

Employee Documents

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Existing Documents and Scanned Documents may be attached to an Employee record; the User must have access to SedonaSetup and the Employee setup table. To add a document to an Employee record, follow the instructions below.

1. Open SedonaSetup and navigate to the Employee table. In the upper tier, highlight the name of the Employee for which you want to attached one or more documents. The Employee information will be displayed in the lower tier.
2. Click on the Documents tab of the Employee record; click on the New button at the lower right of the form. You may then click on either the Add or Scan [Document] button.

Depending on which option is selected [Add or Scan], follow the link below for further instructions.

[Add Existing Document](#) [Scan New Document](#)

3. Once all documents have been attached, click on the Apply button at the lower right of the Employee setup form.

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