



# Adding/Editing Technicians

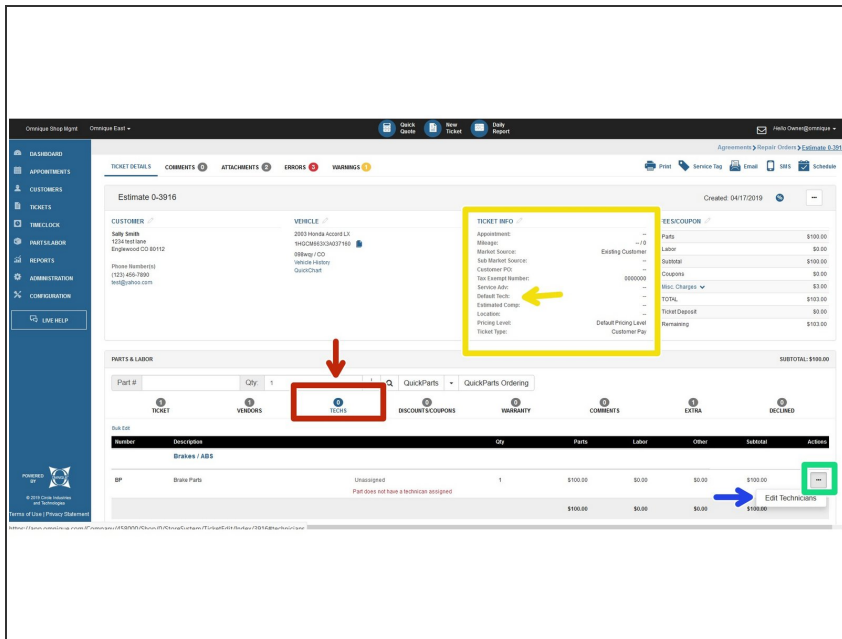
This guide illustrates how to add/edit a default technician on a ticket, and how to add/edit a technician on an individual line.

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# TECHS

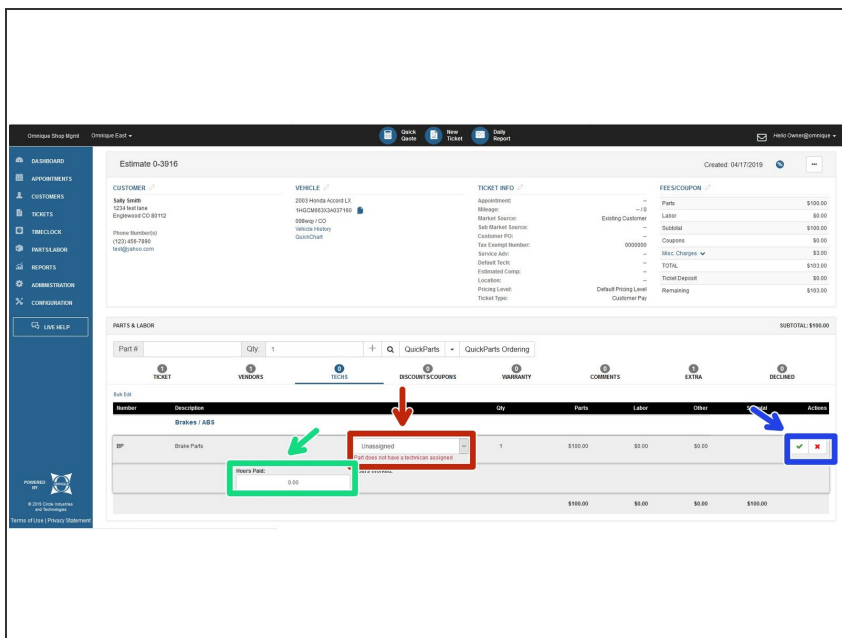
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## Step 1 — Adding/Editing Technicians



- To avoid adding technicians to each line item, add a default tech to the **Ticket Info** area before adding line items to a ticket.
- To add or edit a technician on an individual line item, click on the **Techs** tab.
- Click on the line item's **Actions Menu**. Each line item will have its own Actions Menu.
- Click **Edit Technicians**.

## Step 2 — Adding/Editing Technicians



- Select a Technician from the drop down list.
- ❗ Techs listed in the drop down list can be customized under the Configuration Tab. Click [here](#) to learn more.
- Add or edit tech **Hours Paid** if applicable.
- Save changes by clicking on the **Green Check Mark** button. To cancel, click on the **Red X** button.