## **Adding a New Technician**

Technicians available for Maintenance Issue management are pulled from the specific person-type of **Technician**.

## Setting a Monitoring Company Contact to a Technician

- 1. Load the **Monitoring Company record**, navigate to the **Contact List**, then **select the person** who should be assigned as a Technician.
- 2. Click the pencil (>) icon and click Next to the Contact's Name & Address.

3.

* <b>.</b>	Contacts		÷ +	Boldtech OS	IDDress			Ê
Home								
My Dashboard	Q			PROFILE N	DTES NAME&A	ADDRESS WEB MEMBERSHIP	USER DEFINED FIELDS	ENHANCED SUBSCRIPTIONS
	Name	Туре		Тур	•	Contact Points		Schelule
Current	Boldtech	Technician		E-Mi	11	support@bolagroup.com		/
💼 : Central Station 🗶								
🛔 CMTEST - Caryn's Test C 🗶								
-								
Open: Central Station								Show All
Details				Can Cancel Ala	spended m			
Contact List	_			Can Authorize a	Schedule Change			
Call Lists				Can Put Entire	Customer On Test	Tost		
Comments				Can Edit Custor	ner	Test		
General Schedules		Can Give Out C	istomer Information					
Reverse Commands								
Tx ID Ranges								
Billing								
Reports				Password	1234	Ор	enVoice ID	
Maintenance Issues				Web Access ID	BOLD	Ma	ix Test Time 0	
Action Patterns				Question				
Statistics				Answer				
GPS Tracking				Valid From		Va	lid To	
				Inactive From		Ina	ctive To	

Drop down the Contact Type and select Technician.

4. Click Done

The next Maintenance Issue created will have those contacts designated at technicians listed as available for Maintenance Issues.

• Remember to save (1) the record.

	CONTACT POINTS	NAME & ADDRESS	WEB MEMBERSHIP	USER DEFINED FIELDS		ENHANCED SUBSCRIPTION
Contact Type	Name	. <b>▲</b>	Title	Suffix		
Technician		nech		• · · · · · · · · · · · · · · · · · · ·		
			Birthday			
Job Title						- S
_						
Mailing Address						
Street 1						
Street 2						
City						
State (United States of Amer	rica)					7
			Zip code			
Latitude			Longitude			
са						
					DREVIOUS	NEXT
	Contact Type Technician Job Title Mailing Address Street 1 Street 2 City State (United States of Armer Latitude Ca	Contact Type Name Technician  Bolo Job Title Mailing Address Street 1 Street 2 City State (United States of America) Latitude Ca	Contract Type Contract Type Technician Boldtech Job Title Mailing Address Street 1 Street 2 City State (United States of America) Latitude Latitude Ca	Contract Type Technician Boldtech Tre Technician Boldtech Tre Job Title Bittidey Bittidey Bittidey Zip Code Street 1 Street 2 City Zip Code Latitude Latitude Longitude	OUNTERTORNETS     NAME ACCORSS     NAME ACCORSS     NAME ACCORSS       Contact Type     Name     Tele     Suffix       Technician     Bindery     Bindery     Bindery       Job Title     Bindery     Bindery     Bindery       Image: Street 1     Street 2     Street 2     Street 2       City     Street 2     Latitude     Longitude	Operation     Matter Accesses     Matter Accesses     Matter Accesses       Constant Type     Neme     Tife     Suffur       Technician     Boldtech     Image     Image       Job Title     Image     Image     Image       Image     Mailing Address     Image     Image       Street 1     Image     Image     Image       Street 2     Image     Image     Image       City     Image     Image     Image       State (United States of America)     Image     Image       Image     Image     Image     Image       Image     Image     Image     Image