

Timekeeping: Adjust Shift

Last updated by | David Mishler Gomocha | May 9, 2025 at 11:08 AM GMT+2



Timekeeping: Adjust Shift

Gomocha FSP Portal - GoDemo - Acc. | Dashboard | Analytics | Customer management | Planboard | Service center | Service orders | Field quotes | Timekeeping | Service agreements

Adjust Shift

Start date: 05/04/2025 | End date: 05/10/2025 | Engineers: Select Engineer | SEARCH

Export to Excel

Drag a column header and drop it here to group by that column

Engineer	Shift type	Start date	End date	Duration	Utc offset	Edit
▶ Ekta Shah	Normal service	5/5/2025 10:47 PM	5/6/2025 3:18 AM	000.04:31	420	
▶ Jayhan Talines	Normal service	5/8/2025 1:23 AM	5/8/2025 9:16 PM	000.19:53	420	

Description

- This function allows users to **search for specific shifts** by selecting a start and end date and filtering by engineer(s).
- Users receive a **comprehensive overview** of the matching shifts, including **order number, labor status, start time, and end time.**
- Users can **edit and adjust shifts** as needed.
- Roles Needed:
 - **Timekeeping User** – Allows portal users to **view labor times** on an order and app users to **track their own time.**
 - **Timekeeping Editor** – Grants permission to **modify labor times** on an order.

Value

- This function gives the customer a full overview of engineer activity, work order progress, and efficiency.
- It is another set of data that allows the user to monitor the efficiency of their operation.

Using "Adjust Shift"

- Select **Timekeeping** from the portal menu.
- Enter the desired **date range** and select the relevant **engineer(s).**
- Click the **dropdown arrow** next to an engineer's name to view the full shift overview.
- To make changes, click the **edit icon** on the right side of the screen.

Adjust Shift

Start date: 05/04/2025 End date: 05/10/2025 Engineers: Ekta Shah **SEARCH**

Export to Excel

Drag a column header and drop it here to group by that column

Engineer	Shift type	Start date	End date	Duration	Utc offset	Edit
Ekta Shah	Normal service	5/5/2025 10:47 PM	5/6/2025 3:18 AM	000.04:31	420	

Order Number	Labourstatus	Start date	End date	Customer	City	Activity type
P2431828:1	Work	5/5/2025 10:47 PM	5/5/2025 10:47 PM	Hertog	Y-Graveland	Maintenance
P2431828:1	Sign	5/5/2025 10:47 PM	5/5/2025 10:47 PM	Hertog	Y-Graveland	Maintenance
2431829_M:1	Non billable	5/5/2025 10:47 PM	5/5/2025 11:03 PM			Lunch
P2431828:2	Work	5/5/2025 11:03 PM	5/5/2025 11:04 PM	Hertog	Y-Graveland	Maintenance
P2431828:2	Sign	5/5/2025 11:04 PM	5/5/2025 11:04 PM	Hertog	Y-Graveland	Maintenance
P2431828:3	Work	5/5/2025 11:04 PM	5/5/2025 11:57 PM	Hertog	Y-Graveland	Breakdown
P2431828:3	Sign	5/5/2025 11:57 PM	5/5/2025 11:57 PM	Hertog	Y-Graveland	Breakdown
P2431830:1	Work	5/5/2025 11:57 PM	5/6/2025 12:06 AM	Hertog	Y-Graveland	Maintenance
P2431830:1	Sign	5/6/2025 12:06 AM	5/6/2025 12:07 AM	Hertog	Y-Graveland	Maintenance
P2431830:2	Work	5/6/2025 12:07 AM	5/6/2025 12:10 AM	Hertog	Y-Graveland	Maintenance
P2431830:2	Sign	5/6/2025 12:10 AM	5/6/2025 12:10 AM	Hertog	Y-Graveland	Maintenance
P2431830:3	Work	5/6/2025 12:12 AM	5/6/2025 12:15 AM	Hertog	Y-Graveland	Breakdown

- Edit the necessary shift details.
- Click **Save** to apply the changes.

Adjust Shift (Ekta Shah)

Start date: 05/05/2025 10:47 PM

End date: 05/06/2025 3:18 AM

Utc offset: 420

← BACK TO LIST **SAVE**