## 2003-102 - Update Shifts

## **Overview**

The 'Update Shift' feature enables the user to update or change multiple employee shifts at the same time.

From the *Resources* tab in the Opto ribbon, navigate to the "Utilities" drop-down and **click** on the 'Update Shift' icon to display the employee list. From the "Employees Select" pop-up list, **click** on the employee/s that require the update to their shift and **click** on <u>OK</u>, or **click** on the *Select All* button to select all the employees.

New/Edit Vorkcenter	Workcenter Efficiency	Nev Em	W/Edit alovee Dob Batch	ement 🕒 Show Employee	Times Job	Iob Batch	Now/Edit	🙇 View all Positions	Data Set - Utilities -
	_	1	F2	Employees	Batch	Hour I	Positions	osition	<ul> <li>Rename Employee</li> <li>Check Clock Job</li> <li>Update Shift</li> </ul>
		>	Employees Select 🕺				×		v.
		Code	Employee	Name	Active	Shift			
		1	Robert JONES		Yes	1			
		2	Larry Moreton		Yes	1			
		3	Susan PAINTER		Yes	1			
		4	Ian CAPTAIN		Yes	1			
		5	Lisa LEWINS		Yes	1			
		6	Bronwyn BROWN		Yes	1			
		7	Wilbur WESTWARD		Yes				
		8	Colin COASTLY		Yes	1			
		10	Heory HAVENIX		Vec	1			
		11	Idel JOHNSTONE		Yes	1			
		12	Wendy WELLINGTON		Yes				
		13	Gregory GRANGE		Yes	1			
		15	Gordon GUESS		Yes	3			
		17	Bruce BLACK		Yes	1			
		18	Norman NORRIS		Yes	1			
		20	Laser Schedule Clock Employee		Yes	1			
		25	FRED FERRIS		Yes	1			
		32	Larry Moreton		Yes	1			
		33	Adriana Admin		Yes	1			
		34	JOE BIOM		res	1			
		35	Earry Laserop		Tes	1			
		30	Tom IONES		Yes	1			
		310	Pebecca REMMINGTON		Vec	1			
		666	1K		Yec	1			
		000	210		Tea	-			

The "Update Shift" window opens, enter the number of the shift you wish to allocate to the selected employees too and then **click** <u>OK</u>.

	Update Shift
?	Please Select Shift to Continue 1 - Shift One 2 - Shift Two 3 - Shift Three 4 - Shift Four
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The update runs and changes the shifts for the employees and the "Update Done" message will pop-up, click OK.

