Corporate → Technician Add/Edit**
3. Verify that the **Home Store #** is accurate or change as needed
4. Change **Active** to **YES**
5. Add tech's **First Name** and then **Last Name**
6. Click on **Save**
7. All users will need to log out and back in to see new Tech added to the list of Technicians



**Technician Add/Edit**

ID # 0 - NO TECHNICIAN

Home Store # #1 - #1 - PILOT POINT

Active Yes

Hire Date

Term Date

Notes

First Name JOHN

Last Name PATERSON

Last Four Ssn

Phone1

Phone2

Email

**Commissions**

Goods	0.0000	Base Level	0.00	Depts	Include Blank Dept
Services	0.0000	Base Level	0.00	Depts	Include Blank Dept

Delete Save Clear Suggest Help

Note: To add Technicians to BPOS, user must has password permission to do so (P90). Please contact your primary contact on your account for access to this function.