

2.Master Setup

k.Working Shift

Step 1.Add New Shift

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📰 Sense I	Deal	•	Shift Description	Elsa's Beauty				
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🕲 User				Add New+				
🗐 Report		•						
			≡ Working Shift Filtering Op	otion		~ x		
			Working Shift	SELECT ALL 👻				
			Status	Active	Display All			
				Select				
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- Key In Shift Description
- Click Add New

SAMPLE:

Shift Description: Elsa's Beauty Click Add New



Step 2.Edit Working Shift or Inactive Working Shift

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☺ User →	10 🗸 n	ecords per page		Search			
Report							
	No	Shift Description	Created Date	Updated Date	Action		
	1	Elsa's Beauty	2014-02-27 18:04:26	2014-02-27 18:04:26	✓ × B		
	Showing 1 to 1 of 1 entries						

- Every Existing Working Shift can be editing or Inactive.
- Click on the (Pencil Logo) to make editing or to make the Working Shift Inactive.

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🕲 User			Created On	2014-02-27 18:04:26				
Report			Updated On	2014-02-27 18:04:26				
				Save Cancel				

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- After Edited or Inactive Working Shift.
- Click Save.



Step 3.Search Working Shift (Working Shift Filtering Option)

≡ Working Shift Filtering Option				
Working Shift	SELECT ALL 🗸			
Status	Active V			
	Select			

- Select Working Shift
- Select Status / Tick Display All
- Click Select *Selected Working Shift will be shown as below

≡ Working Shift List						
10 💌 records per page Search:						
No	Shift Description	Created Date	Updated Date	Action		
1	Elsa's Beauty	2014-02-27 18:04:26	2014-02-27 18:04:26	✓ × B		
Showing 1 to 1 of 1 entries						