THE TECH LIST

GUIDE FOR RENTAL HOUSE DESKS

See which of your technicians are free, pencil a job in one go from the calendar, and run the desk from a big screen or your phone.

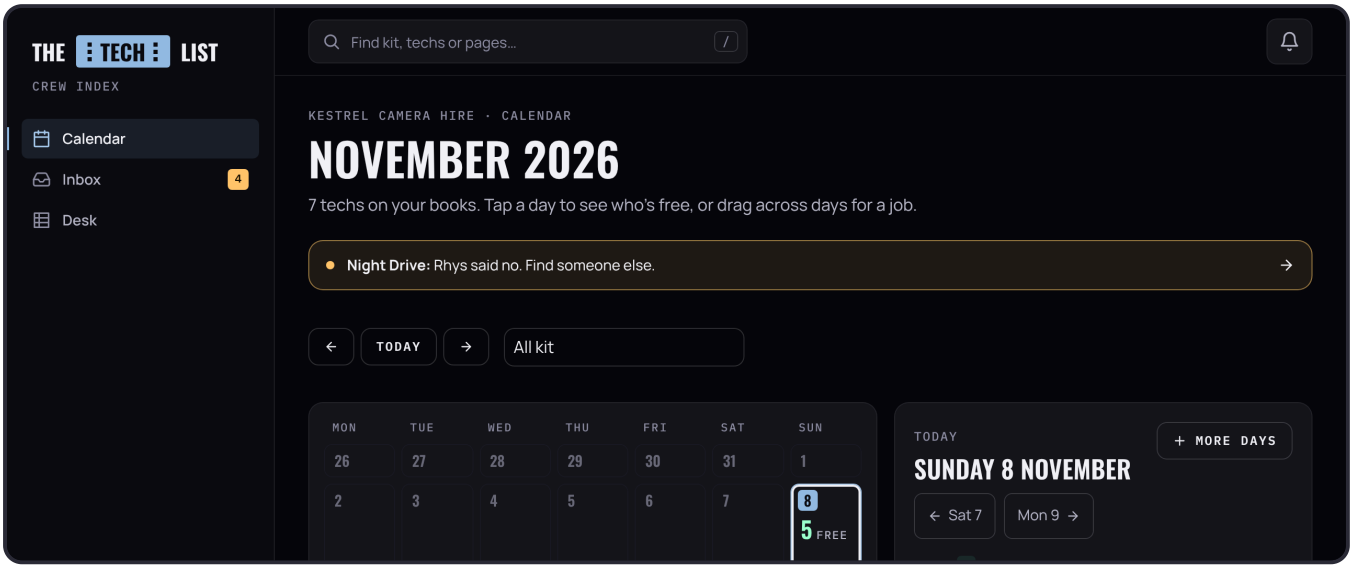
THETECHLIST.NET · NOVEMBER 2026 · VERSION 5.0

Everyone and everything in the pictures is made up.

BEFORE YOU START

- **Logins.** We set up the first login for your desk and email an invite: open it, choose a password, and you land on your Inbox. After that, anyone on the desk can give colleagues their own login from **Desk team** (section 8).
- **Which techs you see.** Technicians tick your house on their own profile; your desk confirms the ones on your books. Only confirmed techs come onto your calendar, and show under your name in search.
- **What you never see.** A tech's own jobs, or who else they're working for.
- **A technician who runs your desk** gets it on their own login — no second account. Techs who tick your house are told the desk is tech-run.

1 THREE TABS: CALENDAR, INBOX, DESK



The calendar on a computer: the month on the left, the day you picked on the right

