

How to assign a technician and manage repair tasks

1. Open the repair's Review & Settle or Work Details area.
2. Assign the technician responsible for the repair.
3. Add each task required to complete the work.
4. Update task progress as work is performed.
5. Remove a mistaken task only after confirming it is not needed for the record.

Clear assignments and task descriptions help the dashboard distinguish unassigned tickets and outstanding work.

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