Shift Allotment

This Shift Allotment functionality is used to assign shifts to Staff working under selected section. The shift can be allocated in advance. Currently, in system you can allocate shift for 15 day advance. You can also see the past shifts allotted to all the staffs of particular shop.

Functionality covered under this option:

- Assign Shifts to the Employee
- View Previous Shifts of the Employee

There are some values which we have to select before viewing or assigning shifts to the employees.

They are:
- Shop
- Sub-Shop
- Section
- Date

When user click on shop menu Shift Allotment under Manpower Utilization, below screen will display:

Select Shop:

Select Shop menu contains the value of different shops such as Wheel Shop, Bogie shop, Shell shop, Paint shop etc. based on the authorization. When user select shop, next screen will appear for Sub Shop Option. Based on the shop selection, sub-shop values are appeared in sub-shop menu.
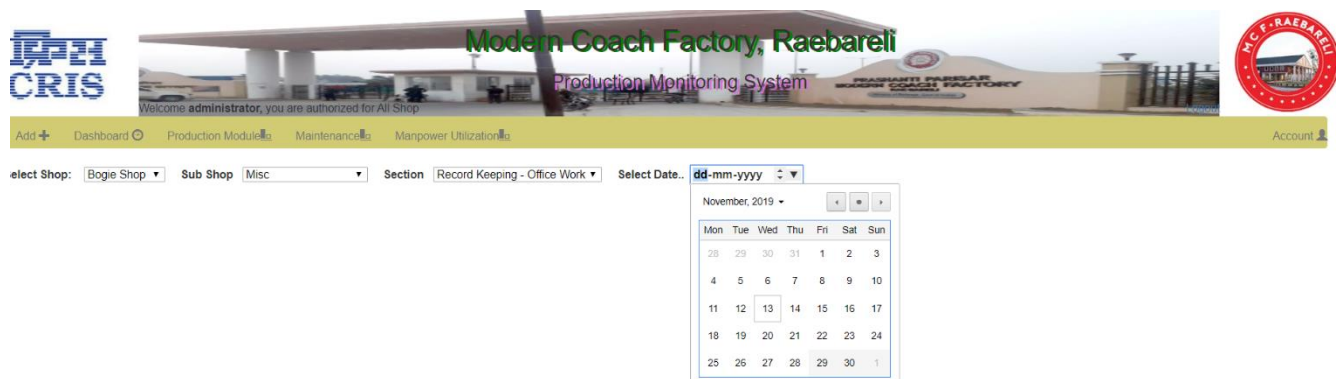
Sub-Shop:

Sub-Shop menu contains the value of different sub-shops based on the shop selected. When user select sub-shop, next screen will appear for Section Option. Based on the sub-shop selection, section values are appeared in section menu.

Section:

Section menu will be enabled and menu contains values generated according to sub-shop selected. When user select section, next screen will appear for Date entry.

Date:

Date can be either current, past or future date, according to which shifts are allotted.

NOTE:

This is the screen which contains all the data of shifts of the employees along with their names, where shifts can be allotted to the employees for current date as well as future date. When the date is of past, no

updation or allotment can be done by any user.

The fields are:

- Employee
  Name of the Employee.

- Choose Shift
  Shifts in which employees will perform their work or had worked.