

# Shifts

The Shifts screen allows users to define shift details for selected company location. User can define shift start time and shift end time along with breaks in the shift like lunch break or coffee break.

## Create/Update Shift details:

1. Open shifts
2. Select the Location
3. Enter the below details :

Field Name	Description	Example
Shift Name	Name of the shift	Shift1
Start Time	Start time of the shift	05:00
End Time	End time of the shift	13:30
Start Day	The day for which the start time belongs to. Select any one from the drop down: <ul style="list-style-type: none"><li>• Previous Day</li><li>• Same Day</li><li>• Next Day</li></ul>	Same Day
End Day	The day for which the End time belongs to. Select any one from the drop down: <ul style="list-style-type: none"><li>• Previous Day</li><li>• Same Day</li><li>• Next Day</li></ul>	Same Day
Sequence	Shift Sequence	1

**Shifts** ^ □ ✕

Save Undo Close

Details Break Types

Location: NJ ▾

✕ Remove Layout 🔍 Filter Records (F3)

<input type="checkbox"/>	Shift Name	Start Time	End Time	Start Day	End Day	Sequence
<input type="checkbox"/>	Shift 1	06:00	14:00	Same Day	Same Day	1
<input type="checkbox"/>	Shift 2	14:00	22:00	Same Day	Same Day	2
<input type="checkbox"/>	Shift 3	22:00	06:00	Same Day	Next Day	3
<input type="checkbox"/>						

1. Click on Save button.

## Delete Shift details:

1. Open shifts
2. Select the shift rows that has to be deleted

- Click on Remove button

The screenshot shows the 'Shifts' application window with the 'Break Types' tab selected. The 'Location' dropdown is set to 'NJ'. Below the tabs, there is a 'Remove' button (highlighted in yellow), a 'Layout' button, and a search bar labeled 'Filter Records (F3)'. A table lists three shifts: Shift 1, Shift 2, and Shift 3. Shift 3 is selected, indicated by a checkmark in the first column.

Shift Name	Start Time	End Time	Start Day	End Day	Sequence
Shift 1	06:00	14:00	Same Day	Same Day	1
Shift 2	14:00	22:00	Same Day	Same Day	2
Shift 3	22:00	06:00	Same Day	Next Day	3

- Click on Save button.

#### **Create/Update Break Type:**

- Open shift
- Navigate to Break Type tab.
- Select the below details :

Column Name	Description	Example
Shift Name	Created Shift names will be displayed	Shift1
Break Type	Select the break type	Coffee break
Start Time	Select the Break Start time	07:00
End Time	Select the Break End time	07:15
Duration(in minutes)	Displays duration of the break	15

The screenshot shows the 'Shifts' application window with the 'Break Types' tab selected. The 'Save' button is highlighted in green. Below the tabs, there is a 'Remove' button, a 'Layout' button, and a search bar labeled 'Filter Records (F3)'. A table lists break types: Coffee Break. The 'Coffee Break' row is selected, indicated by a checkmark in the first column.

Break Type	Shift Name	Start Time	End Time	Duration
Coffee Break	Shift 1	07:00	07:15	15

- Click on save button.

#### **Delete Break Type:**

- Open shift
- Navigate to Break Types tab.
- Select the break types that has to be deleted
- Click on Remove button.

The screenshot shows the 'Shifts' application window with the 'Break Types' tab selected. The 'Remove' button is highlighted in yellow. Below the tabs, there is a 'Layout' button and a search bar labeled 'Filter Records (F3)'. A table lists break types: Coffee Break. The 'Coffee Break' row is selected, indicated by a checkmark in the first column.

Break Type	Shift Name	Start Time	End Time	Duration
Coffee Break	Shift 1	07:00	07:15	15

- Click on Save button.