

# **Shift Patterns**

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# 1 Shift Patterns

You can maintain shift patterns on this tab on the Business Data Maintenance screen.

The screenshot shows the 'Business Data Maintenance' window with the 'Shift Patterns' tab selected. A dropdown menu shows 'M1' as the selected depot. The table below lists shift patterns for 'Manchester Blood Centre'.

Depot	Depot Name	Shift Code	Shift Start	Shift End	Mon	Tue	Wed	Thur	Fri	Sat	Sun
M1	Manchester Blood Centre	MAN_S01_FRI	09:00	19:00							
M1	Manchester Blood Centre	MAN_S01_MON	09:00	19:00							
M1	Manchester Blood Centre	MAN_S01_THU	09:00	19:00							
M1	Manchester Blood Centre	MAN_S01_TUE	09:00	19:00							
M1	Manchester Blood Centre	MAN_S01_WED	09:00	19:00							
M1	Manchester Blood Centre	MAN_S02_FRI	13:30	23:30							
M1	Manchester Blood Centre	MAN_S02_THU	13:30	23:30							
M1	Manchester Blood Centre	MAN_S02_TUE	13:30	23:30							
M1	Manchester Blood Centre	MAN_S02_WED	13:30	23:30							
M1	Manchester Blood Centre	MAN_S03_FRI	14:00	23:30							
M1	Manchester Blood Centre	MAN_S03_MON	14:00	23:30							
M1	Manchester Blood Centre	MAN_S03_THU	14:00	23:30							
M1	Manchester Blood Centre	MAN_S03_TUE	14:00	23:30							
M1	Manchester Blood Centre	MAN_S03_WED	14:00	23:30							

Buttons at the bottom: Generate Shifts, Display Shifts, New, Edit, Delete, Save, Close.

Shift patterns must be unique and are applied to a particular depot.

You can search for shifts for a depot, or see all.

To create a new shift press the **New** button. You can only create new shifts for the depots you are associated with.

To edit a shift press the **Edit** button. Only the days of the week and the times can be edited

You can enter:

- Depot
- Shift Code - Unique to the shift pattern.
- Shift Start - time
- Shift End - time
- Mon-Fri - checkboxes to which days of the week this shift applies.

To delete a shift press the **Delete** button. Validation exists to ensure that you cannot delete a shift that has drivers associated with it.

You can assign shifts to drivers using the Resources maintenance screen, or you can generate shifts for multiple drivers in this screen using the **Generate Shifts** button.



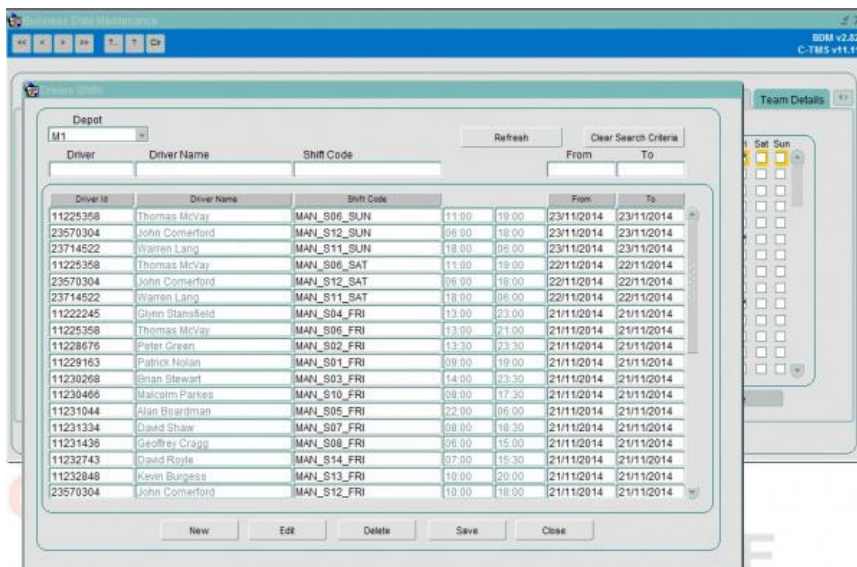
You will be prompted to enter a shift for the depot from a lookup, as well as a from and to date. You can then select all of the drivers to whom you wish to apply this shift and click **Generate Shifts**.

Validation exists to check that a driver is not already on a shift. If this occurs a message appears for each driver that cannot be allocated to the shift. All other drivers will be allocated. Further validation exists to check that one of the days between the first and last days entered corresponds to a day that the shift is associated with. If this occurs a warning message is shown as below:

Pressing the **OK** button will proceed to generate the shifts. Pressing the **Cancel** button will abandon the shift creation.

You can see all users assigned to a particular shift by pressing **Display Shifts**.





From this screen it is possible to change the search criteria to only bring back particular records. You can search on the driver, driver name, shift code and the from and to dates. Press the **Refresh** button to only bring back the records you are interested in. Press the **Clear Search Criteria** to bring back all records.

On this screen you have the following buttons

- **New** - this allows you to create a single record for a single driver.
- **Edit** - this allows you to edit a single record. Only the from and to dates can be changed.
- **Delete** - this allows you to delete a single or multiple records.
- **Save** - this saves any changes you have made.
- **Close** - closes the screen and returns to the shift patterns screen.

You can also import Shift Patterns and assign shifts to drivers through **Imports**:

- **SHIFT\_PATT**
- **DRIVER\_SHIFT**

