

Development - Set up Time and Attendance in SedonaOne

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This guide will show how to enable T&A and set up some pay groups/codes, as well as appointments.

1. Navigate to Setup -> Preferences:
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2. Under Site Settings, check T&A integration:
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3. Navigate to T&A under the app switcher tab:
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4. Once in T&A, on the left, go to Setup ->
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 - On the Pay Groups page, click Add Pay Group, and type in any name, and select a Pay frequency.
5. Then go to Setup -> Pay Codes and create some Pay Codes. Enter a code, name, hourly rate, etc.
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6. After the pay group/codes are created, go to Setup -> Employees:
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7. a) Find the Employee you're currently logged in as it will have the username you used to log in under its User column:
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 - So, for example, my username to log in was "dealer", which is associated with the employee "Goes Here, Larry". If you don't see an Employee linked to your login User, you can assign it to an Employee under the Linked User dropdown (in Edit view):
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- b) Once you have found the employee, click the Edit button on the right of the row:
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8. On the right of the Edit page, set the pay group of this employee to the one you just created, and assign a default pay code and arrival code. Also check the Technician box if you are going to use this employee for creating an appointment (more later)
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9. Lastly, log out and log back in for the changes to take effect.

Part 2 - Creating Appointments with T&A Integration:

1. From AB, go to the Calendar:

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2. In the upper right, select the Technicians view:

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3. Then in the column of the Employee we set up earlier, double-click to create an appointment:

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Within the event editor, select Work Order as the Type, select a customer and Work Order, and as you can see, the dropdown under Dispatch will show the available Pay Codes created earlier. Same thing for Arrival.