

How Job Timesheets are Created

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There is a setting under Install Companies that controls how Job Timesheets are created.

SedonaSetup – Install Companies

Go to SedonaSetup > Install Companies.

Select the Install Company linked to the Technician.

Appointment Options, select a Dispatch Method Option:

No - Selecting NO allows you to schedule Job Appointments within SedonaSchedule, but does not require you to enter dispatch times for the Installer Appointment. When 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

Timesheet Options:

If YES was selected for the Dispatch option above, you have two options for 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.
