

Finito – Digital Shift Book

Operating manual



Document information:

Creation date: March 3rd, 2014

Last edited: July 10th, 2017

Version: 1.0.0.3

Program version: 4.0.3.35

Table of contents

Finito – Digital Shift Book – Table of contents.....	1
Operating manual	3
1. General instructions	3
2. Log in.....	4
3. General information on operation.....	5
3.1 Menu navigation	5
3.2 Buttons	5
3.3 Lists	6
3.4 Screens and forms.....	6
4. Homepage.....	7
4.1 Dashboard.....	7
4.1.1 Area selection	7
4.1.2 Quick start	8
4.1.3 Timeline.....	8
4.1.4 Effective instructions	8
4.1.5 Open tasks	8
4.2 Search.....	9
4.3 Detailed extended search	10
5. Shift report	11
5.1 Shift incident.....	12
5.2 Shift task.....	13
6. Compiled report	14
7. Tasks	15
7.1 Edit tasks.....	16
8. Instruction.....	18
8.1 Edit instructions.....	19
9. Info board / white board.....	20
10. Linked information	21
11. Master data	22

12.	Administration and advanced features.....	23
12.1	Report dispatch.....	23
12.2	Data source.....	23
12.3	Organizational units	23
12.4	Area assignment role	24
12.5	Task and instruction recipient role.....	24
12.6	Authorization structure role.....	24
12.7	Shift reports.....	24
12.8	Transfer definitions	25
12.9	Universal fields.....	26

Operating manual

1. General instructions

Introduction:

This operating manual refers to admin authorizations to show the whole range of functions of „Finito“.

It depends on authorization which menus, symbols, surfaces and contents are shown.

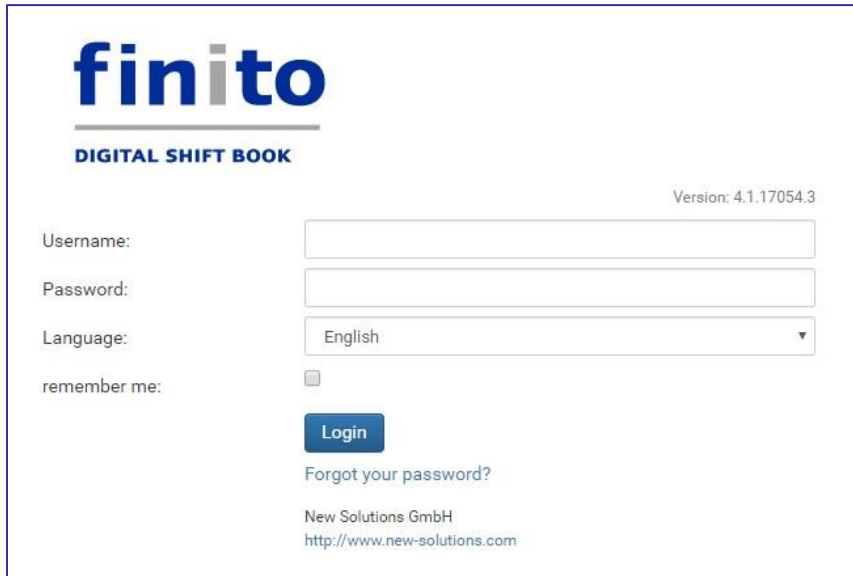
The presentation of the screenshot can differ a bit due to special customer's and version's changes.

Indications:

- All mandatory fields in the application are framed in blue. Mandatory fields have to be filled to complete actions (such as saving).
- The application is developed for several languages. All menu entries and announcements can be stored multilingual.

2. Log in

After starting the program the dialog field for authentication pops up.



The screenshot shows the login dialog for 'finito DIGITAL SHIFT BOOK'. At the top left is the 'finito' logo in blue, with 'DIGITAL SHIFT BOOK' underneath. In the top right corner, the version number 'Version: 4.1.17054.3' is displayed. The form contains four input fields: 'Username:' with a text box, 'Password:' with a text box, 'Language:' with a dropdown menu currently set to 'English', and 'remember me:' with an unchecked checkbox. Below these fields is a blue 'Login' button. Underneath the button are two links: 'Forgot your password?' and 'New Solutions GmbH' with the URL 'http://www.new-solutions.com'.

The option „remember me“ leaves this dialog for future log ins. This is only possible when the user logs in within 2 days (period’s adjustable) again.

If Windows Authentication is enabled during setup, there is the option of automatic login with the current Windows user.

