

Add a New Technician in version SE 6.x

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To add a new technician to your shop management program, follow these steps.

1. Go to the **Configurations** menu, select **Technician Setup**.
2. Click on **Add** to open the technician setup window.
3. Enter the technician's information. Click **OK** to save.

NOTE: Be sure that Technician is the type selected so this person can be selected from your Technicians drop-down list.

Now this Technician can be selected for appropriate labor or part order items and appear on Technician related reports. For information on how to setup a Technician as the default for all orders, see this video on Shop Setup: [^ ^](#)

Posted by: [Tim McDonnell](#) - Tue, May 22, 2012 at 11:50 AM. This article has been viewed 2946 times.

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