

# Labor Toolbar-Time Sheets

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The Time Sheets button on the Job Labor toolbar is used for entering Job Time Sheets and viewing previously entered Time Sheets for the Job. If your company has selected the option of using the Job Appointments or use SedonaSchedule for scheduling Jobs and the option of automatically generating time sheets has been turned on, as Installers are dispatched on the Schedule Board, a time sheet will automatically record to the Job Time Sheets list. If your company is not automatically generating Time Sheets, your staff will manually enter Installer time performed for the Job using this form or by using Job Bulk Timesheets.

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