The “Forgot your password?” link can be used to reset passwords. Enter the username in the dialog that appears. An email containing further instructions on how to reset the password is then sent to the email address saved for this user.

3. General information on operation

3.1 Menu navigation










The main menu appears across the top ("finito," "Dashboard," "Start," etc.). These elements allow you to access the various Finito features.

The buttons in the row below this, "Today" in the screenshot and the update icon, represent contextual options. These change according to which screen or tab is open. In the screenshot, they relate to the dashboard.

"Dashboard" and "Search" on the row below are tabs, as commonly used in web browsers and the like. These can be used to open several elements in parallel and tab back and forth between them.

3.2 Buttons

An administrator can use authorizations to show or hide any features and buttons. The following buttons can be found throughout Finito:

	Previous element / next element
	Refresh view
	Print view (PDF-print)
	Create element
	Edit element
	Delete element
	Save element

3.3 Lists

No. ▾	Text	State	Area	Equipment	Author
898	Maintenance carried out at elevator A9		General	elevator	cgrabmaier
897	Tank TC4 pumped down and cleaned		plant 1	tank	hknoll

The header contains the column headings and information on which column is being used for sorting and what kind of sorting is being applied. In the screenshot, you can see an arrow pointing downward beside "No.". This indicates that this list is currently being sorted in descending order according to the "No.". To change the sorting, click on any column you choose. The sort order is changed by clicking on an already sorted column.

You can often sort by several levels as well. For this, keep the "Ctrl" button pressed and then click on the column heading by which the next level of sorting should take place.

The individual elements are listed under the header. These usually have a blue font in the first column. This indicates that the element can be opened by clicking (on this blue font). In our example, clicking on no. "898" would open the "Maintenance carried out at elevator A9" entry.

Some lists also allow for selecting a row. You can select such a row by simply clicking on it. In doing so, make sure you do not click directly on the blue font, as this would then open the element rather than highlighting it.

3.4 Screens and forms

The screenshot shows a software interface for editing record 898. At the top, there are tabs for "Informations (1)", "Instructions", "Tasks", and "Universalfields", with "info 898" selected. Below the tabs is a toolbar with icons for save, delete, back, forward, refresh, and help. The main form area contains several fields: "from" (04/29/2016 11:28 AM), "to" (04/29/2016 12:45 PM), "Area" (General), "Equipment" (elevator), and "Category" (disorder). The "Area" field is highlighted with a blue border, indicating it is a required field. The "from" field is highlighted with a light blue border, indicating it is the current focus.

Screens contain optional and required fields. Optional fields have a gray surround. Required fields have an obvious blue surround. In our screenshot, the "Area" field is a required field, while all others are optional.

The "from" field has a light blue surround, as that is where our cursor is placed in this instance.

4. Homepage

After login the tabs „dashboard“ and „search“ are shown.

The logged-in user is shown on the top right screen side. This button is clicked to access the change password and log off options.

4.1 Dashboard

The dashboard is the entry point of the application and cannot be closed. The dashboard consists of different modules, which can be activated and deactivated via authorizations. Area selection, Quick start, Timeline, Effective instructions, and Open tasks are the standard dashboard modules.

The elements shown always depend on the current user's authorizations, including the role/area assignment.



Change to today

4.1.1 Area selection



Area selection is used to directly access a specific shift report. The relevant day is defined using the date selection. All available reports for that day are then loaded. These can be opened using the "Please choose an area..." selection field.

The selection field options vary according to the selected date and the current user's read permissions.

4.1.2 Quick start



Quick start gives you direct access to Finito's most important features, which can otherwise be accessed via menu. The individual features can be shown or hidden using authorizations.

The Shiftbook button opens the relevant shift report depending on the selected date and current time.

4.1.3 Timeline

The last revisions are shown chronologically in the timeline. The first elements are instructions. Then come a mixture of shift events, information board entries, and tasks.

4.1.4 Effective instructions

A list of the current effective instructions, analogous to the instruction book. For further details, please refer to the "Instruction book" section.

4.1.5 Open tasks

This module is also analogous to the task book.

4.2 Search

In the selection „search for“ the search form contains all objects that the logged-in user is authorized to see.

You can filter the data via a text search function. Therefore all fields of the objects are searched for.



