



# How to: Create a Shift Definition

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## DOCUMENT ACCESS

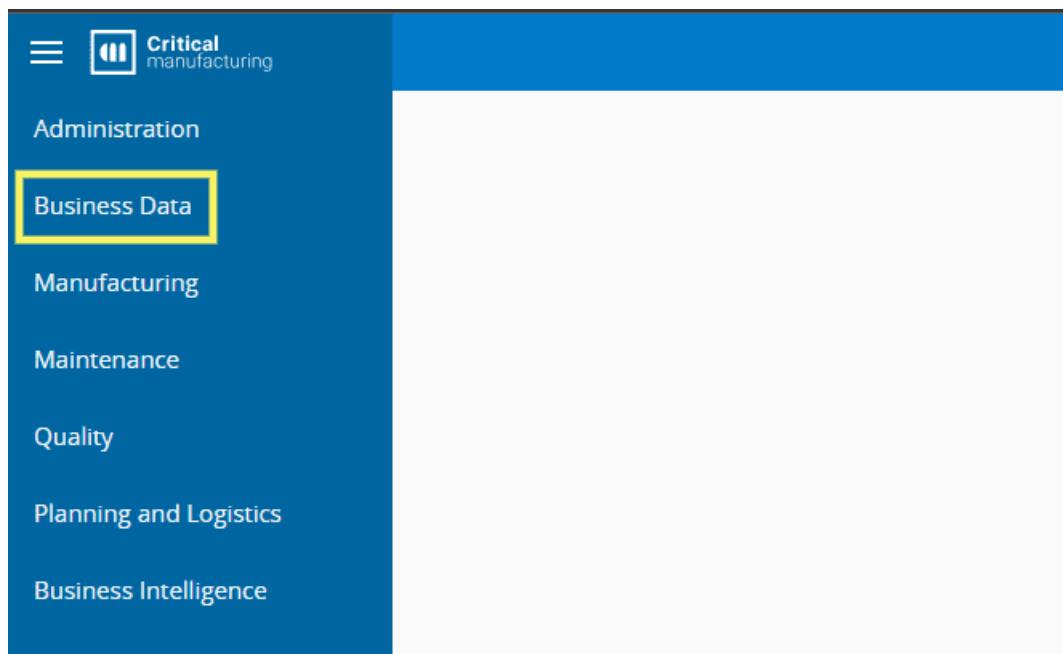
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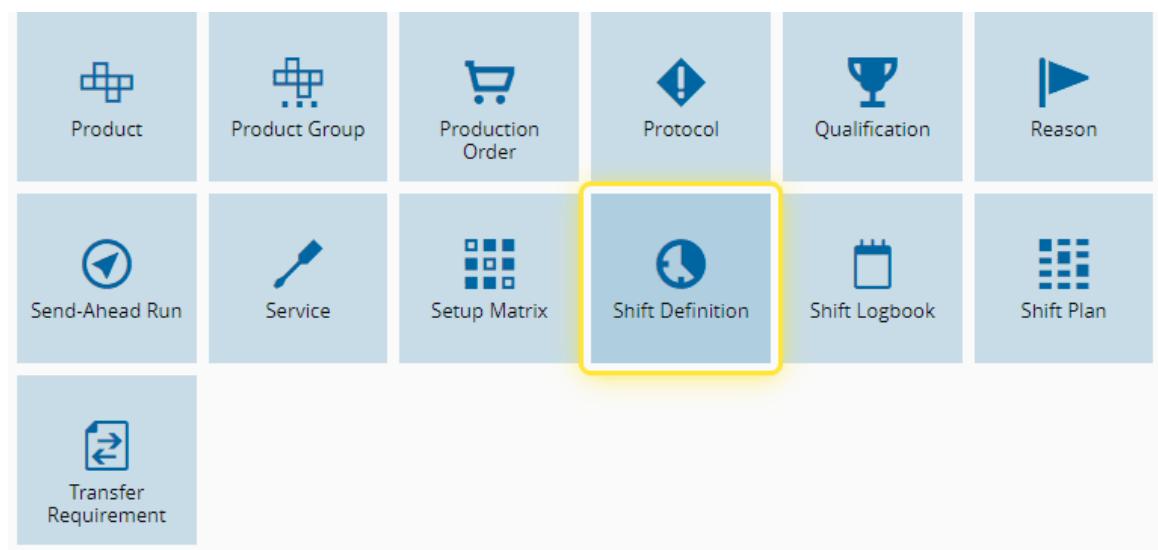
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## How to: Create a Shift Definition