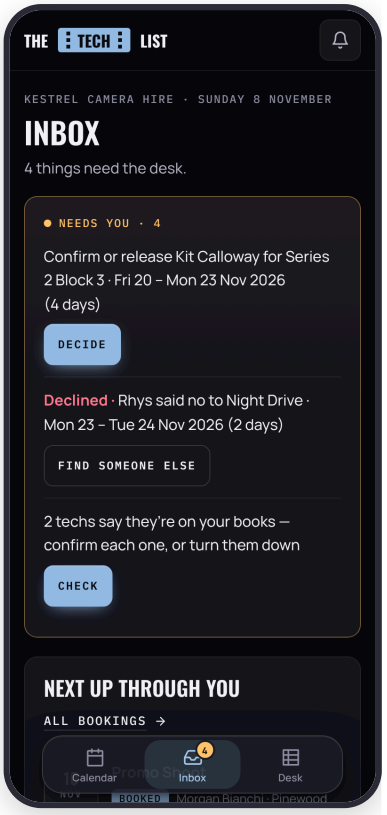
- **Calendar** is where the desk lives: who's free each day, what's going through you, and sending pencils (sections 3 and 4).
- **Inbox** is anything waiting on the desk, most urgent first: a pencil to confirm or release (with its confirm-by date), a tech who said no, techs asking to join your list, calendars to chase. Tap the button beside it to deal with it.

- **Desk** has the rest: **Your techs**, **Starred techs**, **Search the whole list**, **Jobs**, **All bookings**, **Stats**, **Sheets and calendars** and **Desk team**.

ON A PHONE

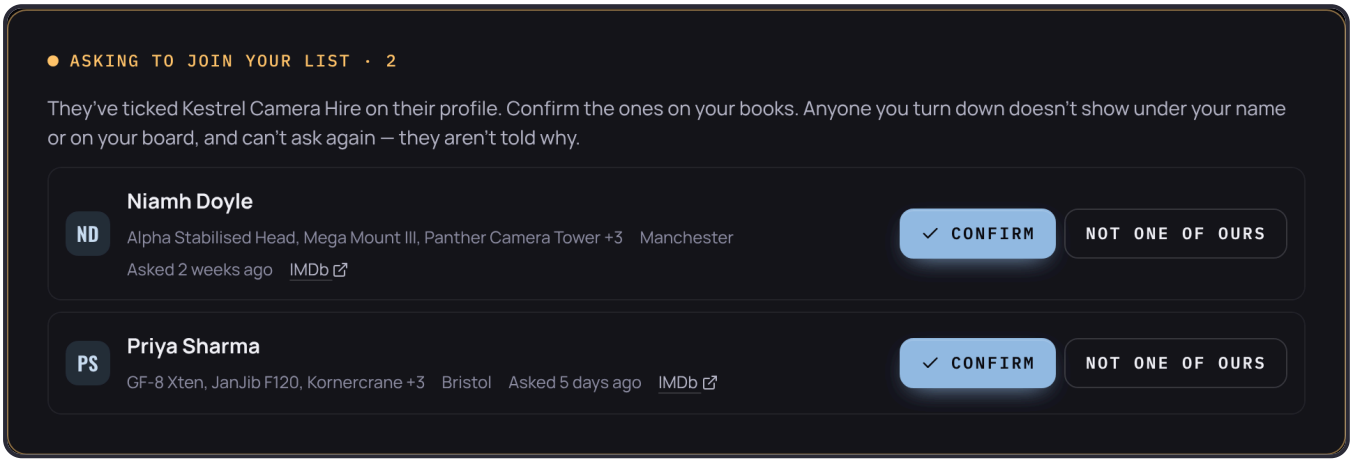
Everything works on a phone. The three tabs run along the bottom; on a computer they run down the left, with the search box along the top.

A number on **Inbox** means something's waiting for the desk.



