Shift Parameters

Overview:

The 'Shift Parameters' feature in the **Resources tab** enable 4 different pre-set shifts to be set-up over a 7 day period to be used in the Employee Records. The different shifts can be selected from a drop-down menu when creating or editing employees. The Shift Parameter feature enables the user to set early and/or standard start and finish times, also automatically allocate time for overtime, Smoko and Lunch breaks and clock rounding. The Shift Parameters must be setup before creating employee records.

To set these shifts – from the **OPTO Ribbon**, **click** on the **Resources tab** and then **click** on the 'Data Set' dropdown and select Shift Parameters from the list.

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File	HOME	CONTACTS	RESOURCES	INVENTORY	QUOTES	PURCHA	SING ORDERS	JOBS/SCHEDULING	INVOICING	QUALITY	MANAGEMENT	WORKSH	OP ADMINI	STRATOR
New	Save	Copy Cut Paste	New/Edit Workcenter	Workcenter Effici Wiew WC Totals	ency y	New/Edit Employee	🛗 Employee Mar 🖶 Print Clock Tin 🔂 Add Employee	nagement 🕒 Show Em nes 📑 Job Batch	ployee Times Job Ba Hot	atch Neur Po	w/Edit psitions	all Positions	Data Set	•
	Clipboard	1	We	orkcentre	G			Employees		5	Position			

The lines in the shift tables denote a day of the week with the first line representing Monday and the last line representing Sunday. **Click** in the first column of the required line (day) and **press** <TAB> to move through the fields. Enter the appropriate time and remember to **press** <TAB> to move through the fields. See below example of standard start and finish times with an allocation of 1/2 hour for lunch break. The Lunch and Smoko start and finish times can be set within the shifts to automatically allocate that time in conjunction with a tick-box in the employee record.

IITT I	Shift 2 Shift	3 Shift 4							
>>	Early Start	Std Start	Std Finish	Late Finish	Break	Over	<<	Lunch Start	Lunch End
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	3.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	3.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	3.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	3.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	3.00	5	12:30:00	13:00:00
5	00:00:00	00:00:00	00:00:00	00:00:00	.00	.00	0	00:00:00	00:00:00
0	00:00:00	00:00:00	00:00:00	00:00:00	.00	.00	0	00:00:00	00:00:00
								Smoko Start	Smoko End
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								00:00:00	00:00:00
								00.00.00	00.00.00

When an employee record is created, use the drop-down for the 'Current Shift' field to select the appropriate shift for the new employee. Press <TAB> to generate the shift table. With the "Lunch – Auto" and/or "Smoko – Auto" set for an employee, the clock will deduct lunch and/or smoko times out of time clocked to jobs for those employees.



💷 Employee										_		. • 💌
Emp No: E	mployee Nam	e or Surr	name:		Given Na	ime:	Mi	ddle Name:	Ini	tial: Cu	rrent Shift:	0
5 🗸	LEWINS				Lisa					SI	nift 1	- 1
Dataila												
Details More I	nfo Security	Emp S	ched Pictures	No	tes QMS	5				_		
										_		
Group Pos:	10 🔽	ADMIN	IISTRATION						Ŀ	∠ Is Active	2	
Em	np Start Date:	01/01/	10 10011		Sales T	Team:		• Y	es 🛛	Lunch -	Auto	
Desition								Y	es [Smoko	- Auto	
Position:	1011 Ac	iministra	tion Manager							Multi O	n Only / Multi	On & Off
Acting Position:									- Г	 Roundii	na	
Password:	••••	DI	v: 0001 -							Kouna		
									L	Web De	spatch	
N	Davi		Facts Chart	-	1 64- 4	Chall D	and a la	Lata Fisiah		Break	Marry Times	Que Time
1 MONDAY	Day		00:00:00	50	0 Start	5td Fi	inisn 6:00	00:00:00	->>-	break .50	Norm Time 7.60	Over Time 3.00
2 TUESDAY		5	00:00:00	07	:00:00	15:00	6:00	00:00:00	5	.50	7.60	3.00
3 WEDNESD	AY	5	00:00:00	07	:00:00	15:00	6:00	00:00:00	5	.50	7.60	3.00
4 THURSDAY		5	00:00:00	07	:00:00	15:0	6:00	00:00:00	5	.50	7.60	3.00
5 FRIDAY		5	00:00:00	07	:00:00	15:0	6:00	00:00:00	5	.50	7.60	3.00
6 SATURDAY		0	00:00:00	00	:00:00	00:00	0:00	00:00:00	0	.00	.00	.00
7 SUNDAY		0	00:00:00	00	00:00	00:00	0:00	00:00:00	0	.00	.00	.00
Address					Othe	r Details						
				\sim	Email	Office:						
					SM	TP PW:						
					5							
				~	Email	Private:						
SubCont S	upplier			-	Pho	one No:			м	obile No:		
	11								J			

The "Over" column is for overtime – for the example below it is set to 3 hours, this will assign the first 3 hours worked after the 'Norm Time' hours (see above) as time and a half. Any hours worked after the first 3 hours would then be assigned to double time. If this employee was to clock on over the weekend, with no shift times for either Saturday (line 6) or Sunday (line 7) any time clocked would be recorded as double time.

Shift	Paramters								
nift 1	Shift 2 Shift	3 Shift 4							
	5 - L () - L	01011	Out First a	Lat. Each	D 1	0		Lunch Churt	
>>	Early Start	Std Start	Std Finish	Late Finish	вгеак	Over	<<	Lunch Start	Lunch End
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
5	06:00:00	07:00:00	15:06:00	18:00:00	.50	.00	5	12:30:00	13:00:00
							1		
								Smoko Start	Smoko End
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								09:00:00	09:15:00
								00:00:00	00:00:00

Once the shifts have been set up, **press** <F9> to save the settings.

