

Job Appointment Options

Last Modified on 10/24/2024 3:48 pm EDT

SedonaSetup – JM – Install Companies

Appointment Options

Select a Dispatch Method if Jobs will be scheduled using the SedonaSchedule.

No: Selecting NO allows you to schedule Job Appointments within SedonaSchedule but does not require you to enter dispatch times for the Installer Appointment. If selecting this option, you may manually enter timesheets to record labor against a job.

Yes: By selecting this option, you will schedule Job Appointments within SedonaSchedule and be required to enter dispatch times for the Installer Appointment. If this option is selected, you have additional options for Timesheet entry (below).

Timesheet

If YES was selected for the Dispatch option above, you have two options of how a timesheet will be recorded against the job:

Auto: If this option is selected, a timesheet will automatically be created and posted to the job once the Job Appointment has been fully dispatched. You also have the option of how much time to calculate on the timesheet. There are three date/time fields on the dispatch data entry form: Dispatch time, Arrival Time and Departure Time.

From Dispatch: if this option is selected, the timesheet created for the job will use the following calculation: (Departure Time – Dispatch Time)

From Arrival: if this option is selected, the timesheet created for the job will use the following calculation: (Departure Time – Arrival Time)

Manual: If this option is selected, you will manually enter timesheets for your jobs.

Weekends: If Job Appointments may be created for weekend days, select one or both options.

The screenshot shows a software dialog box titled "Appointment Options" with a red border. The dialog is divided into several sections: "Dispatch" with radio buttons for "Yes" (selected) and "No (Completed Only)"; "Hours" with "Start" and "End" spinners set to 8 and 17 respectively; "Weekends" with checkboxes for "Saturday" and "Sunday"; and "Timesheet" with radio buttons for "Auto" (selected), "Manual", "From Dispatch", and "From Arrival". At the bottom right, there are three buttons: "Apply", "New", and "Delete". The window title bar shows "WIP - Job Labor" and "Overhead Amt 190.00".