



D A M S T R A

Manage Shifts

Safety



[DISCLAIMER]

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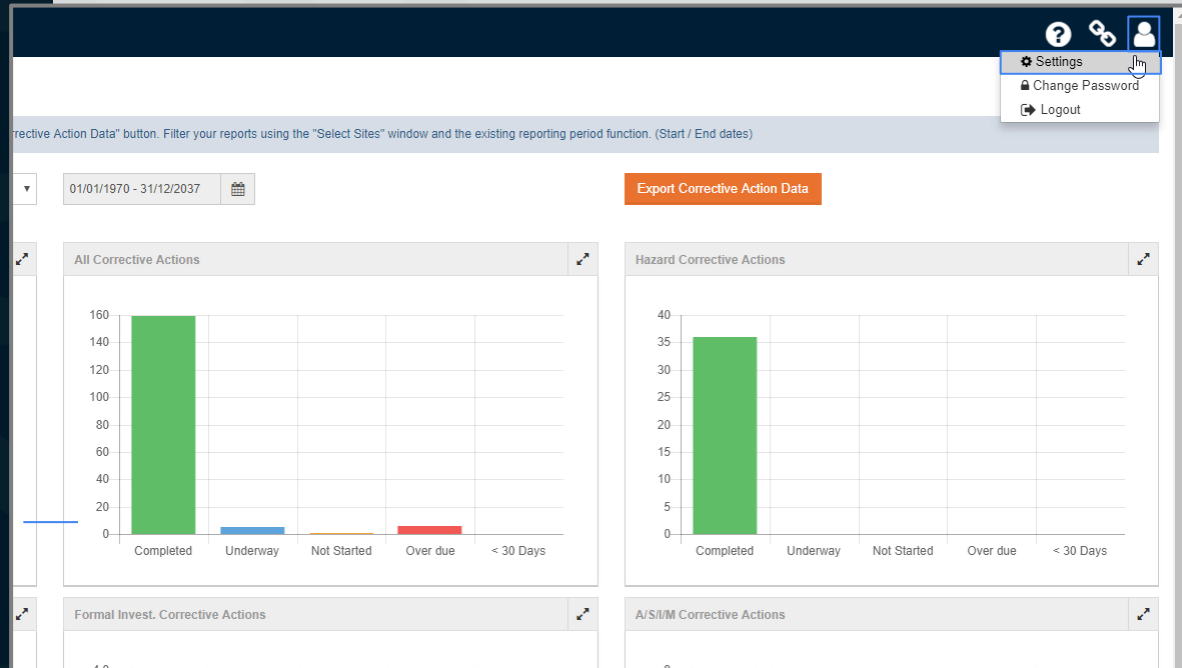
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Manage Shifts

Introduction

People in your organisation may have different needs and requirements depending on the hours that they work. To support this, Vault can store details of which shift each Person in your organisation works, and can then filter using this data when working with other modules within Damstra Safety such as the 'Training Needs Analysis' or 'Worker Skills matrices'.

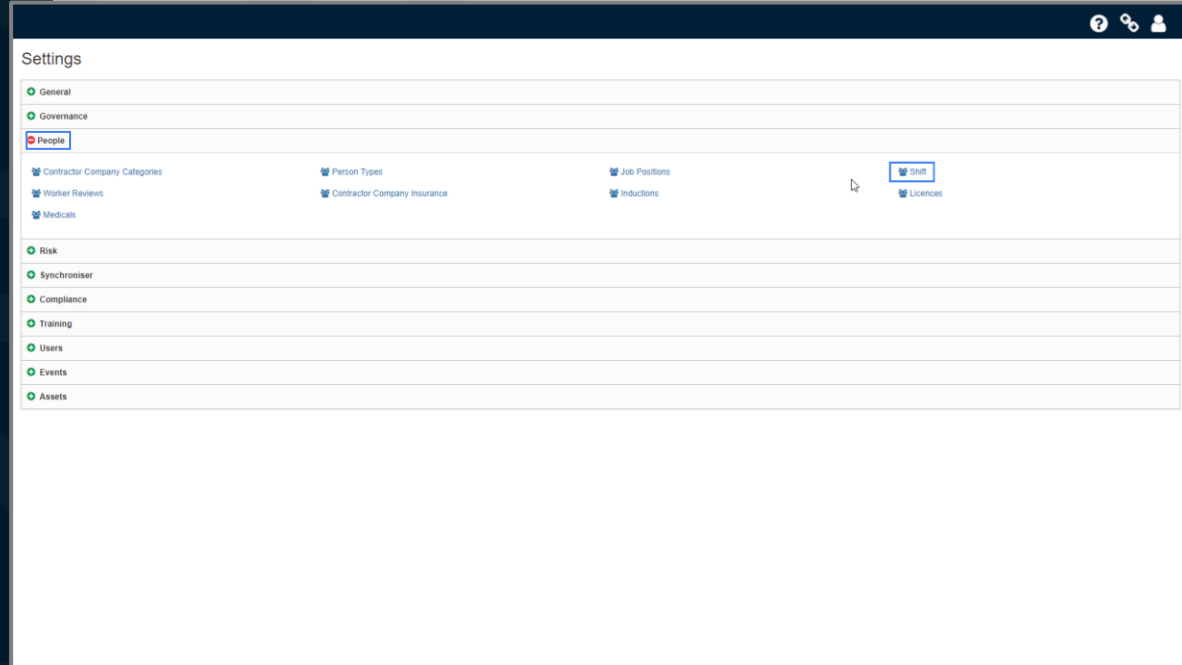
Before a Person's shift can be added to their record, the shifts your Organisation operates must be added to 'Settings'. This can be found under the 'Profile' icon at the top of the screen.