Export list in an Excel-file

The screenshot shows the 'finito' search interface. At the top, there is a navigation bar with 'finito' and tabs for 'Search', 'Start', 'Administration', and 'Reporting'. Below this, there are tabs for 'Dashboard' and 'Search'. The search form includes a 'Search for:' dropdown menu set to 'Area', a 'Search term:' input field containing 'Suche nach', and buttons for 'Search' and 'New'. To the right of the search term field, it indicates 'Amount 18'. Below the search form is a table with the following data:

Name	Description	Show only assigned Equipment
Building T100	Building T100	
Building T110	Building T110	
Building T120	Building T120	
Building T130	Building T130	
General	General	

Data records can be opened via a click on the first column.

4.3 Detailed extended search

Some objects offer the possibility of a detailed extended search. If possible, there is an additional button called „extended“ next to „search“, which shows extended search criteria. The criteria needs to fit the text search function. If extended search criteria is set you can reset it with the “reset” button.

4.3.1 Shift incidents

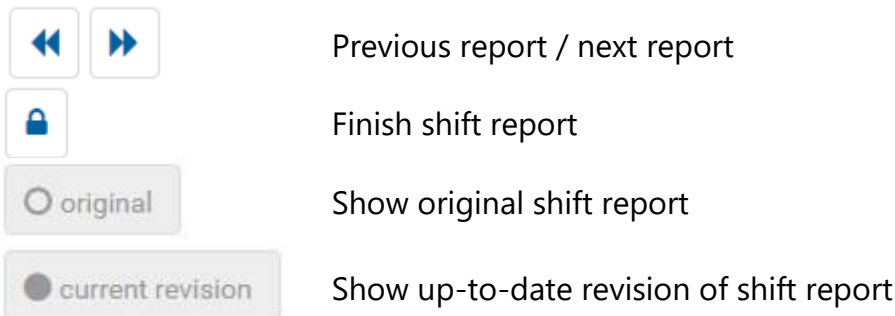
You can determine the starting point over the field „from“. This one needs to be bigger than the given date. Similar is the field “until” where the value is filtered to the same or a smaller value. Possible attachments can be restricted via the input mask “attachment”. They can be selected with the help of a „magnifying glass“ in a pop-up window. Multiple choice is possible. The fields “equipment”, “device3”, “device4”, “priority” and “status” are working identical.

The selection list behind „category“ filters according to the chosen input. All other categories below the chosen one can be filtered with the option “including sub-categories”.

5. Shift report

Every shift report has its' own determined value period. The header shows validity, shift group and the author's name after finishing the report.

In the lower part of the shift report the tabs "shift incidents" and "tasks" are shown as a standard setting.



finito shift report Start Administration Reporting ?

◀ ▶ ↺ 🖨️ 🔒 original current revision

Dashboard Search Shiftbook - early shift - 03.07.2017 ✕

from 03.07.2017 06:00 to 03.07.2017 14:00

shift

ⓘ Informations ⚠️ Instructions 📅 Tasks (5) Universalfields Checklists

No.	Text	Area	Equipment	Starts on	Due date	Closed on	Author
603		Plant 1		29.05.2017 08:00	29.05.2017 13:45		Grabmaier, Christian
604		Plant 1		05.06.2017 08:00	05.06.2017 13:45		Grabmaier, Christian
605		Plant 1		12.06.2017 08:00	12.06.2017 13:45		Grabmaier, Christian

The shift report needs to be finished at the end of the shift with a click on the button „finish shift report“, so that an unchangeable original results. It is not possible to delete data records but you can switch from original to an up-to-date revision. The original only shows incidents which were already present at the end of the shift report. It is not possible to edit or delete incidents in the original document.

Incidents can be reviewed after the report is finished in the revision view. A new revision is generated with every change of incident.

The latest update of incidents is shown in the up-to-date revision. After finishing a shift report, it is only possible to create or edit incidents in the latest revision.

Furthermore a process for forwarding new incidents is initiated after finishing a shift report. Depending on given criteria incidents area transferred to the following shifts or into other shift reports.

5.1 Shift incident

All incidents of the particular shift are recorded and presented in the tab „shift incidents“. The incidents can be opened and edited with a click on the incident number.



Manually transfer incident to next shift

No.	Text	State	Area	Equipment	Author
1046	hardware test		General	Hardware	Hufnagel, Sabrina

5.1.1 Incident

Incidents are opened in a new tab for editing within the shift report.



History (show revisions)



Status information (e. g. created by, created on)

5.2 Shift task

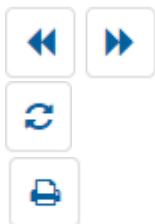
All tasks are shown in the tab „tasks“, which are designed for the particular shifts. The tasks can be opened and edited through a click on the task number. Tasks which are done are crossed out. The status of a task can be seen on the status symbol in the last column.

