EnergyService Technicians

This section is for the setup of service Technicians. Technician Types will be created and then assigned to a Technician based on their specialty.

Technician Types
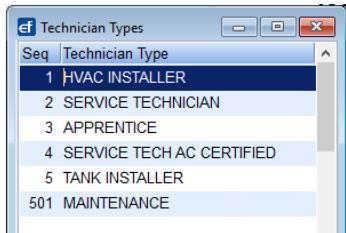
1. Select **Technicians** from the *EnergyService* menu.

2. Choose **Technician Types**.

3. Press **Ctrl+C** to create.

4. *Seq* will automatically be assigned once saved.

5. Enter the *Technician Type* description (Ex: Tank Installer, HVAC Installer) and then press the **Down Arrow** or **F4** to enter another type.

6. Press **Ctrl+Q** to save.

Technicians
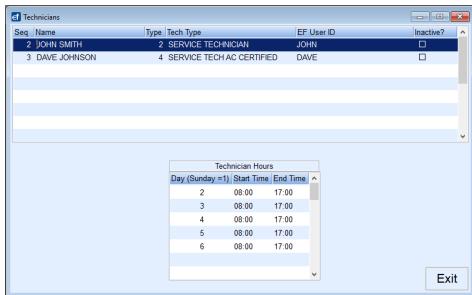
1. Select **Technicians** from the *EnergyService* menu.

2. Choose **Technicians**.

3. Press **Ctrl+C** to create.

4. *Seq* will automatically be assigned once saved.

5. Enter the *Name* of the Technician.

6. Press **F5** to select the *Type* of Technician or specialty for this Technician.

7. Enter an *EF User ID* for the Technician.

8. Enter one line for each *Day* (1 through 7) the Technician is on duty.

9. Enter the *Start Time* and *End Time* for each day the technician is available.

10. Press the **Down Arrow** or **F4** to enter another Technician.

11. Press **Ctrl+Q** to save when finished.