

# How to: Create a Shift Definition

## 11.2

February 2026

### DOCUMENT ACCESS

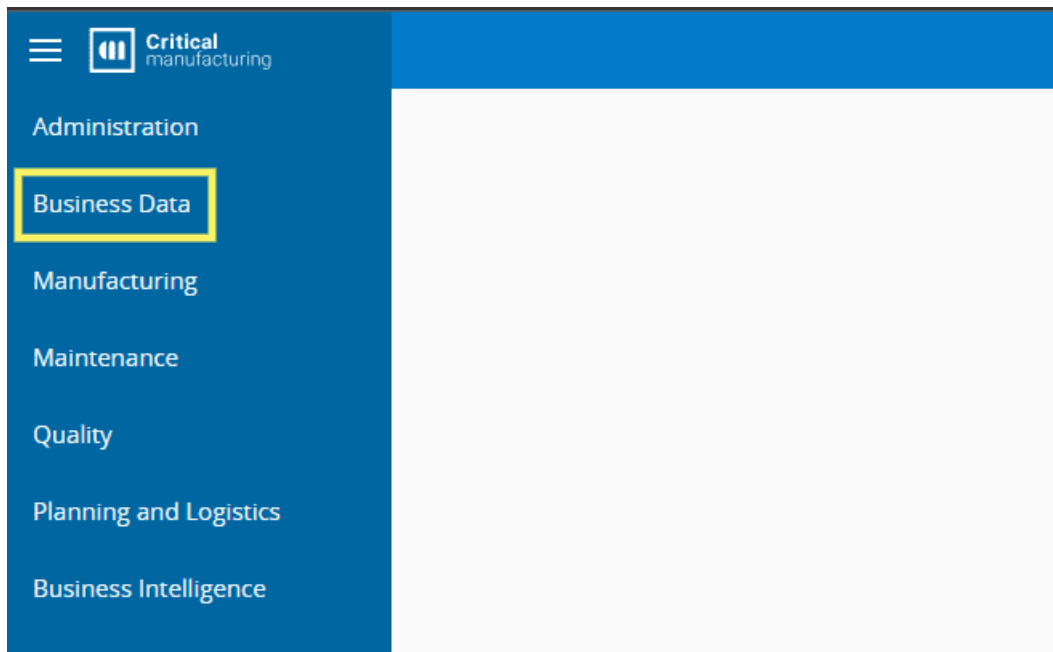
Public

### DISCLAIMER

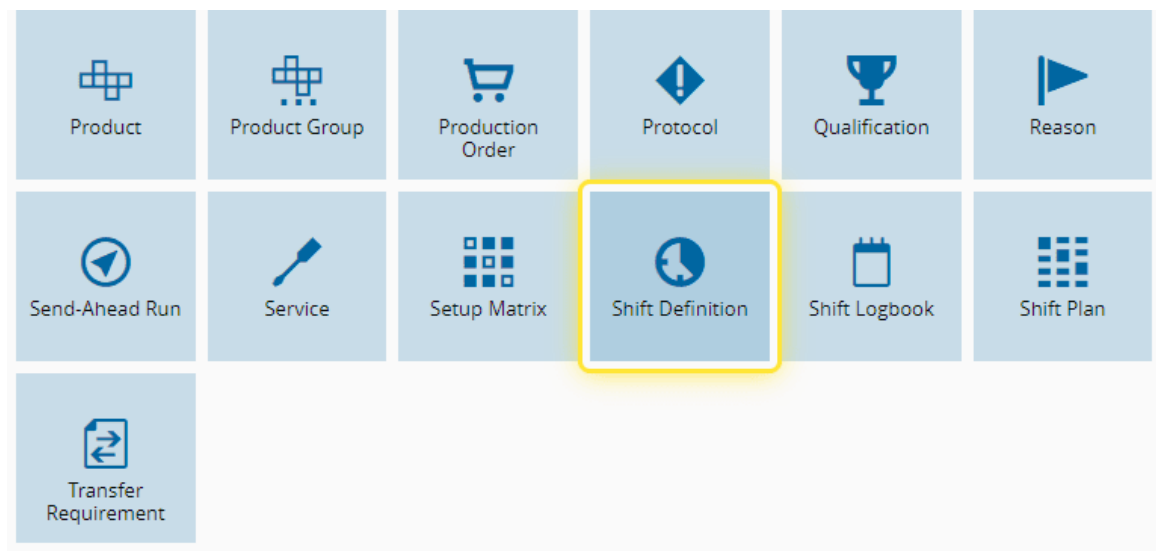
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## How to: Create a Shift Definition

