

Employees

Last Modified on 07/27/2023 8:58 am EDT

Employees

Menu path: SedonaSetup > Employees

A service technician and salesperson must be defined as employees.

- For Technicians, select the type = SV (Serviceperson)
- For Salespersons, select the type = SL (Salesperson)

Assign the employee to the appropriate department (Assigned To field).

The screenshot displays the 'Employees' management interface. At the top, there is a table listing all employees with columns for Employee Code, First Name, Last Name, Department, and Inactive status. Below the table, there is a section for 'Employee Edit' for the selected employee, Joe DiNozzo. This section includes tabs for 'General Information', 'Payroll', 'Commission Setup', and 'Documents'. The 'General Information' tab is active, showing fields for User Code, Type, Assigned To, Supervisor, First Name, Last Name, Middle Initial, Date of Hire, Termination, and Job Approval Group. At the bottom, there are buttons for 'Apply', 'New', and 'Delete', along with creation and update timestamps.

Employee Code	First Name	Last Name	Department	Inactive
Anne.Miller	Anne	Miller	Sales-Com	N
Bob.Oliver	Bob	Oliver	Sales-Com	N
DEllis	Duane	Ellis	Sales-Com	N
George.Miller	George	Miller	Sales-Com	N
IBarber	Ivan	Barber	Sales-Com	N
Matt.Miller	Matt	Miller	Sales-Com	N
Oliver.Blais	Oliver	Blais	Sales-Com	N
Richard.Sullivan	Richard	Sullivan	Sales-Com	N
Scott.Hamilton	Scott	Hamilton	Sales-Com	N
Sam.Martyn	Sam	Martyn	Sales-Res	N
David.Jones	David	Jones	Service	N
Joe.DiNozzo	Joe	DiNozzo	Service	N
Josie.Williams	Josie	Williams	Service	N
Mack.Miller	Mack	Miller	Service	N
Mark.Taylor	Mark	Taylor	Service	N
Mary.Sperry	Mary	Sperry	Service	N
Mike.McKenzie	Mike	McKenzie	Service	N

Include Inactive

Inactive

Employee Code: Joe.DiNozzo

General Information | Payroll | Commission Setup | Documents

User Code: Joe | First Name: Joe

Type: IN | Last Name: DiNozzo

Assigned To: Service | Middle Initial:

Supervisor: | Date of Hire: | Termination: | Job Approval Group:

Created: Administrator 11/25/2019
Updated: Administrator 12/17/2019

Apply New Delete