

How to: Create a Shift Definition

11.1

January 2026

DOCUMENT ACCESS

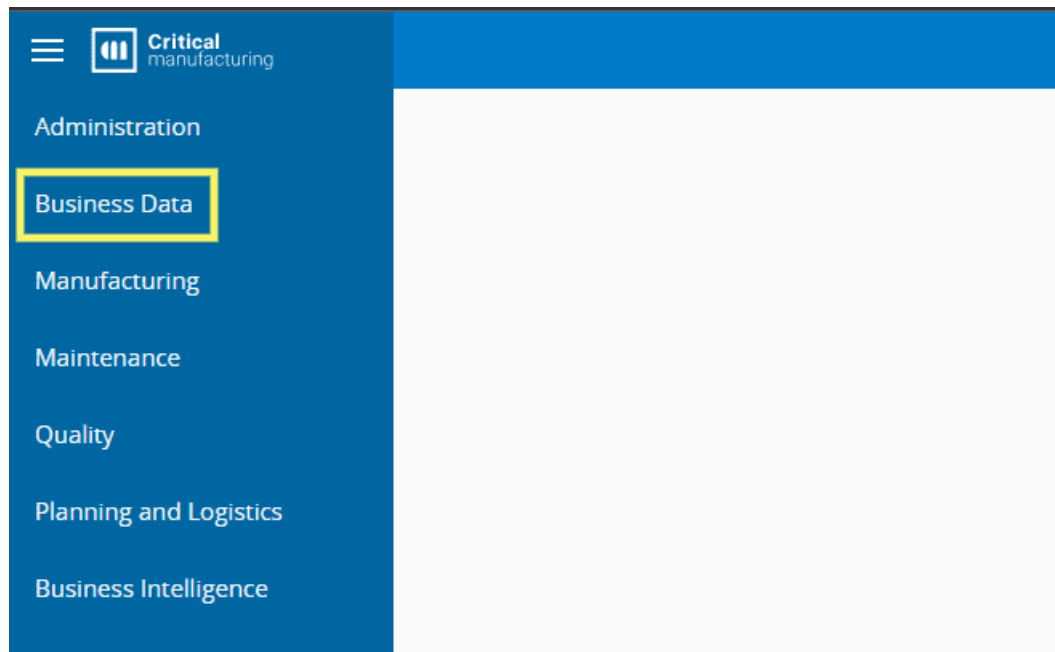
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DISCLAIMER

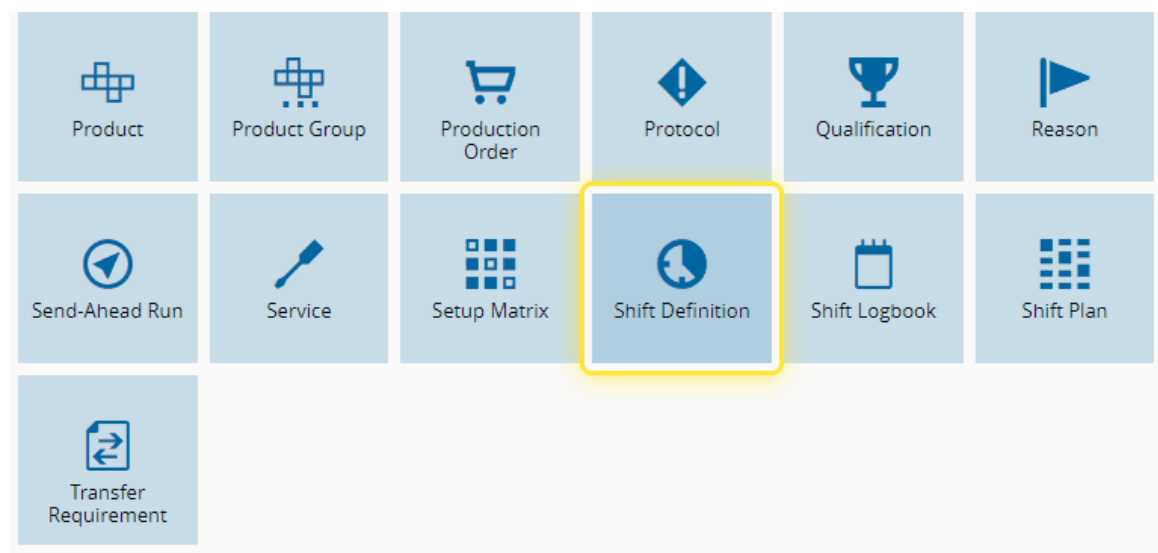
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How to: Create a Shift Definition