No.	Text	Area	Equipment	Starts on	Due date	Closed on	Author
603		Plant 1		29.05.2017 08:00	29.05.2017 13:45	●	Grabmaier, Christian
604		Plant 1		05.06.2017 08:00	05.06.2017 13:45	●	Grabmaier, Christian
605		Plant 1		12.06.2017 08:00	12.06.2017 13:45	●	Grabmaier, Christian

6. Compiled report

Every compiled report has a given validity date. This is shown in the header.

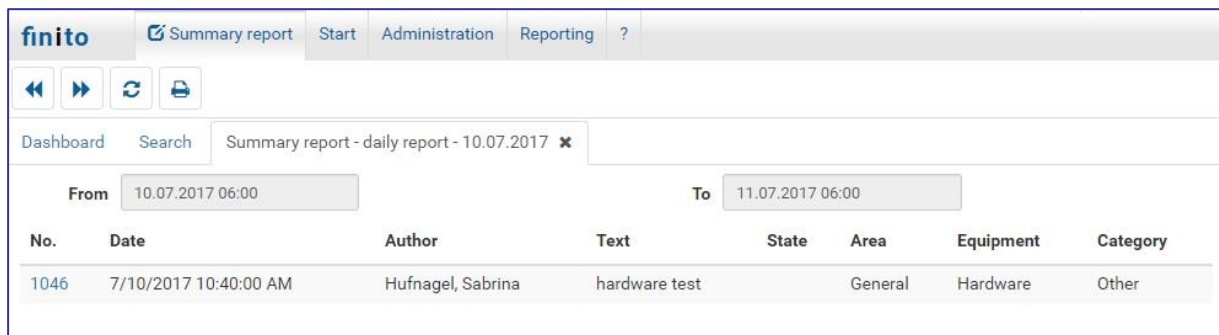
The compiled report arranges the view on incidents of shift reports. That is why no new incidents can be created in a compiled report. The view on incidents can be controlled by transfer definitions (filter criteria for showing incidents) so that means it is possible to have a compiled report with previously filtered incidents (e. g. monthly report of all incidents with category "error").



Previous report / next report

Refresh compiled report

Print compiled report



No.	Date	Author	Text	State	Area	Equipment	Category
1046	7/10/2017 10:40:00 AM	Hufnagel, Sabrina	hardware test	General	Hardware	Hardware	Other

7. Tasks

All user relevant tasks are shown in the task book. This applies to tasks that you created for yourself as well as for tasks where you have been set as recipient.

No.	Text	Area	Equipment	Starts on	Due date	Closed on	Author
682		Plant 2		04.05.2017 10:45	04.05.2017 12:45	20.06.2017 08:39	● Grabmaier, Christian
600		Plant 1		08.05.2017 08:00	08.05.2017 13:45	20.06.2017 08:39	● Grabmaier, Christian
601		Plant 1		15.05.2017 08:00	15.05.2017 13:45	20.06.2017 08:39	● Grabmaier, Christian
602		Plant 1		22.05.2017 08:00	22.05.2017 13:45	20.06.2017 08:40	● Grabmaier, Christian
683		Plant 2		24.05.2017 11:30	25.05.2017 13:30	20.06.2017 09:29	● Grabmaier, Christian
603		Plant 1		29.05.2017 08:00	29.05.2017 13:45		● Grabmaier, Christian
604		Plant 1		05.06.2017 08:00	05.06.2017 13:45		● Grabmaier, Christian
605		Plant 1		12.06.2017 08:00	12.06.2017 13:45		● Grabmaier, Christian

The task „direction“ is shown with an arrow symbol in the first column of the list.

- ◀ Outgoing
- ↘ Unassigned
- ▶ Incoming

The status of the task is shown in the last column of the list.

- Task done
- Overdue task
- Outstanding task

7.1 Edit tasks

A task always needs to have a fixed validity period. This one is determined by a start date and a due date.

If a task is not fulfilled within a validity period, it changes into the status „overdue“. These overdue tasks are shown in red color and with a red status icon in the list. Tasks which are done cannot be edited anymore!

As soon as a task is saved with a recipient circle all further changes are shown in the particular revision of the task.



