 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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	Process Name	Shift Management	
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01.709.02 – Shift Master

PROCESS OVERVIEW

In Shift Master we define multiple shifts as per company policy. Once we have defined shift in master we can allot these shift to the respective employees in employee master. While adding shift code it can be numeric or alphabet, but the shift code has to be unique in nature while creating new record.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Shift Code	Define Shift Code	Add unique shift code need not be repeated
Shift Start Time	Define Shift Start Time	Add shift start time
Shift End Time	Define Shift End Time	Add shift end time
Mid Start Time	Define Mid start Time	Add mid start time (Lunch Time - Break Time)
Mid End Time	Define Mid End Time	Add mid end time (Lunch Time - Break Time)
Duration in Hours	Duration in hours calculation directly based on Shift start & End time	Duration in hours calculation based on inputs of Shift Start & End Time
Net Hours	Net hours calculation directly based on Shift start & End time	Net hours calculation based on inputs of Shift Start & End Time
Division Code	Define Division Code	Add division if shift is restricted for particular division

To perform this process User Rights are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.



PROCESS DETAILS

1.Main Menu 2. Utilities Exit << >> Window


FM718 -- Shift Master

Shift Master

Shift Code	Shift Start Time	Mid Start Time	Mid End Time	Shift End Time	Duration In Hrs	Net Hrs
1	08:00			16:00	08:00	08:00
2	16:00			23:59	07:59	07:59
3	00:00			08:00	08:00	08:00
G	09:00			17:30	08:30	08:30
S	09:30			05:30	20:00	20:00

▲ ▼

Add Edit Delete Find Print Exit

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FM718 -- Shift Master

Shift Details

Shift Code*	<input type="text" value="1"/>
Shift Start Time*	<input type="text" value="08:00"/>
Shift End Time*	<input type="text" value="16:00"/>
Mid Start Time	<input type="text"/>
Mid End Time	<input type="text"/>
Duration In Hours	<input type="text" value="08:00"/>
Net Hours	<input type="text" value="08:00"/>
Division Code	<input type="text"/>

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Print	To print the record
Exit	To Exit from the open form

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Find	To find records from LOV
Ok	To Save record.
View	To view records in read only mode
Cancel	To Cancel Entry

Work Step – To Create New Purchase Indent / Requisition

Step 1 Press Add Button.

Step 2 Enter Shift Code

Step 3 Enter Shift Start Time

Step 4 Enter Shift End Time

Step 5 Enter Mid Start Time

Step 6 Enter Mid End Time

Step 6 System calculate Duration in hours based on shift timing inputs

Step 7 System calculate Net hours based on shift timing inputs

Step 8 Enter division code to specify particular shift to division.

Optional Data Fields

Not applicable