

SHIFT COMMENTS IN THE ASV

Shift Comment functionality – how to add a comment to a shift

1. Select a shift
2. Select Shift Comments from function tabs
3. Type comments and select Add Comment
4. Comments now display below with your user ID, date, and time stamp, select Close
 - Shift displays with flag in right-bottom corner
 - To view comments, select flag or shift, then select Shift Comments – same as screenshot for step #4 - you can add to the comments or delete comments

CP

Ztrain178343, [0.9] 13.00 D12 0645 * VUH 9S WRK

Employee: 02
Status: Active
Pay Group: MCB
Calc Group: HOURLY
Work Type:
Employment Type:
Home Phone: 615-123-4567
Mobile Phone: 615-123-4570

Copy Mark for Swap Delete Float Book-Off Unassign Add Shift Shift History Shift Comments

Details Day	Start Time	End Time	Unit	Position	Activity	Department
*	06:45	20:15	VUH 9S	CP	WRK	0

Shift Comments

Employee	Work Date	Shift	Unit	Position
Ztrain178343, ...	02/20/2024	D12 0645	VUH 9S	CP

Comments

Agreed to stay an extra hour at end of shift time

Add Comment

Employee	Work Date	Shift	Unit	Position
Ztrain178343, ...	02/20/2024	D12 0645	VUH 9S	CP

Comments

Add Comment

Comments	User	Date
Agreed to stay an extra hour at end of shift time	JONE	03/29/2024 12:32

Close

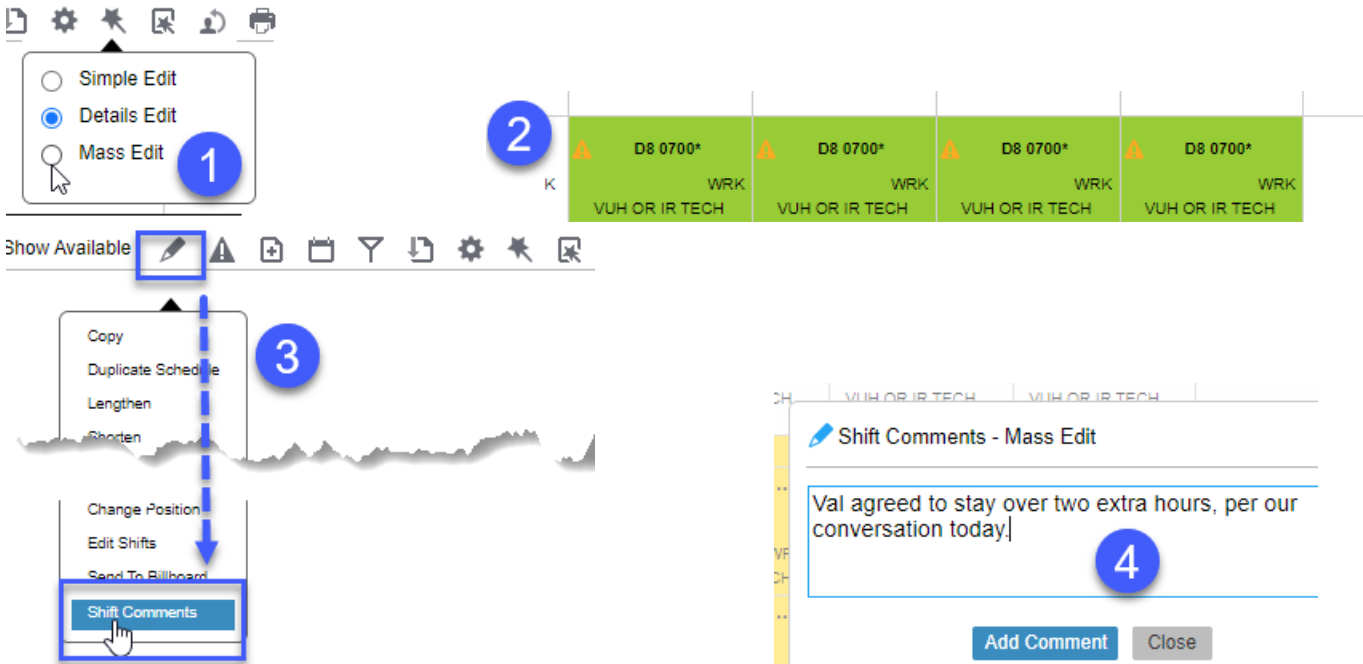
Add Shift Comments Using Mass Edit

1. Select the wand icon from the function icons, top-right, and then select Mass Edit
2. Select the shifts you want to add a comment (adding same comment to all shifts)
3. Select the Pencil icon, and then select Shift Comments
4. Type comments and select Add Comment

5. Comments now display below with your user ID, date, and time stamp, select Close

NOTE: Shifts displays with flag in right-bottom corner

To view comments, change edit mode to Details Edit, select flag or shift, then select Shift Comments



Shift Comments

Employee	Work Date	Shift	Unit	Position
Val	04/10/2024	D8 0700	VUH OR IR TECH	INTERV TECH

Comments

Add Comment

Comments	User	Date
Val agreed to stay over two extra hours, per our conversation today.	S	04/12/2024 16:12

Close 5

A flag in the corner indicates a comment was added

