

Creating an Annual Tune Up

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- Go to the customer's account and click **Systems**.
- Find the relevant fuel system (Propane, Oil, or HVAC) and click the **gear icon** on that system.
- Click * **Schedule Heat Tune-Up**.
- Select the equipment (for example, a boiler).
- Select the **service date**.
- Select the **arrival window**.
- Add visit notes, if applicable.
- To confirm the ticket was created, go to the **Service** tab and check for the new entry.

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