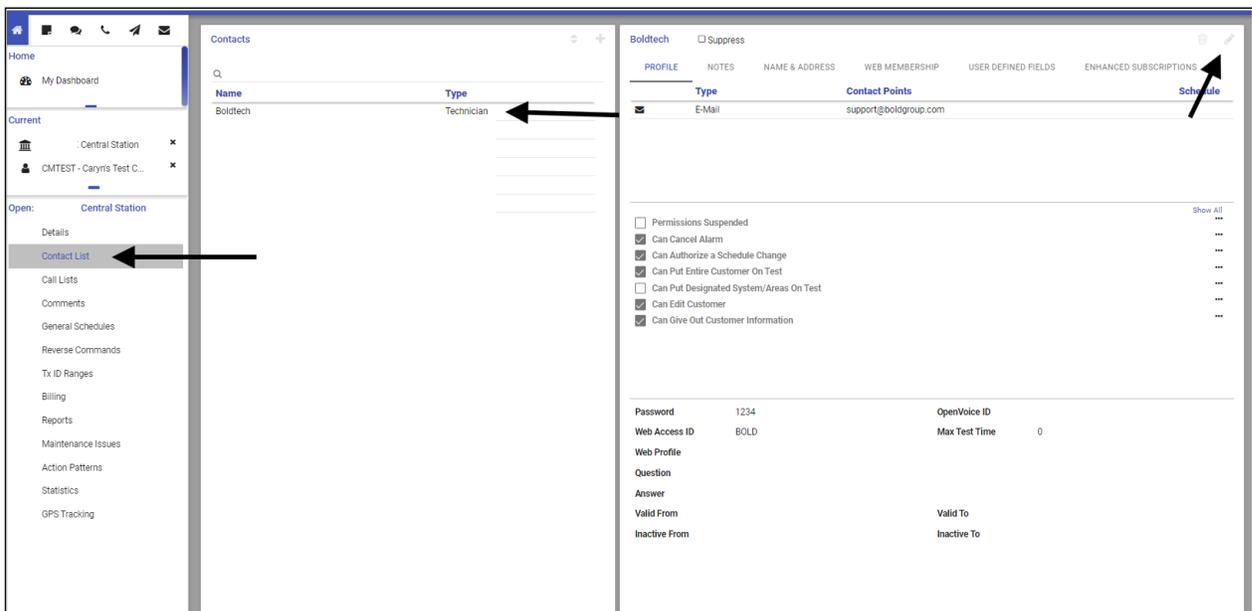


# Adding a New Technician

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.



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 (💾) the record.

Contact Edit - Boldtech

PROFILE

CONTACT POINTS

NAME & ADDRESS

WEB MEMBERSHIP

USER DEFINED FIELDS

ENHANCED SUBSCRIPTIONS

Contact Type  
Technician

Name  
Boldtech

Title

Suffix

Job Title

Birthday

Suppress

UPLOAD

Mailing Address

CLEAR

Street 1

Street 2

City

State (United States of America)

Zip Code

Latitude

Longitude

Country

United States of America

Time Zone

CANCEL

PREVIOUS

NEXT

DONE