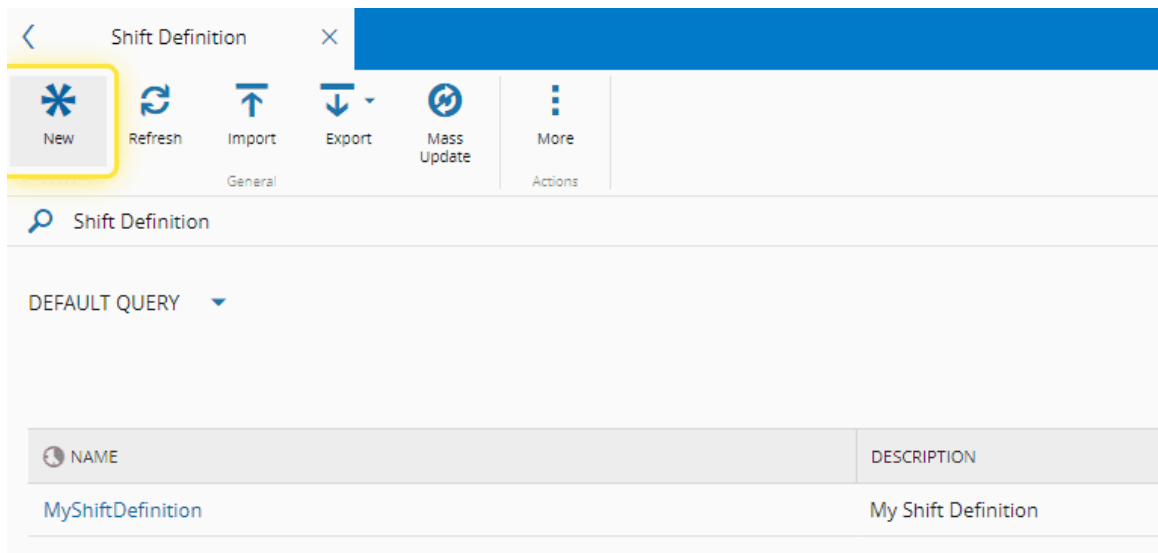
1. Go to the Business Data menu.



2. Select the Shift Definition entity.

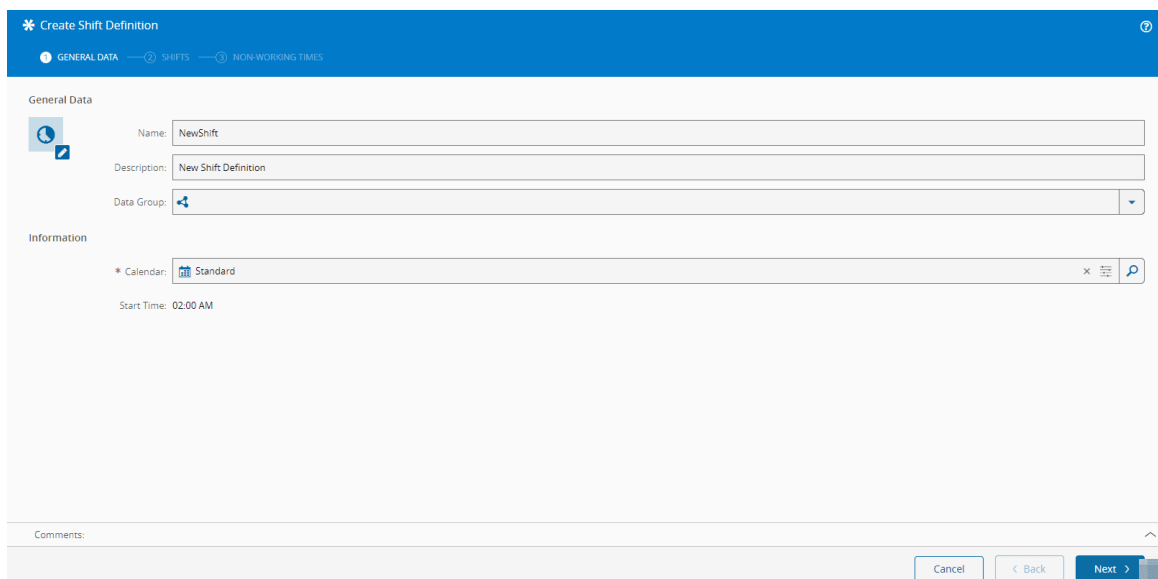


3. Select the New button.



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

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



**Create Shift Definition**

GENERAL DATA | SHIFTS | NON-WORKING TIMES

**General Data**

Name: NewShift

Description: New Shift Definition

Data Group: [Dropdown]

**Information**

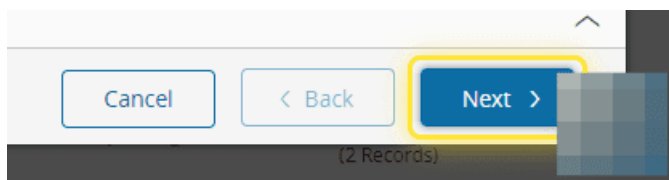
\* Calendar: Standard

Start Time: 02:00 AM

Comments:

Cancel < Back **Next >**

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:

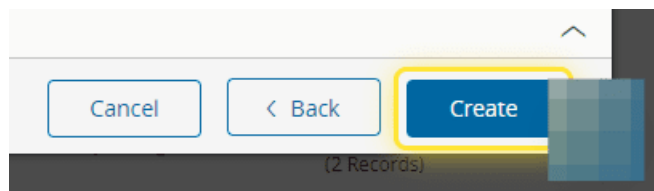
Cancel

< Back

Create

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

7. Select the Create button to apply.





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