Adding a technician

Add a technician with their name, contact, the services they do and the hours they work.

Steps

1. Open Technicians and press Add a technician.
2. Fill in their name, phone, email and language, and tick the services they do.
3. Set their working hours. Use Copy to other days to save typing.
4. Press Invite them to sign in so they get the phone app.

Good to know

You can stop part way. A half-finished technician is kept as a draft until you come back.

Customers only ever see a technician’s first name.

https://orshihq.com/help/add-a-technician