Manage Shifts

Setting, People

Click to expand the 'People' section, then **click** 'Shift'.



Manage Shifts

Add Shift

The 'Shift Register' is shown which displays all existing shifts already added.

To add a new Shift, **click** 'Add'.

Enter a meaningful Shift Name and **click** 'Save'.

The screenshot displays the 'Settings / Shift' interface. At the top, there is a search bar and an 'Add' button. Below this is a table of existing shifts:

Shift	Actions
Evening 3-11	Actions
Day 9-5	Actions

Below the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries'. An orange 'Back' button is located in the bottom right corner of the main content area.

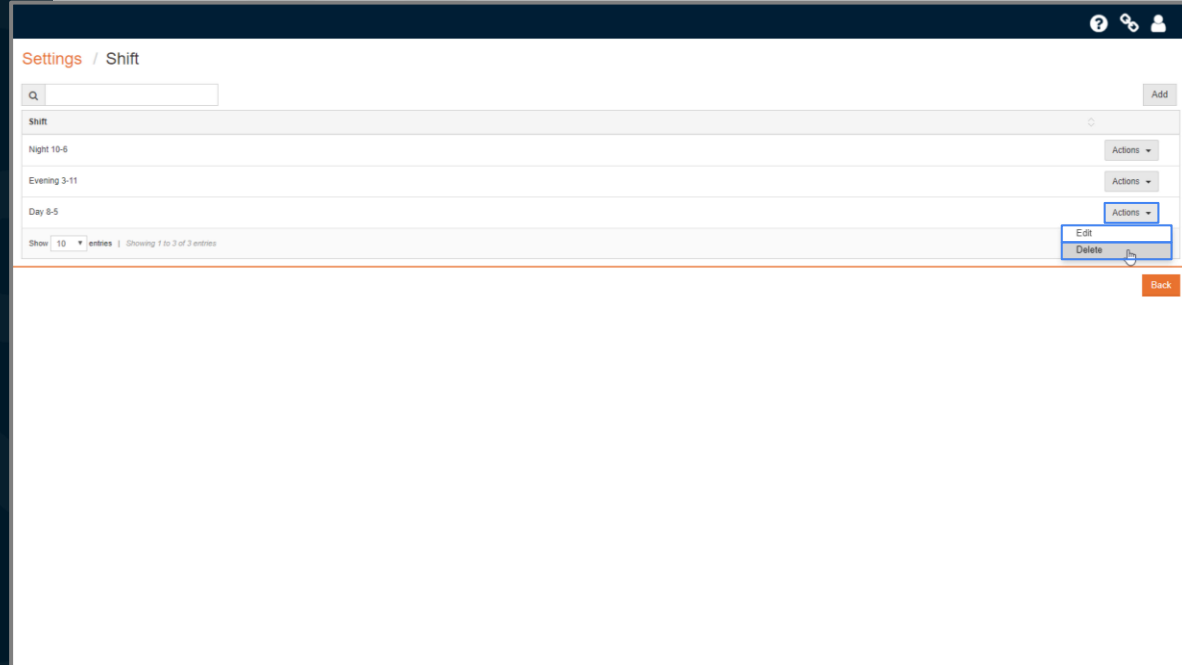
An 'Add Shift' modal form is overlaid on the bottom right. It contains a 'Shift Name' input field with the text 'Night 10-6' and 'Save' and 'Cancel' buttons.

Manage Shifts

Edit, Delete

The shift now appears in the 'Shift Register' and can be **selected** when adding a 'Worker' or other Person type.

To **edit** or **delete** an existing shift, **click** 'Actions', then **select** the appropriate button.



The screenshot displays a web application interface for managing shifts. At the top, there is a navigation bar with a search icon, a refresh icon, and a user profile icon. Below this, the breadcrumb 'Settings / Shift' is visible. A search bar with a magnifying glass icon and an 'Add' button is present. The main content area is a table with the following structure:

Shift	Actions
Night 10-6	Actions ▾
Evening 3-11	Actions ▾
Day 8-5	Actions ▾

Below the table, there is a pagination control: 'Show 10 entries | Showing 1 to 3 of 3 entries'. The 'Edit' and 'Delete' buttons in the 'Actions' column for the 'Day 8-5' shift are highlighted with a blue box. A 'Back' button is located in the bottom right corner of the interface.