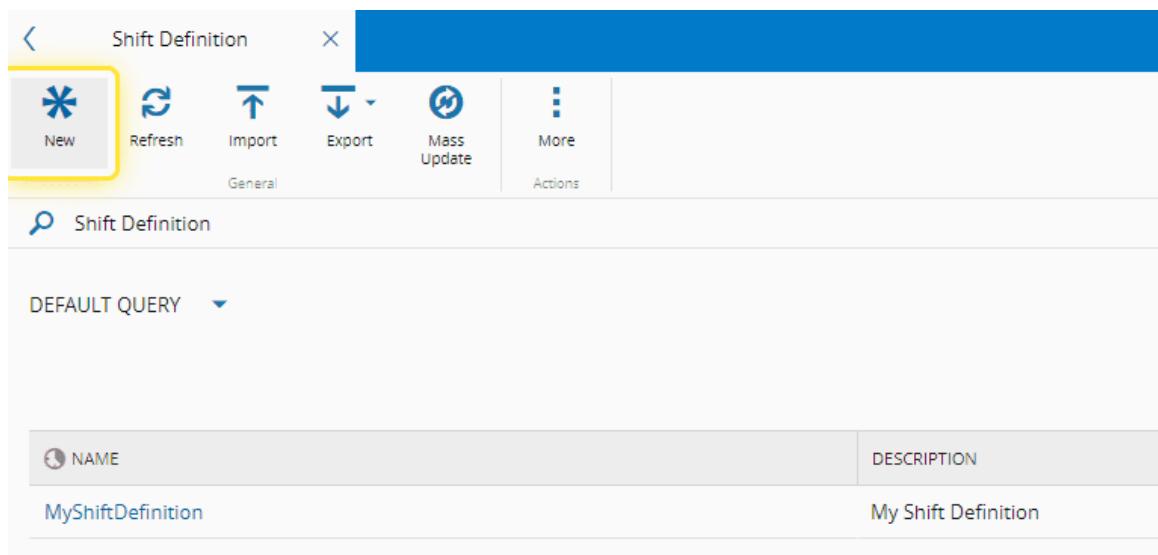
1. Go to the Business Data menu.



2. Select the Shift Definition entity.



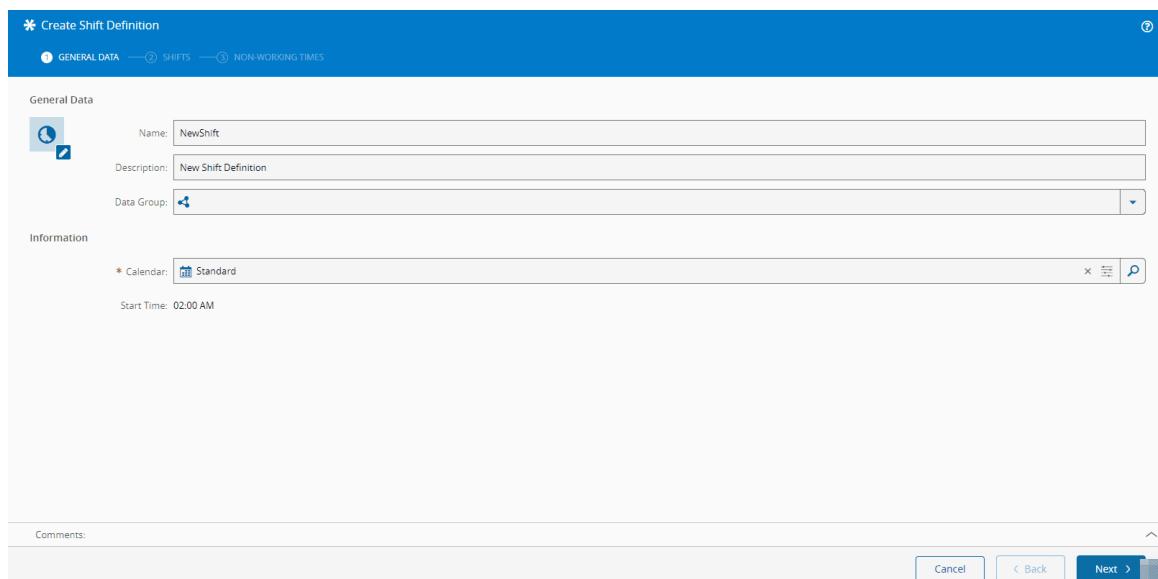
3. Select the New button.



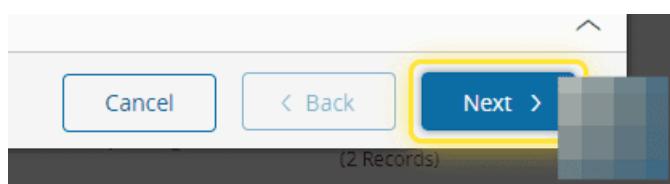
NAME	DESCRIPTION
MyShiftDefinition	My Shift Definition

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

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

Comments:

Cancel    < Back    Create

7. Select the Create button to apply.





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