

7.2. Pre-Requisites for Roster Creation

To create a new roaster, we must configure shift name and their corresponding timings in the settings and then onboard agent in agents module.

7.2.1. Create Shift

Settings -> Shift Roster -> Add (New Shift)

Users can configure the shifts, which will be utilized in the roster creation.

The screenshot displays the 'asseto' application interface. On the left is a sidebar with various menu items. The 'Settings' item at the bottom is highlighted with a red box. The main content area is titled 'Shift Roster' (also highlighted with a red box). Below this title, there is a 'Shift List' tab (highlighted with a red box) and a '+ Add' button (highlighted with a red box). The table below lists several shifts with columns for Shift Name, Shift Start, Shift End, Status, and action icons (edit and delete).

	Shift Name	Shift Start	Shift End	Status	
	TEST EVENING SHIFT	14:00	23:00	☒	
	TEST DAY SHIFT	09:00	18:00	☒	
	TEST JULY	13:00	21:00	☒	
	TEST SIRI MORNING SHIFT	07:30	14:30	☒	
	MORNING SHIFT DIVI2	13:00	19:00	☒	
	DAY SHIFT DIVI2	08:00	14:00	☒	
	TEST SANJAY DAY	08:30	17:30	☒	
	DAY SHIFT DIVI	13:00	19:00	☒	

Click on “add” button to create a new shift following page will be display.

New Shift

Shift Name* **1**

DAY SHIFT DIVI3

General Work Hours

08:00 to 23:59 **2**

Shift Start Time *

Choose start time ⌚

Shift Duration *

Hours * Minutes

Select Select

Shift End Time *

⌚

3

1. Provide shift name.
2. Here, “General working hours” are predefined.
3. User should specify the “Shift Start Time” and “Shift Duration”, then the “Shift End Time” will be automatically displayed based on these parameters as shown by the below screenshots.

New Shift

Shift Name*

DAY SHIFT DIVI3

General Work Hours

08:00 to 23:59

Shift Start Time *

07:00 ⌚

Shift Duration *

Hours * Minutes

8 0

Shift End Time *

15:00 ⌚

The image shows a web form for configuring a shift. It includes input fields for 'Hours' (set to 8) and 'Minutes' (set to 0), a 'Shift End Time' field (set to 15:00), and a summary line 'Shift Duration 8 hour(s) 0 minute(s)'. A yellow warning box contains the following text:

Warning

- This shift is **being** configured beyond the working hours of the organization
- The Work Orders associated with this shift may be affected depending on the SLA configuration of the tenant
- **SLA of the wo will/will not be paused outside configured organizational working hours**
- Whether user would like to proceed with setting up the Shift

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangle and a mouse cursor is pointing at it.

The “save” button will only be enabled once all mandatory fields have been completed.

Click on “save”, a confirmation message “Shift successfully created” will be displayed and the newly created shift will be display in the first row of shift list.

asseto Settings < Shift Roster

Shift Roster

Shift List

+ Add

1 Search

Shift Name	Shift Start	Shift End	Status	3	4
DAY SHIFT DIVI3	07:00	15:00	2		
TEST EVENING SHIFT	14:00	23:00			
TEST DAY SHIFT	09:00	18:00			
TEST JULY	13:00	21:00			
TEST SIRI MORNING SHIFT	07:30	14:30			
MORNING SHIFT DIVI2	13:00	19:00			
DAY SHIFT DIVI2	08:00	14:00			
TEST SANJAY DAY	08:30	17:30			

1. **_Search bar:** To search for a shift by its name.

2. **Status:** By default, shift status is enabled. User have the option to enable or disable the status as needed.

3. **Edit:** To edit the shift.

Note: We can't edit shift, if the shift is already assigned to an agent.

4. **Delete:** To delete the shift.

7.2.2. Create Agent

Left Menu -> Agents -> New Agent

asseto Agents < New Agent

Agent Info

Agent Registration Details

Vendor Details

Resource Group

Other Details

Agent Registration Details

First Name *

divi new

Last Name *

jang

Email ID *

divyajanga9@gmail.com

User Name *

divim

Roles *

CUSTODIAN

Profile *

Building Manager

CUSTODIAN

Skill Set *

Electrical Engineer

Building Manager

Primary Phone Number *

+60 01156244669

Secondary Phone Number

+ +

Status *

Active

Gender *

Female

Date of Joining *

25/01/2011

Date of Leaving

28/01/2011

Supervisor *

Fill the all-mandatory fields then only the save button will be enabled. Here vendor details and resource group fields are non-mandatory fields.

Note: Every agent should provide an individual email id, do not match with other agent’s email id.

The screenshot shows a form for adding a new agent. It is divided into three sections: 'Vendor Details' containing a checkbox labeled 'Is Vendor'; 'Resource Group' containing a dropdown menu with 'Resource Group' selected; and 'Other Details' containing a text field labeled 'Sample Text Field'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box. Below the form, there are links for 'Terms of Use' and 'Privacy Policy'.

Click on the save button to onboard the new agent. “Agent added successfully” confirmation message will be displayed screen will be navigated to agents dashboard page.

Note: For more details, review “2. Agents” module 2.2. Pre-Requisites for Agents Onboarding and 2.3. New Agent.