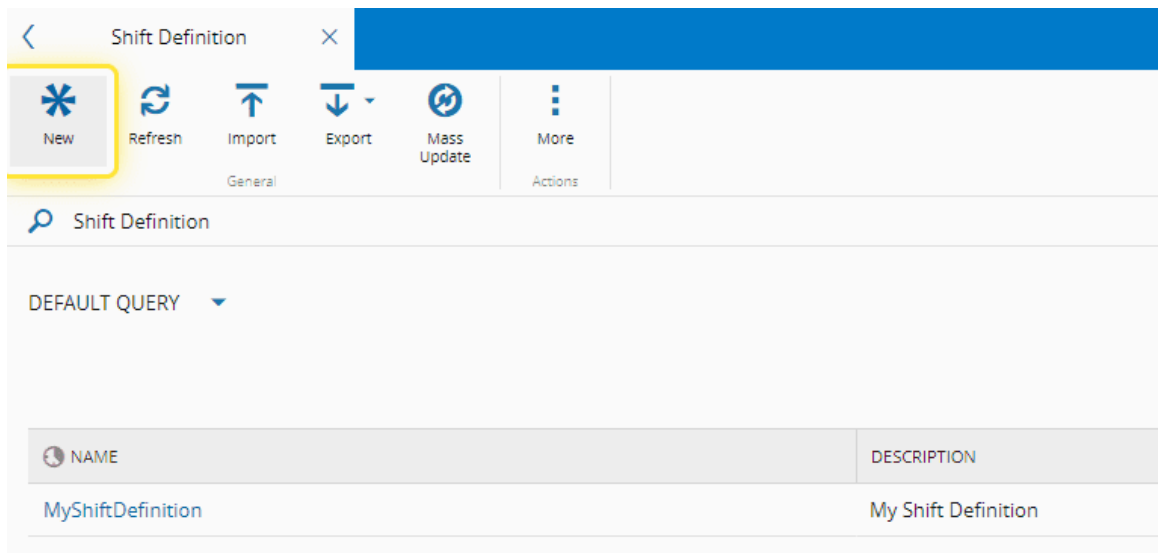
1. Go to the Business Data menu.



2. Select the Shift Definition entity.

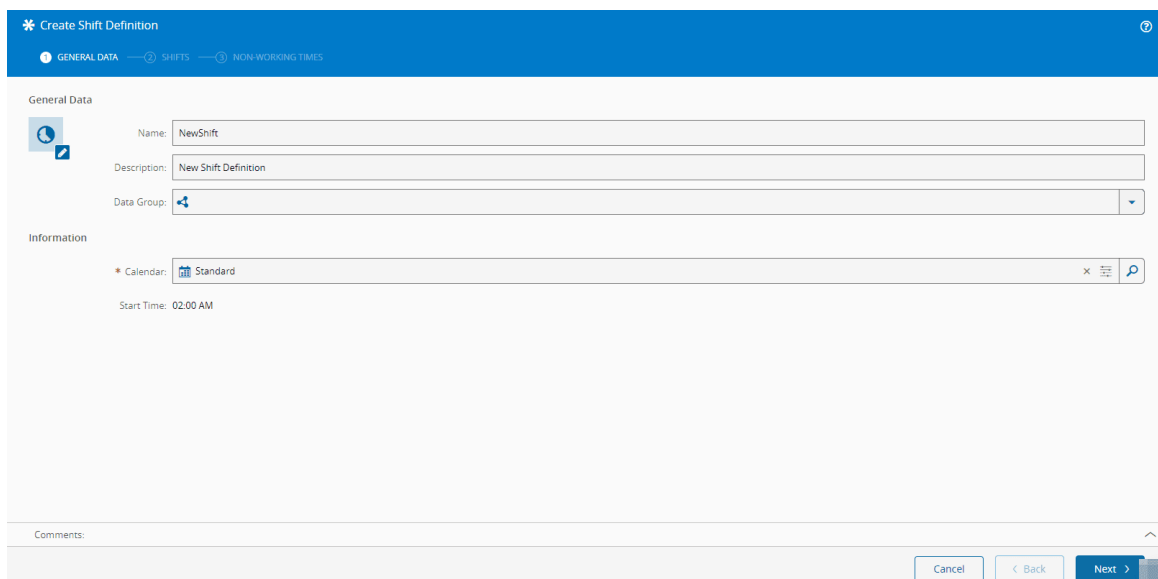


3. Select the New button.

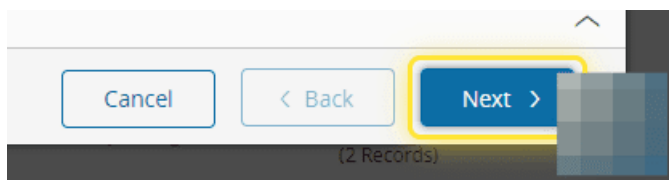


4. Under the Create Shift Definition wizard, complete the necessary fields.

For more information, see [Create Shift Definition - Critical Manufacturing Documentation Portal](#)



5. Select the Next button.



6. Add your desired Shifts and Non-Working Times.

Create Shift Definition

GENERAL DATA

SHIFTS

NON-WORKING TIMES

Non-Working Times

SHIFT	SHIFT1	NON-WORKING TIME
Shift1 From 12:00 AM to 12:00 PM	Night	From 12:00 AM to 08:00 AM
Shift2 From 12:00 PM to 12:00 AM	Morning	From 08:00 AM to 05:00 PM

Non-Working Time Details

Name: Morning

Start Time: 08:00 AM

End Time: 05:00 PM

Comments:

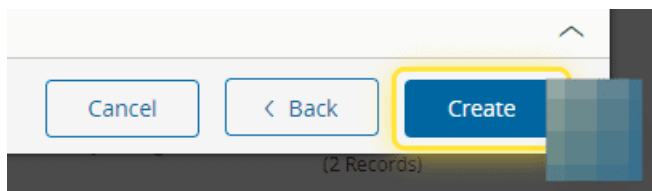
Cancel

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Create

Total Working Time: 7h / Total Non-Working Time: 17h

7. Select the Create button to apply.





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