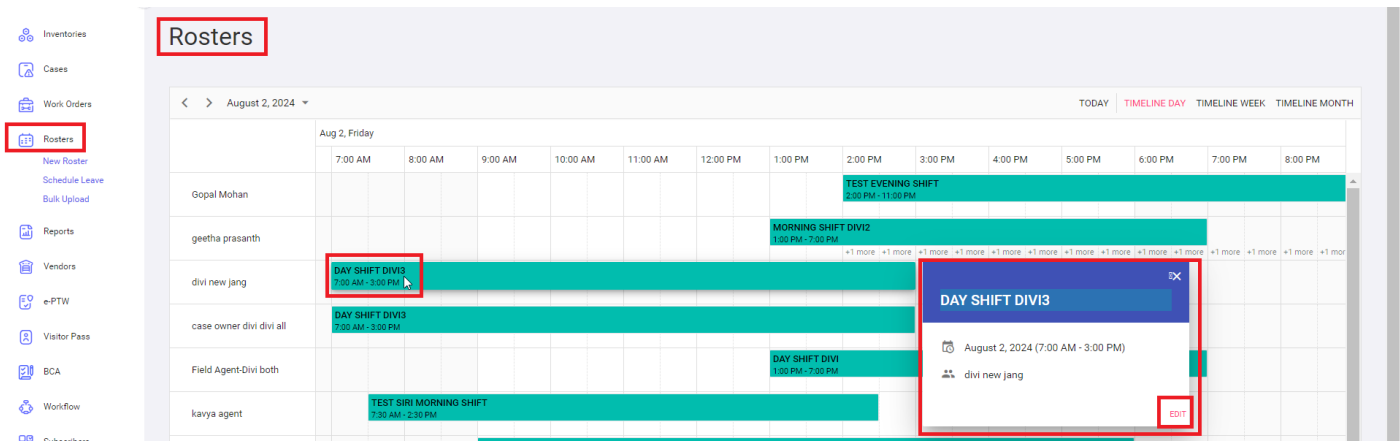
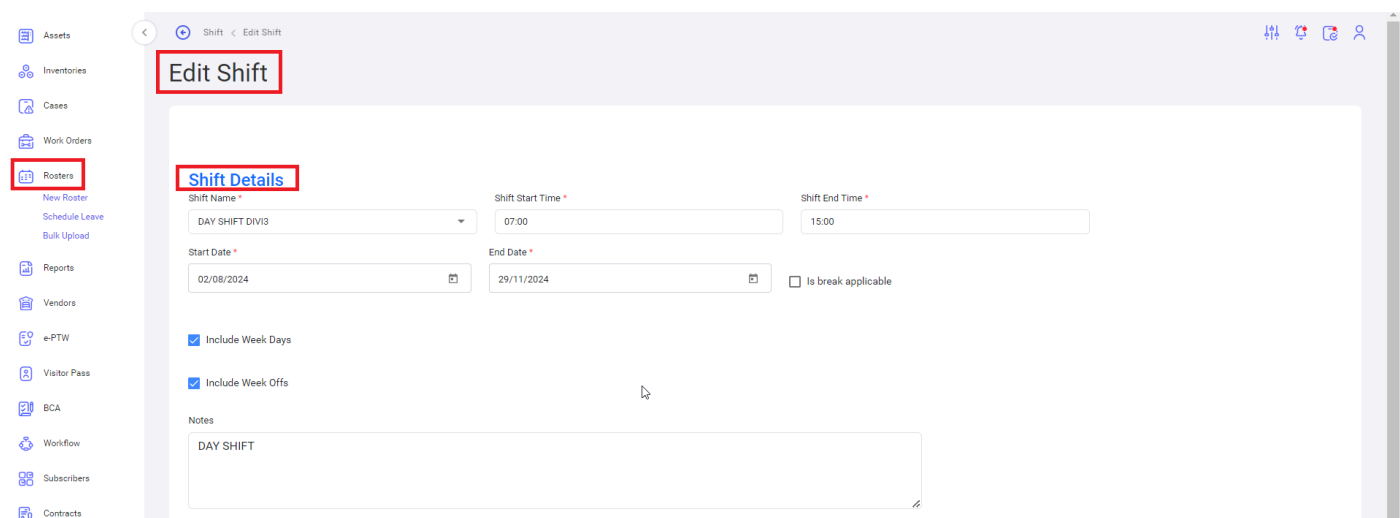


7.4. Edit Shift

By using this feature user can edit/update the shift details.



Click on the shift name and then tap edit icon, system will navigate to edit roster/shift page.



Update field data as per your need.

Assets

Inventories

Cases

Work Orders

Rosters

New Roster

Schedule Leave

Bulk Upload

Reports

Vendors

e-PTW

Visitor Pass

BCA

Workflow

Subscribers

Contracts

Settings

Certificate & Licenses

Knowledge Base

Shift < Edit Shift

DAY SHIFT DIV13

07:00

15:00

Start Date *
02/08/2024

End Date *
29/11/2024

☐ Is break applicable

☒ Include Week Days

☒ Include Week Offs

Notes
DAY SHIFT

Assigne *
Shift User List
Select

case owner divi divi all

divi new jang

Cancel

Save

Click on the save button.

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Rosters

Success
Shift Roster updated successfully

< > August 1, 2024

TODAY | TIMELINE DAY | TIMELINE WEEK | TIMELINE MONTH

	Aug 1, Thursday	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
geetha prasanth																MORNING SHIFT DIV1 8:00 PM - 7:00 PM
Field Agent-Divi both																DAY SHIFT DIV1 1:00 PM - 7:00 PM
kavya agent										TEST SIRI MORNING SHIFT 7:30 AM - 2:30 PM						
vijay admin										TEST DAY SHIFT 9:00 AM - 6:00 PM						
Ganu Shinde											XYZ 10:00 AM - 7:00 PM					
Ganpat Shinde											Medical Leave 9:54 AM - 9:54 AM					

A confirmation message “Shift Roster updated successfully” will be displayed and the system navigates to dashboard page.