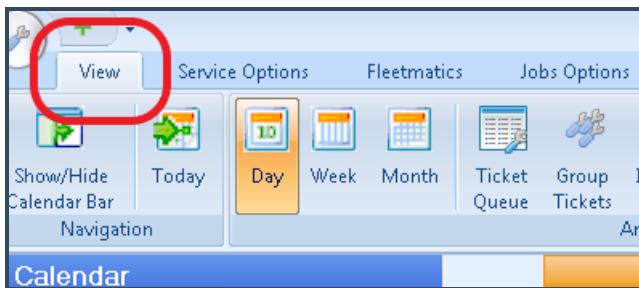


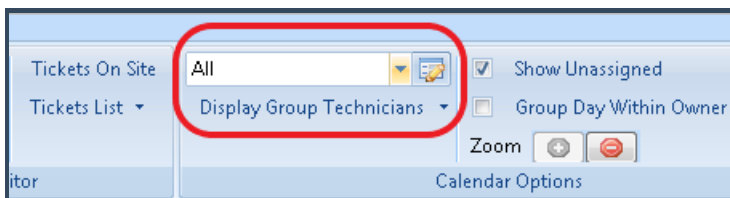
Adding Technicians to Display Group Service Calendar

12/28/2023 2:38 pm EST

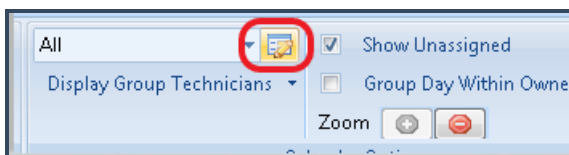
1. To reach the Display Group option, open the Service Module.
2. Open the View tab if it is not already open.
 - Make sure to select a calendar view of some kind, whether it's Day, Week, or Month. This is how the Display group will appear.



3. In the View tab with a calendar view selected, look for the dropdown menu field above an option that says Display Group Technicians.
 - The section circled in red shows will show the Display Groups that are set up.



4. To open the Display Groups to edit them, select the Edit Display Groups icon next to the dropdown menu.



5. Once the Display Group window opens, a list of different display groups is available as well as a list of technicians.
6. Click on a group, such as the All group, which is a default group. The list with the technicians will change and it will show the technicians who have been added to that list first with the "In Group" boxes checked.

7. Locate any technicians that are not added to that list, check the box next to their name to add them to the list, and save the change.

Below is an example image from the testing database:

The screenshot shows a software application window titled "Display Group". It features a list of display groups on the left and a detailed view of the selected group on the right.

Display Group List:

Display Group	Description
All	All
Bernie Booth	Bernie Booth
Customer Care	Customer Care
FurShizzle	FurSuuuure
GK Techs	GK Techs
Installers	Installers
MI Subs	MI Subs
MI Tech/Subs	MI Tech/Subs
MI Techs	MI Technicians
MI-Inspectors	MI-Inspectors
MI-ND	MI-ND
OH Techs	OH Technicians

Edit Section:

Code: All Description: All

Drag a column header here to group by that column.

Technician List:

In Group	Sequence	Code	Name	Service Co	Install Co	Expertise	Text	Routes
☒	0	Alarm.Com	Alarm.Com	Alarm.Com		1		
☒	0	AmyB	Amy Bartimus	SedonaSecurity	MI	5		
☒	0	atechperson	atech person	MI-T&M	MI	1		
☒	0	Borque Fire	Borque Fire	Borque	Borque	5		
☒	0	LizS	Liz Smith	ABC Service Pro...	MI	3		
☒	0	Mack.Knife	Mack Knife	Borque	MI	3		
☒	0	Hodge	Nick Hodge	MI-T&M	MI	5		
☒	0	Administrator	Sedona Master	ABC Service Pro...		3		
☒	0	Sunshine1	SunShine Ray	ABC Service Pro...	MI	3		
☒	0	theresas	Theresa Scalia	ABC Service Pro...	OH	5		
☐		Changedsolcanr...	1234567890431...		MI	0		
☐		1234567890123...	1234567890431...	ABC Service Pro...	MI	3		
☐		ASimmons	A Simmons	Anne's Service...	MI	3		
☐		ABCD Service P...	ABC Service Pro...	ABC Service Pro...		1		
☐		Alarmists Inc	Alarmists Inc	Alarmists Inc		1		
☐		AlphaAPICompa...	AlphaAPI Comp...	Connie Truck	Borque	5		
☐		Anne's Service...	Anne's Service...	Anne's Service...		1		

Buttons: Save, New, Delete