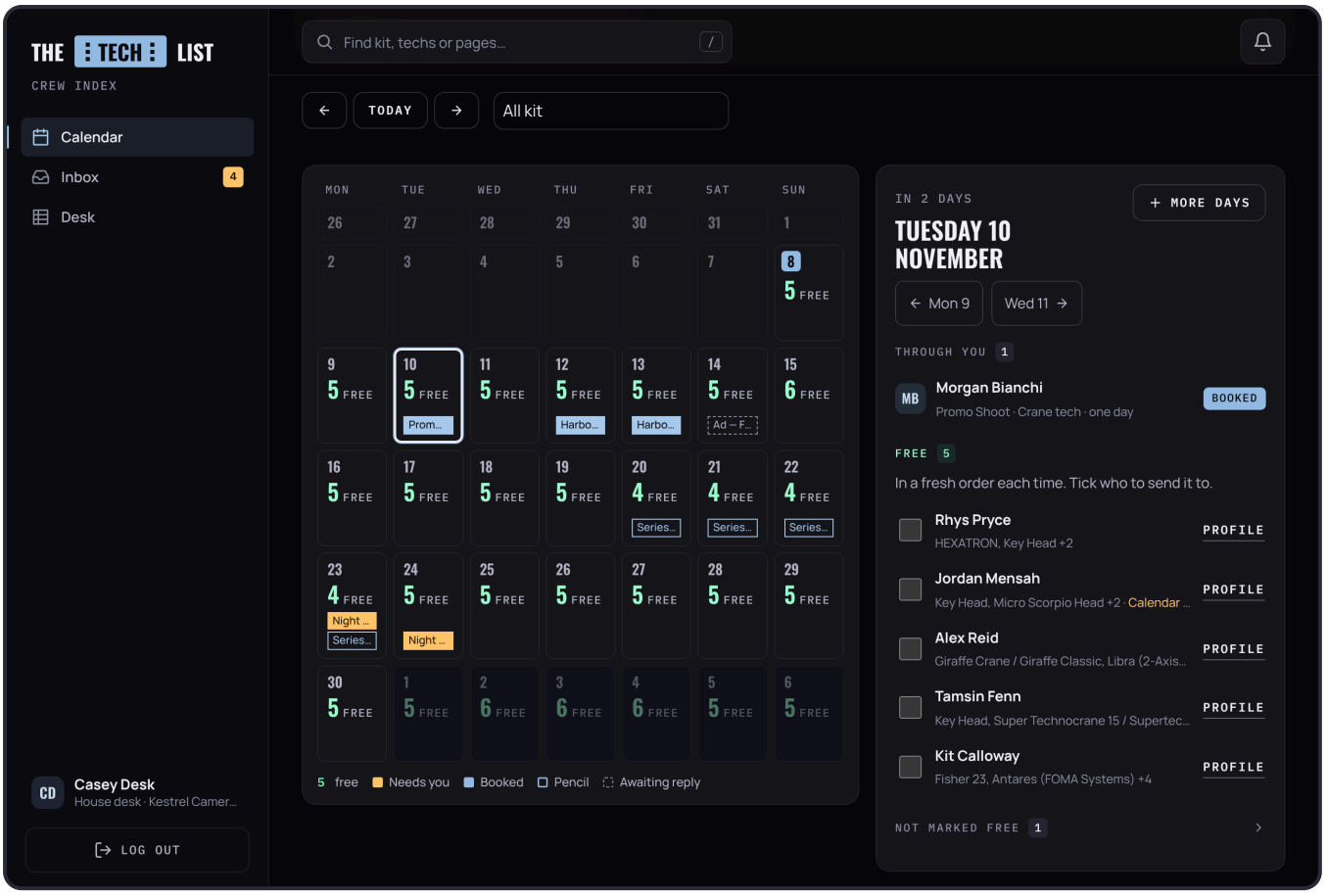
2 CONFIRM WHO'S ON YOUR BOOKS

When a tech ticks your house, they show under **Desk** → **Your techs** → **Asking to join your list** (and in your Inbox).



- **Confirm** the ones on your books. They come onto your calendar, and show under your name in search.
- **Not one of ours** — they don't show under your name or on your calendar, and can't ask again. They aren't told why. Got one wrong? Open **Turned down** at the bottom of Your techs and **Confirm after all**.
- Someone left? Open their card, then **Add a desk note** → **Not on our books any more — take off the list**.

