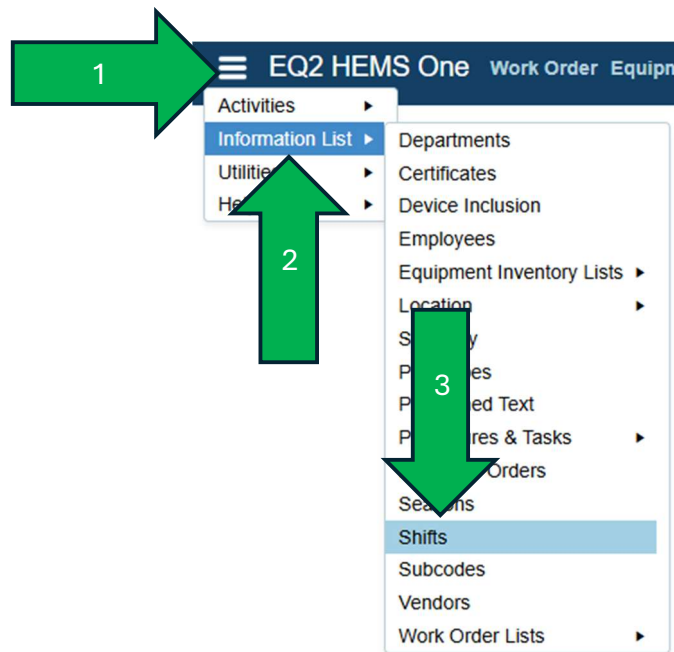


HEMS One: Shifts

To access Shift records, click on the hamburger menu in the upper left of the HEMS One window (1), then select the Information Lists menu (2), followed by the Shifts submenu (3).



Shifts Add/Edit

Shift Name:

Start Time: 08:00

End Time: 17:00

Active Shared




Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Break Duration: 0.00 9/80 Schedule

Notes:

1. **Shift Name:** The name of the Shift.
2. **Start Time:** The start time (in 24hr format) of the Shift.
3. **End Time:** The end time (in 24hr format) of the Shift.
4. **Active Checkbox:** If this box is checked, the Shift is active.
5. **Shared Checkbox:** If this box is checked, the Shift is shared between service areas.
6. **Weekday Checkboxes:** If a weekday box is checked, that weekday is included in the Shift definition.

HEMS One: Shifts

7. **Break Duration:** The duration of the Shift worker's break in decimal hours.
8. **9/80 Schedule:** A schedule that covers 80 hours in 9 days.
9. **Notes:** This is an open text field.
 - a. To add a timestamp to the Notes field, use the clock icon to the right of the field .
 - b. To expand the Notes field, use the Show Expanded View icon .
 - c. To use predefined text in the Notes field, use the Predefined Text icon .
10. **Coverages checkboxes:** Checked boxes indicate the element is covered by the PO.