

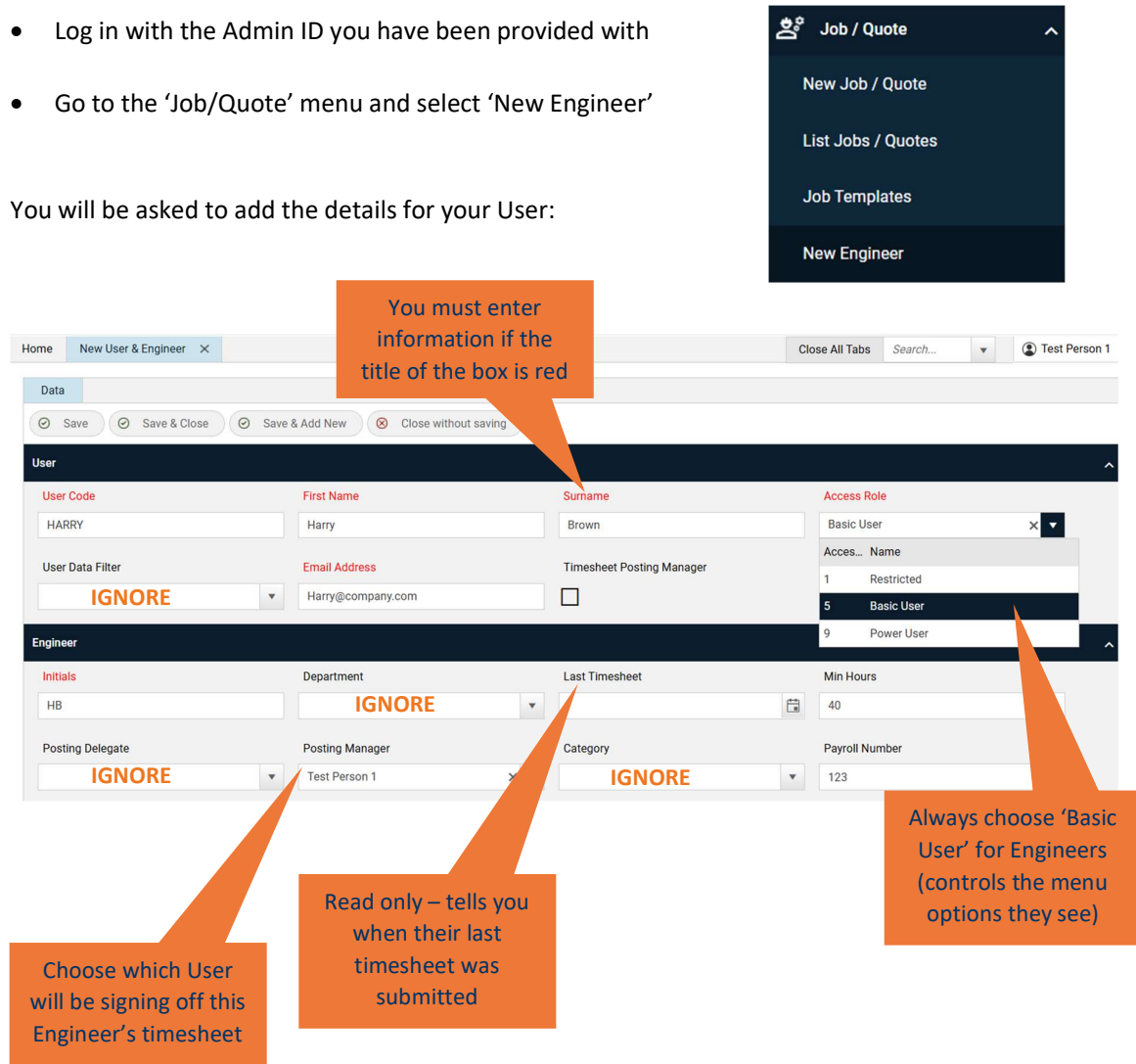
1 Who are Engineers?

These are the people in your company who do the work and who's time is scheduled and billed out.

2 How to add Engineers.

- Log in with the Admin ID you have been provided with
- Go to the 'Job/Quote' menu and select 'New Engineer'

You will be asked to add the details for your User:



The screenshot shows the 'New User & Engineer' form in the Repair Shop system. The form is divided into two main sections: 'User' and 'Engineer'. The 'User' section includes fields for User Code (HARRY), First Name (Harry), Surname (Brown), Access Role (Basic User), User Data Filter (IGNORE), Email Address (Harry@company.com), and Timesheet Posting Manager (checkbox). The 'Engineer' section includes fields for Initials (HB), Department (IGNORE), Last Timesheet (checkbox), Min Hours (40), Posting Delegate (IGNORE), Posting Manager (Test Person 1), Category (IGNORE), and Payroll Number (123). Annotations highlight specific fields: 'You must enter information if the title of the box is red' points to the red-titled fields; 'Choose which User will be signing off this Engineer's timesheet' points to the Posting Manager field; 'Read only - tells you when their last timesheet was submitted' points to the Last Timesheet field; and 'Always choose 'Basic User' for Engineers (controls the menu options they see)' points to the Access Role dropdown.

You must enter information in the boxes with red titles. For the other boxes it is optional whether you fill them out or not.

You can only read the 'Last Timesheet' box (you cannot enter information into it). It tells you the last time the Engineer submitted their timesheet.

You can ignore User Data Filter, Department, Posting Delegate and Category. These are for later developments of Repair Shop.