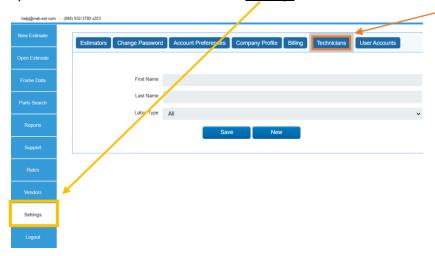
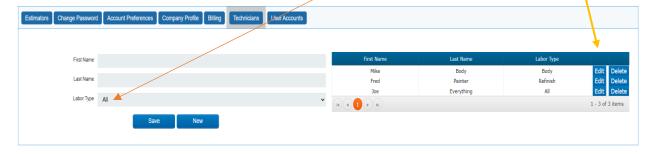
How to Assign Technicians to Work Orders

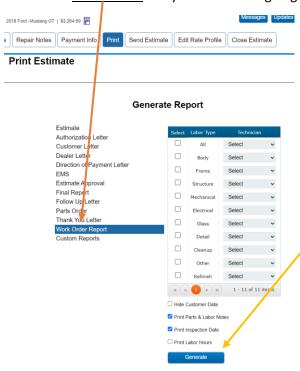
To assign technicians to the estimate's Work Order, you must first enter your technicians into the system. On the left sidebar select the "<u>Settings</u>" button. Then select the "<u>Technicians</u>" tab.



The Technician's page is where you will enter in your technicians and designate what type of labor they will perform. In the fields enter the First & Last name and select a <u>Labor Type</u> from the dropdown menu. The labor type selected will determine what labor category they can be assigned to on the Work Order. If you wish to be able to assign a tech to any category on the Work Order, choose "<u>All</u>" for the labor type. Then select the "<u>Save</u>" button. You can edit or delete existing technicians in this <u>section</u>.



To assign Technicians to the Work Order, open the estimate and navigate to the Print page. Here you will select "<u>Work Order</u>". If you are not assigning technicians, simply select the "<u>Generate</u>" button.



If you wish to generate a work order <u>for only a specific labor type (or all)</u>, select that labor type and assign the appropriate technician(s). In this example, we are creating a work order for the refinish portion only. Then select the <u>Generate</u> button.

