

To get the best perspective have him stand 10 feet away from the van and you position yourself so that you can see the logo on the side of the van over his shoulder. You want to be close enough to him to get a portrait type picture – mid-chest up (certainly no lower than waist up).

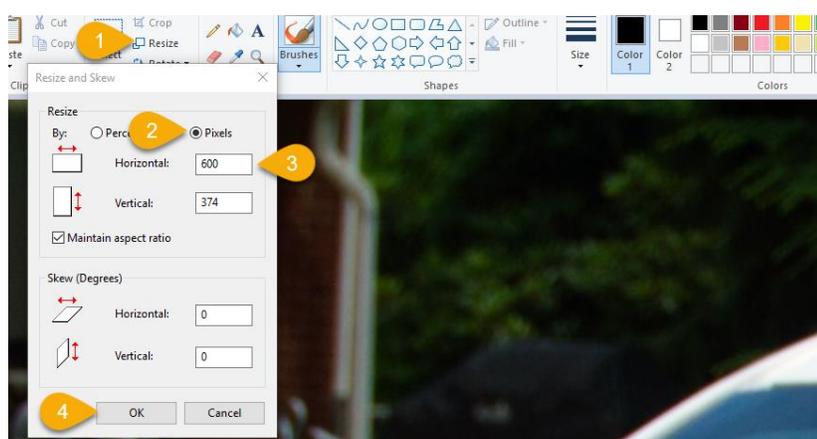


Things to keep in mind and notice:

- He/she is not looking directly into the sun to avoid squinting.
- No dark shadow across his/her face
- If the tech prefers to wear a cap – make sure his/her eyes can still be seen (not too dark of a shadow) – really best without a cap.
- Not a lot of stuff in shirt pocket
- No poles sticking up behind him so that it looks like it's sticking out of his/her head
- No signs in the background
- Tech should SMILE
- Remember, the focus of the picture is the tech – we want the customer to think, “This is a person I’d feel comfortable inviting into to my house”.

To upload the picture into SW:

- The picture should be in Landscape orientation and about 600 x 350 pixels.
 - To adjust picture size, open it in Paint.
 - Select “Resize”
 - Click on the Pixels button
 - Enter 600 for Horizontal. The Vertical will adjust automatically and may not be exactly 350.
 - Click on “OK”



- Save the picture as a .jpg on your computer.
- Open the Employee record from Administrative > Employee.
- In the attachments panels, click on the + to add an attachment.
- Select “Employee Photo” Type
- Enter the Tech’s name
- Click on “Select a File”
- Select the picture from the location that it was saved on your computer
- Click on Save in the Attachments panel.

Attachments

+ 1

Name	Type	Active
Search <input type="text"/> <input type="button" value="x"/>		
No items to display		

Employee Options

Open

This PC > Pictures

Organize New folder

2016-06-10 Camera Roll Saved Pictures Sky 20 Years.jpg 71e3b69e-0a5d-e811-80c3-000d3a1142d3.jpg 6904353-lighthouse-sunset.jpg

Back-To-The-Future-1.21-Gigwatts.jpg Battista Tech.jpg Blanchette - Randy.jpg Bob McMakin.png **5** Bob Tech Pic (2).jpg China.jpg Crane 3.jpg

File name: Bob Tech Pic (2).jpg All Files (*.*)

6

Attachments

Type: **2** Employee Photo

Name: **3** Bob

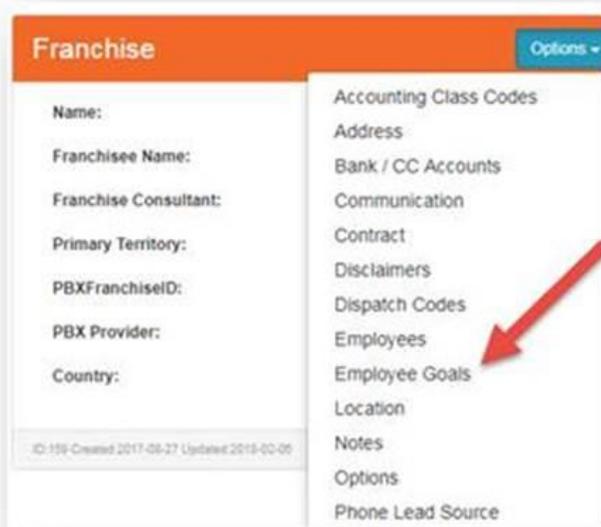
Active:

Files: No file chosen **4**

Clocked In
Travel - Clocked In
Search
Employee Time
Year:

To set goals go to SETUP FRANCHISE > SETUP

Click on the Options drop-down menu and select EMPLOYEE GOAL



Click on the plus sign (+) on the right of the screen to add a tech to Employee Goals

The screenshot shows the 'Employee Goals' interface. At the top, there is a header 'Employee Goals' in an orange bar. Below it, a 'Week Ending:' section shows 'Sunday 03/25/2'. A green arrow points to a blue plus sign (+) button in the top-left corner of a table. The table has columns for days of the week: Mon (03-19), Tue (03-20), Wed (03-21), Thu (03-22), Fri (03-23), Sat (03-24), and Sun (03-25). The first row is labeled 'Technician' and has an empty input field. The second row shows 'Illisley, Nathan' with values of \$800.00 for Monday and Tuesday. Below the table is a search bar and a status indicator '1 - 1 displayed , 1 in total'. At the bottom, there are two buttons: 'Recalculate Next 5 Weeks' and 'Update Future Goal entries with current values'.

Select the Tech from the drop down and then enter the daily goal for each day of the week the tech works. SAVE

The screenshot shows the 'Employee Goals' interface in a form view. At the top, there is a header 'Employee Goals' in an orange bar. Below it, there are two buttons: 'Save' and 'Discard'. The form has a 'Technician:' label followed by a dropdown menu. A green arrow points to the dropdown menu. Below the dropdown, there are four rows for 'Monday:', 'Tuesday:', 'Wednesday:', and 'Thursday:', each with a '\$' symbol and a text input field containing '0.00'. To the right of these rows, there are four rows for 'Friday:', 'Saturday:', and 'Sunday:', each with a '\$' symbol and a text input field containing '0.00'. At the bottom left, there is a small text 'ID: Created Updated:'. At the top right, the 'Week Ending:' is set to 'Sunday 03/25/2018'.