3 THE CALENDAR

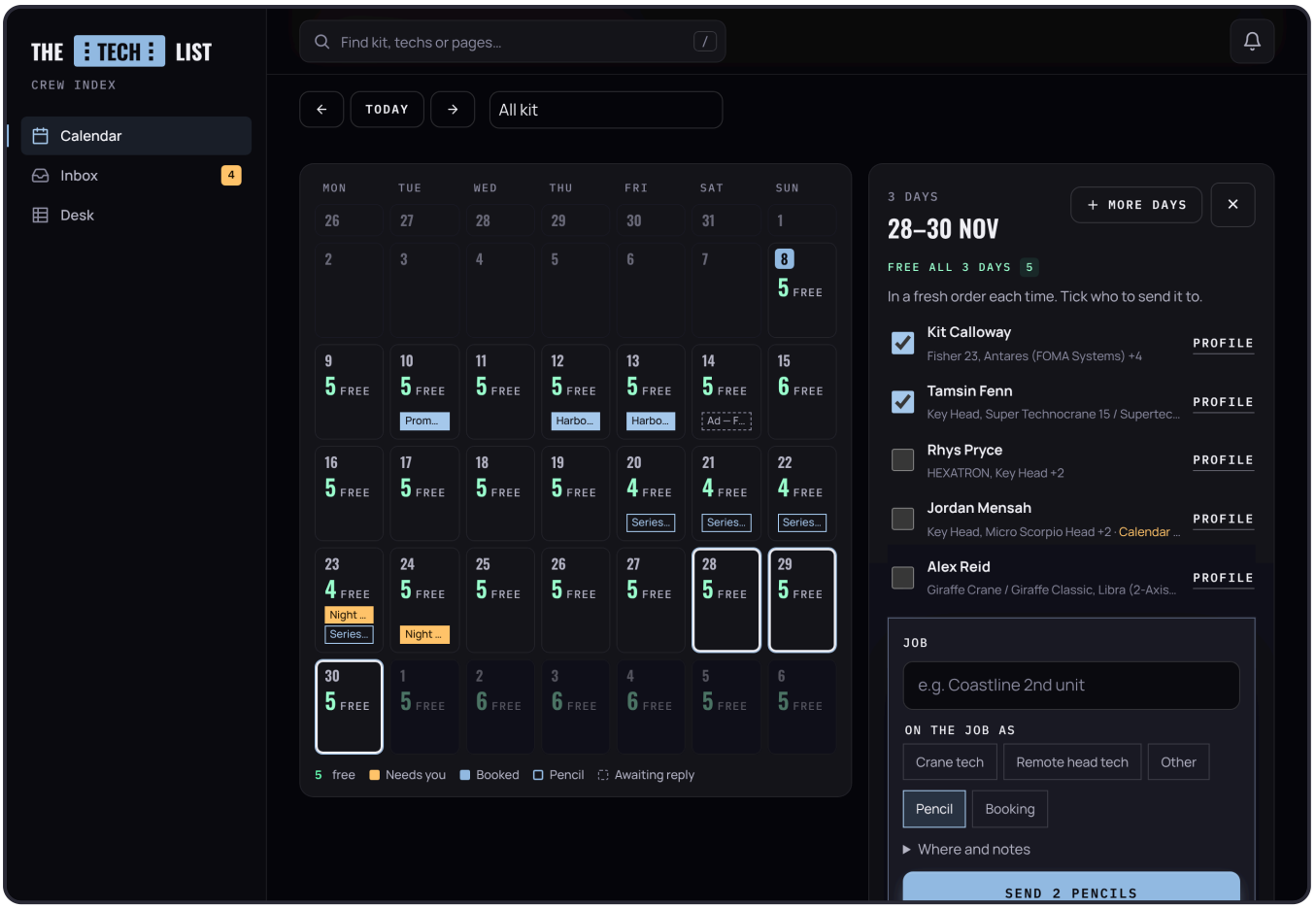


A day picked: who's free, ready to tick

- Each day shows how many of your techs are **free**, and bars for what's booked or pencilled through you.
- **Tap a day** to see who's **free** (each with a tick box), what's going **through you**, who's **working elsewhere** (only techs who share that), and who hasn't marked the day free — with **Ask to update** for a calendar that looks out of date.
- **For a run of days**, tap the first day, **More days**, then the last (on a computer you can drag across them). The list becomes **Free all 3 days**; **Free some of the days** is worth a call if the dates can move. The arrows under the date step a day at a time.
- **All kit** narrows everything to one model or a family.
- **Tap a job** under Through you (on a computer, click its bar) to see its crew: 1st and 2nd pencils, confirm-by dates, and **Confirm** / **Release** right there. A job that needs you — a pencil to confirm this week, or a no — is orange on the month.

