

EMPLOYEES AND SCHEDULING

INDEX

CONFIGURATION AVAILABILITY PROFILE

HR Static Data
 Setup

• Link a Shift to an Employee

TECHNICIAN SCHEDULING SETUP

• Setting up Technicians

Set Technician Availability

Set Availability Exceptions

TECHNICIAN ALLOCATION (Previously -

CRAFT

- Adding a Craft Type
- Adding a New Craft
- Assign a Craft
- to an Employee
- Edit Employee
 Craft Rate
- Remove
 Employee Craft

Project Work Order Manager)

- Unallocated Projects
- Technician Projects

TECH CONNECT

Using Tech Connect

EMPLOYEES

- Introduction to Employees
- Add a New Employee
- Link Employee to Department
- Add Employee
 Custom Details



- Adding Training Courses
- Employee Time Sheets

BPO.RSI.007

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential