

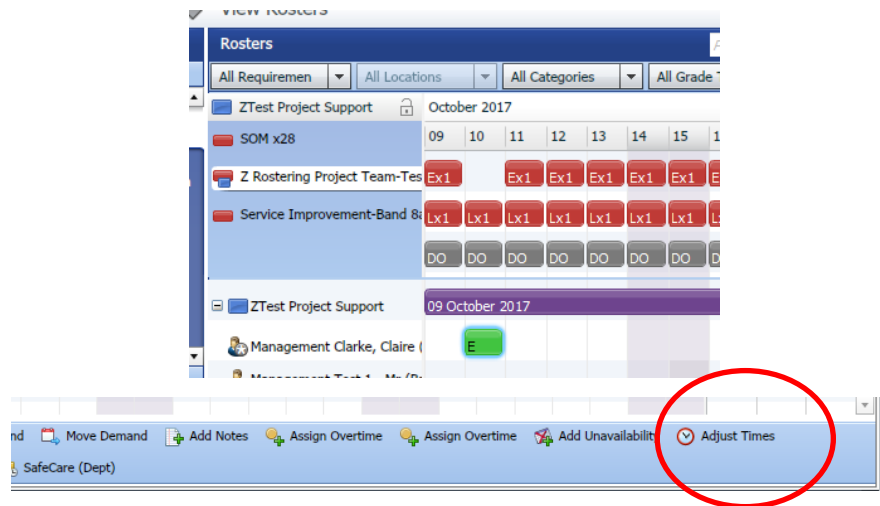
STANDARD OPERATING PROCEDURE	
Title	Adjust Duty Times
Purpose	The start and/or end times of duties can be adjusted before or after they are worked.
Aim	To maintain an up to date record of working times and rosters.

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A Adjust Duty Times

- Select the shift you wish to modify.
- Click on the 'Adjust Times' button at the bottom of the screen, or right click and select the 'Adjust Times' option.



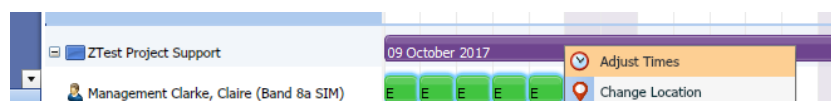
- The Adjust Times form will open.
- Change the Duty Start or Duty End times as required.
- Start and End times should be entered in HH:MM format.
- Check the Rest Time and Work Time are correct. Shifts longer than 6hrs must have a 30mins rest time and shifts longer than 12hrs must have a 60mins rest time.
- Click OK

The screenshot shows a dialog box titled 'Filled Early (E) Duty On 10/10/2017'. It contains the following fields and values:

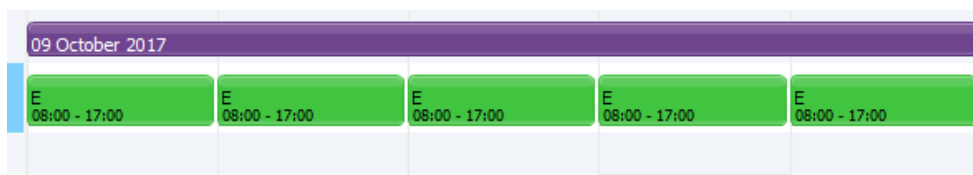
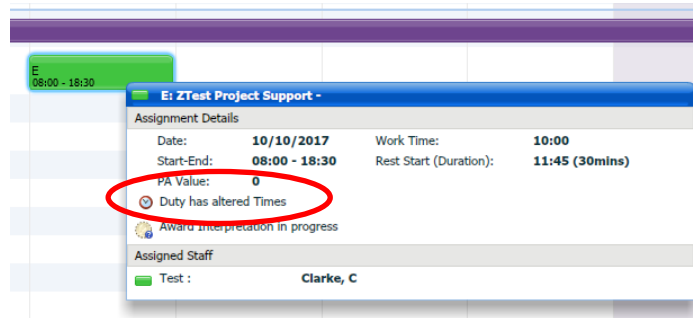
- Actual Duty Start: 08:00
- Actual Duty End: 18:30
- Rest Time: 00:30
- Work Time: 10:00
- Split Demand?:
- Duty Change Reason: (dropdown menu)
- Duty Note: (text area)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

- To adjust more than one shift with the same amended times.
- Select the shifts assigned to the person (Use/Hold the 'Ctrl' key to multi select).
- Click on the 'Adjust Times' button at the bottom of the screen, or right click and select the 'Adjust Times' option.
- **Please note this will only work if the shifts which you are adjusting are the same, for example you could not select an Early and a Late to be the same start and end time.**



- Note: The adjusted times will show on the duty. You can also see if duty times have been altered by hovering over the shift and seeing the 'Duty has altered times' clock.



- If you need to reset the times of a shift to go back to its default time.
- Right click the shift to highlight and select 'Reset Times', then OK to reset this duty.
- The shift will go back to its default times.