4 PENCIL A JOB

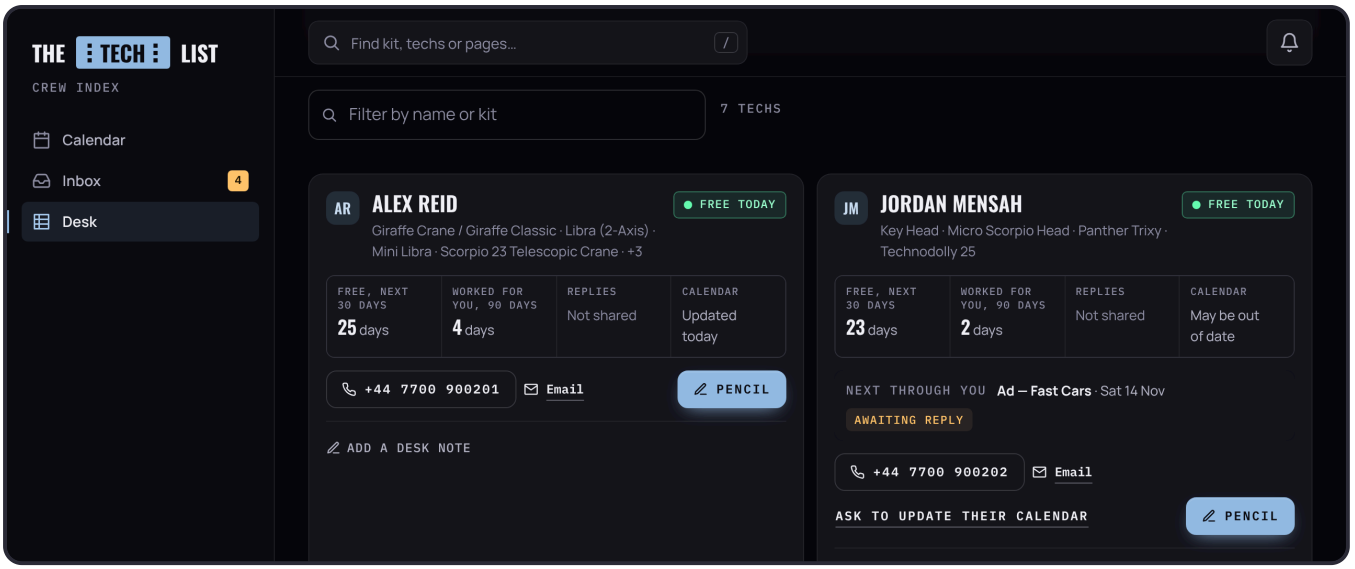
A production rings: “a Libra tech for three days next week”. It all happens on the calendar.



1. Pick the kit in **All kit** (or leave it on all kit).
2. Tap the first day, **More days**, then the third (or drag across them). **Free all 3 days** lists everyone on your list who’s free every one of them, in a fresh order each time.
3. Tick who you want. A box opens underneath: the **Job** name, **On the job as** (already picked if you chose the kit), and **Pencil** or **Booking**. **Where and notes** are optional.
4. Tap **Send 2 pencils** (it says exactly what it’ll do). Each tech gets their own pencil, up to 12 at a time, and replies in their own time.

- **Adding to a job?** Tap the job, and **Free for all of it** lists who’s free on every day of it, leaving out anyone already on it or who said no. The job’s name comes with it.
- **A tech said no? Find someone else** in your Inbox opens the job the same way.

