

Employees

Last Modified on 07/27/2023 9:15 am EDT

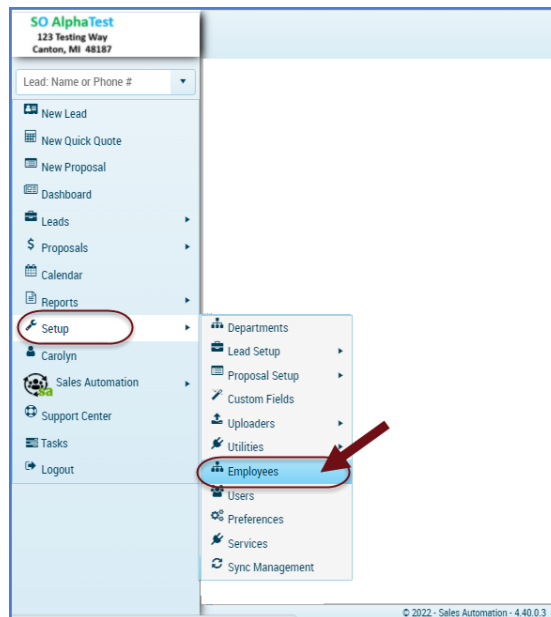
Employees

Menu path: Setup > Employees

Create new or edit existing employees who need to enter Quick Quotes, salespeople, and technicians.

Select the appropriate checkboxes: Technician, Salesperson, or both

- If the Salesperson checkbox is selected, select the SedonaOffice Salesperson.
- If the Technician checkbox is selected, select the SedonaOffice Tech.



New Employee [Cancel] [Save]

| | |
|--|--|
| Linked User: MichaelJohnson - Johnson, Michael | Employee Number: 956 |
| First Name: Michael | Employee Since: 1/1/2001 |
| Last Name: Johnson | Job Title: Technician |
| Middle Initial: | Description: Technician |
| Address: 44925 Albert | Technician: <input checked="" type="checkbox"/> |
| Address 2: | Salesperson: <input type="checkbox"/> |
| Plymouth Michigan 48170 Plus 4 | Inactive: <input type="checkbox"/> Inactive Date |
| Phone: (734) 228-3311 ext. | Picture: |
| Cell: | Upload: <input type="button" value="Select files..."/> |
| Text Notifications: <input type="checkbox"/> Select Carrier: | SedonaOffice Salesperson: Select SedonaOffice Salesperson: |
| Email: michael.johnson@gmail.com | SedonaOffice Tech: Johnson, Michael |
| | Sales Quota: \$0.00 |

**If your carrier is not listed please create a support ticket and we will try to get it added.