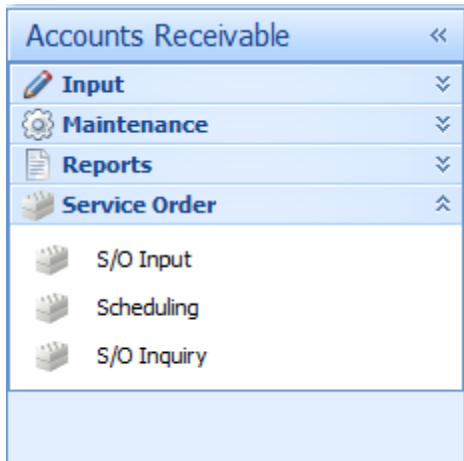




Serviceman Maintenance

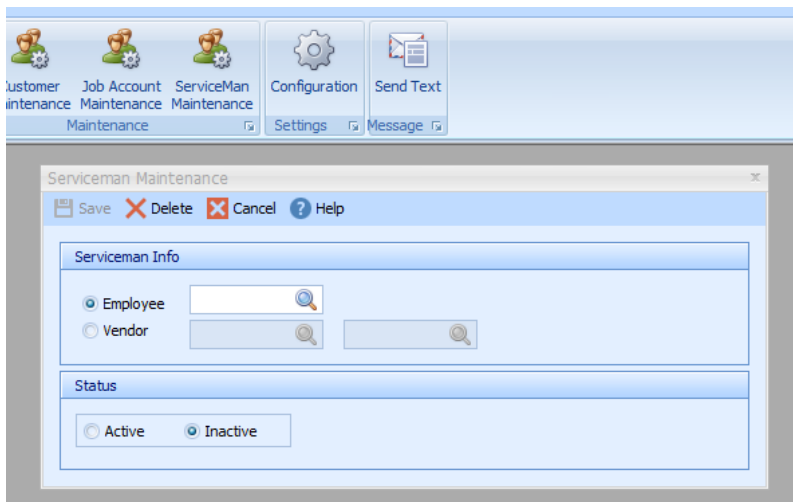
From the Main Menu (Accounts Receivable > Service Order > S/O Input)



Serviceman Maintenance

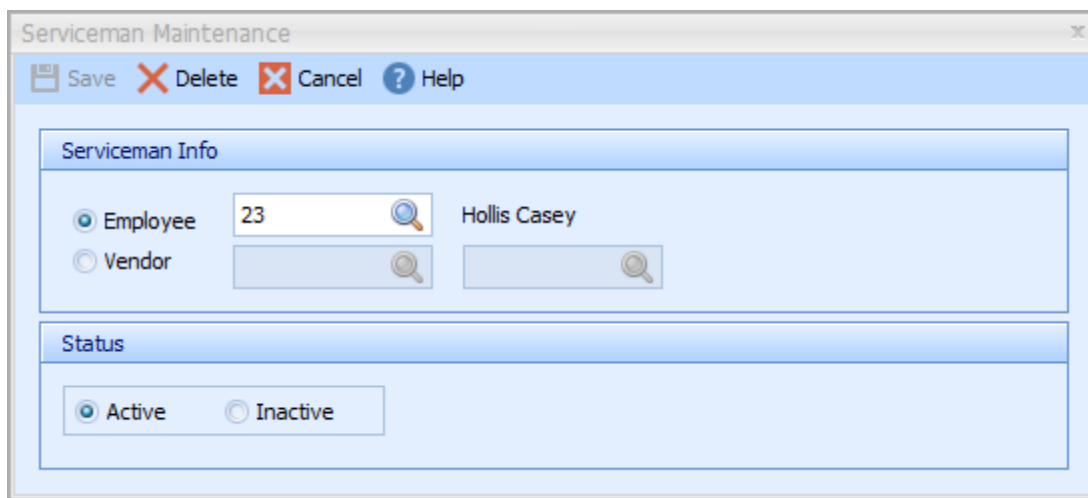
Service Order Ribbon: Serviceman Maintenance

You can set up an Employee or a Vendor as a Serviceman that way if you have an A/P Vendor that you send to a job or service call you can



To Activate an Employee:

1. Click on Employee
2. Click on the Search
3. Click on the Name of the Employee (If the name isn't showing in the list in then type the employee's name in the search bar you will see the names of the employees as you type at that time the employee is inactive)
4. Double Click on the employee's name you are wanting to make activate
5. You can now change that employee from Inactive to Active under Status
6. Save (The employee will now show on your schedule)



The screenshot shows a software window titled "Serviceman Maintenance". At the top, there is a menu bar with icons for "Save", "Delete", "Cancel", and "Help". Below the menu bar, there are two main sections: "Serviceman Info" and "Status".

In the "Serviceman Info" section, there are two radio buttons: "Employee" (which is selected) and "Vendor". To the right of the "Employee" radio button is a search box containing the number "23" and a magnifying glass icon. To the right of the search box is the name "Hollis Casey". Below the "Employee" search box is a search box for "Vendor" with a magnifying glass icon.

In the "Status" section, there are two radio buttons: "Active" (which is selected) and "Inactive".

To Activate a Vendor:

1. Click on Vendor
2. Enter your A/P account (usually 200000)
3. Click on the second Search box
4. Click on the Name of the Vendor (If the name isn't showing in the list in then type the vendor's name in the search bar you will see the names of the vendors as you type, at that time the vendor is inactive)
5. Double Click on the vendor's name you are wanting to make activate
6. You can now change that vendor from Inactive to Active under Status

7. Save (That vendor will now show on your schedule)

Serviceman Maintenance

Save Delete Cancel Help

Serviceman Info

Employee Vendor

200000 HARINC HARDHAT, INC.

Status

Active Inactive