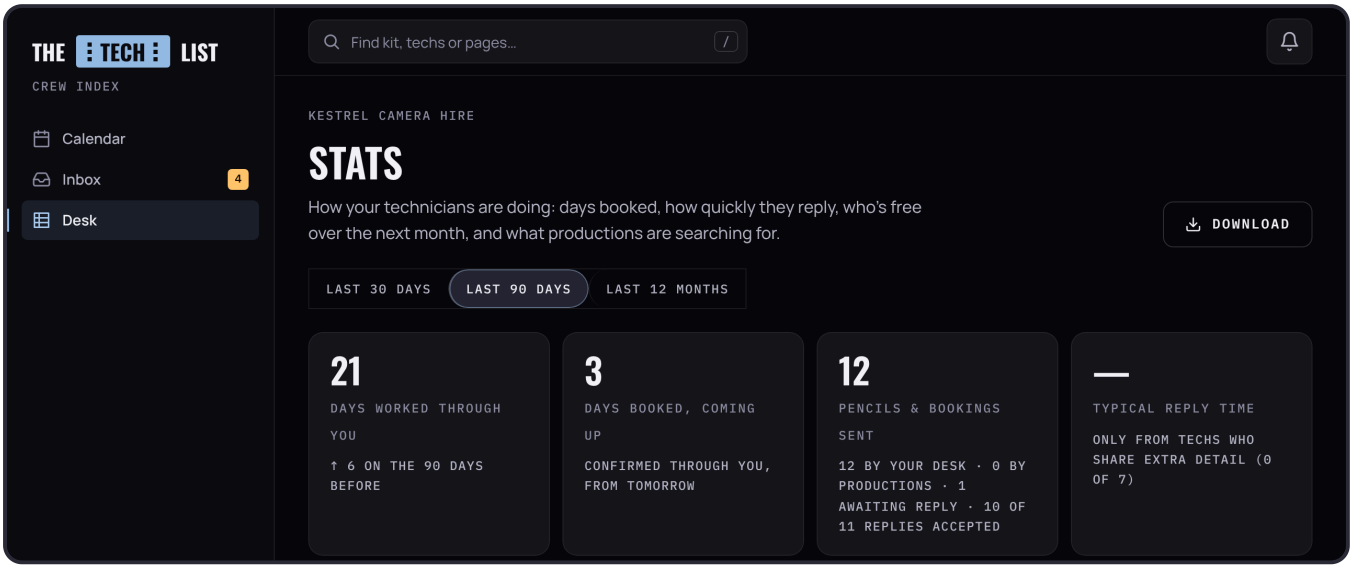
5 YOUR TECHS



One card per tech on your list:

- Whether they're **free today**, their free days over the next 30, days worked for you, how quickly they reply (if they share it) and how fresh their calendar is.
- **Next through you** — their next pencil or booking with your house.
- **Call**, **Email** and **Pencil**. A calendar that looks out of date gets **Ask to update their calendar** — they get an email asking them to check, with a one-tap "still right".
- **Desk notes** — day rate, what they're best on, who they work well with. Only your desk sees them.
- **As a spreadsheet** gives you the list in your own sheet (section 7).

6 STATS



- **Tech-days worked** and **booked, coming up** through you; pencils and bookings sent, and how many were accepted.
- **Free tech-days, next 30** — low means book early. **See it on the calendar** jumps to the tightest day.
- **Typical reply time** — only from techs who share extra detail.

- Pick **Last 30 days / 90 days / 12 months** at the top; **Download** gives you the numbers as a spreadsheet.

