How do I enter Shift Activity Details?

1. Double click on Shift Activity option under Manufacturing
2. Shift Activity screen will be shown
   Start Shift:
3. Start a shift for a Production Line
   a. For Scheduled Line : Select the required shift for the Line and click on 'Start Shift' button
   b. For Unscheduled Line:
      i. Click on 'Start Unscheduled Line' button
      ii. Shift Activity Detail screen will be shown
      iii. Select the required Production Line, Date and shift
      iv. Click on Start
      v. Selected Shift for the Line will be started
4. In Shift Activity Detail screen, select status as 'Started' to view all the started shift for the Lines
5. Select open and the required shift for the Line
6. Shift Activity Detail screen will be shown
   Downtime Entry:
7. In Shift Activity screen, click on Downtime Entry button
8. Downtime screen will be shown
9. Select the Reason
10. Enter Explanation and the Duration
11. Select the machines that are part of downtime in the machine grid
12. Click on Save
    Wastage Entry:
13. In Shift Activity screen, click on Wastage Entry button
14. Wastage screen will be shown
15. Select the Wastage type, Item, Bin type and Storage location
16. Click on Save
    Allocate/Unallocate Lots:
17. In Shift Activity screen, navigate to Production Details tab
18. You can view Allocated/Unallocated lots for the line by selecting the appropriate value in Type combo
    a. To Allocate the Lots for the current shift:
       i. Select the Type as Unallocated
       ii. Unallocated lots will be listed
       iii. Select the Lots
       iv. Click on Allocate button
       v. Selected Lots will be allocated to the current shift
    b. To move the allocated lots to different date and shift
       i. Select the Type as Allocated
       ii. Allocated lots for the shift will be listed
       iii. Select the Lots
       iv. Select the date and shift to which it has to be moved
       v. Click on Allocate button
       vi. Selected Lots will be allocated to the selected date and shift
    End Shift:
19. In shift activity screen, select status as 'Started'
20. Select the shift and click on End Shift
21. Selected shift will be completed successfully