7 SHEETS & CALENDARS

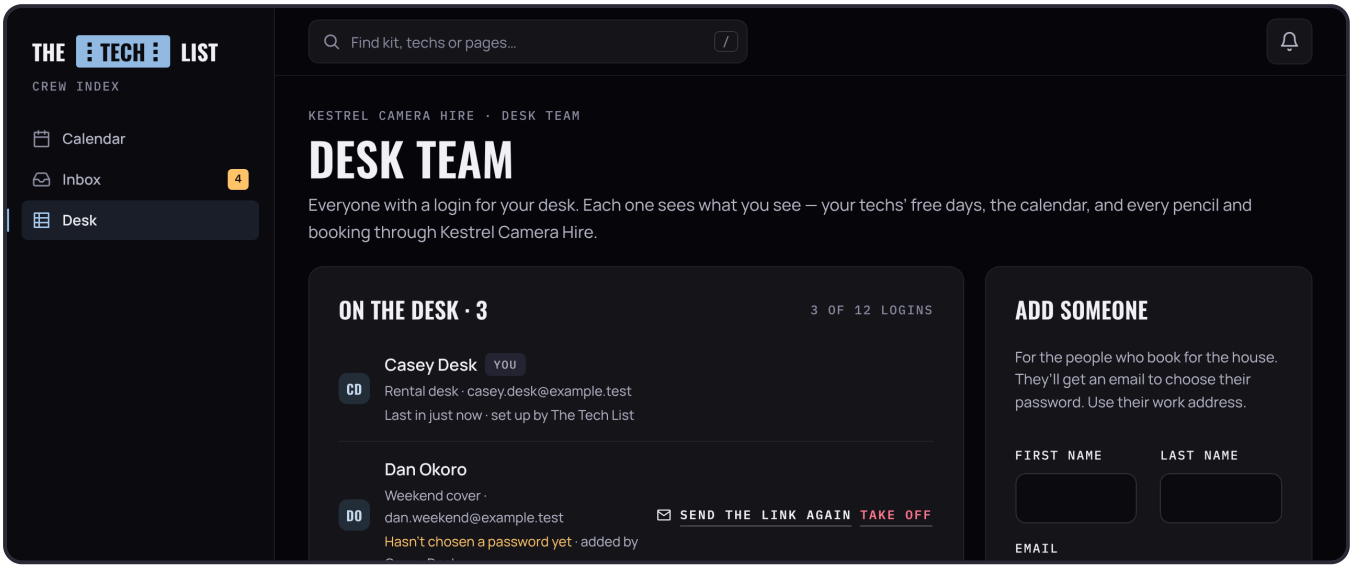
Want your techs in your own Google Sheet, Excel or calendar? Tap **Desk → Sheets and calendars**, give the link a name ("Office sheet") and tap **Make a link**. One link gives you six files:

FILE	WHAT IT IS	GOOD FOR
roster.csv	Your techs and their kit	A crew list
availability.csv	Who's free, day by day	Who's free, in a sheet
stats.csv	The Stats numbers	Monthly reports
bookings.csv	Your desk's pencils and bookings	Paperwork
bookings.ics	Your bookings as calendar events	Outlook, Google or Apple Calendar
free.ics	Who's free, as calendar events	A shared office calendar

The page has the steps for Google Sheets, Excel, booking systems and each calendar app. They update by themselves.

> Anyone with the link can read it — don't paste it anywhere public. If it leaks, or someone leaves, **Turn off this link** and make a new one. Techs can see that your house uses links, and when they were last used.

8 DESK TEAM: GIVE A COLLEAGUE A LOGIN



Everyone on the desk gets their own login, and each one sees exactly what you see.

1. Tap **Desk → Desk team**. Under **Add someone**, fill in their **first name**, **last name**, **work email** and (if you like) **job title**.
2. Tap **Give them a login**. They get an email to choose a password; the link works for 7 days.

- Never chose a password? **Send the link again**.

- Someone left? **Take off** — they can't log in any more, and their pencils and bookings stay with the house. **Put back** brings them back.
- You can't take yourself off; ask a colleague, or us. A desk can have up to 12 logins.
- A technician who works the desk too, or an address that already has a Tech List login? Ask us and we'll put the desk on it — nobody's own account can be pulled onto a desk.

ACCESS, AND IF SOMETHING'S WRONG

Sheets and calendars shows when your desk's access runs until. If it ends, the calendar, stats and links stop; your bookings all stay and techs keep their jobs. Ask us to switch it back on.

WHAT YOU SEE	WHAT TO DO
A tech is missing from the calendar	They have to tick your house on their profile, and your desk has to confirm them (**Desk → Your techs**).
A calendar looks out of date	**Ask to update** beside them on the day, or on their card. They get a nudge.
A tech shows "Checked a lot"	You've checked them against lots of different dates this week. Call them instead.
A button says "Tap again"	A safety check. Wait a moment and tap again.
A colleague's invite has run out	**Desk team → Send the link again.**
Forgotten your password	On the log-in page tap **Forgotten it?** and follow the email.
Anything else	Tap **Ask us** at the bottom of any page.