Mark task as done



History

The screenshot displays the 'finito' software interface for editing a task. The top navigation bar includes 'edit', 'Start', 'Administration', and 'Reporting'. A toolbar contains icons for file operations and task management. The main content area shows 'Task 513' with a 'Finished by' status bar indicating completion by Salzer, Gabriel on 02.03.2016 at 09:50. Below this, the 'Recipients' section lists 'Gretz, Gregor' with a red status icon and a 'Remove all' button. The 'Starts on' and 'Due date' fields are set to 02/12/2016 10:45 AM and 02/12/2016 12:45 PM, respectively. The 'Area' is set to 'Plant 1'. The 'Category' and 'Priority' fields are dropdown menus. At the bottom, there are sections for 'Attachment' (with a red status icon) and 'Text' (with a large empty text area).

7.1.1 Recipient

The already chosen elements are shown below the search field when there are several recipients. The selection can be complemented through further search options. The recipients are only taken after confirming with "OK". It is possible to directly take a single recipient with a click on the first two columns.

Finito 4 ×

Search term: Search Amount: 12

Schönsteiner, Wolfgang ✕ Schindler, Thomas ✕ Salzer, Gabriel ✕ ✕ Remove all

Region	Name	Firstname	Last name	Email
	ggretz	Gregor	Gretz	gregor.gretz@new-solutions.com
	gsalzer	Gabriel	Salzer	Gabriel.Salzer@new-solutions.com
	shufnagel	Sabrina	Hufnagel	Sabrina.Hufnagel@new-solutions.com
	tschindler	Thomas	Schindler	Thomas.Schindler@new-solutions.com
	wschoensteiner	Wolfgang	Schönsteiner	wolfgang.schoensteiner@new-solutions.com
	wsendl	Wolfgang	Sendl	wolfgang.sendl@new-solutions.com

1

OK Cancel

8. Instruction

All user relevant instructions are shown in the instruction book. This applies to instructions that you created for yourself as well as for instructions where you have been set as recipient.



Mark instruction as read



Mark instruction as done



Print instruction list

finito						
Edit Start Administration Reporting ?						
Dashboard Search Instructionbook						
<input type="checkbox"/> show invalid instructions <input type="checkbox"/> only show unreaded						
No.	Text	Area	Valid from	Valid to	Closed on	Author
685		General	13.06.2017	Finished		● Schindler, Thomas
⌵ 563		General	04.07.2016	Finished		Salzer, Gabriel
⌵ 562		Plant 1	07.07.2016	Finished		Salzer, Gabriel
496		General	20.10.2015	Finished		●
492		General	03.06.2015	03.06.2100		● Grabmaier, Christian

Unread instructions are shown in **bold** letters. The „direction“ of the instruction is shown with an arrow symbol in the first column of the list.

- ⌵ Outgoing
- ⌵ Unassigned
- Incoming

The status of the order is shown in the last column of the list.

- Valid instruction
- Instruction not valid (anymore)

8.1 Edit instructions

The validity period of an instruction is defined by its' type as well as a start date and if necessary a due date.

Valid from - until

Instruction has a fixed validity period and cannot be finished

Valid until finishing

Instruction is valid until finishing

Valid from – until or finishing

Instruction is valid until finishing or reaching due date

In the valid instructions are shown in a list with a green status icon and not valid ones with a red one. Finished instructions cannot be edited anymore!

As soon as an instruction is saved with a recipient circle all further changes are shown in the particular revision of the instruction.

The reading status is directly shown in the recipient element in the recipient list (highlighted in green).

The recipient selection for instructions is identical with the ones of the tasks (see 5.1.1).

The screenshot displays the 'finito' software interface for editing 'Instruction 492'. The top navigation bar includes 'Edit', 'Start', 'Administration', and 'Reporting'. Below this, there are icons for file operations and a search bar. The main content area shows a list of recipients: 'Salzer, Gabriel (23.02.2017 09:11)' with a green status icon and 'Schindler, Thomas' with a red status icon. A 'Remove all' button is also present. The form fields include: 'Type' set to 'Valid from - to', 'Valid from' set to '06/03/2015', 'Valid to' set to '06/03/2100', 'Area' set to 'General', 'Subarea' is empty, 'Category' set to 'Anweisung', and 'Priority' is empty. There are also sections for 'Additional Info', 'Linked Infos', 'Attachment' (with a red status icon), and 'Text'.

9. Info board / white board

General information is shown on the info board (also called white board). All active or valid notifications are shown on the overview site. Here are the following menu points:

No.	Text	Area	Valid from	Valid to	Closed on	Author
680		General	04.05.2017			Grabmaier, Christian

A new tab opens when you click on the number or the „edit notification“ button.

Notifications can be marked as „read“ with a special button to have an overview who was informed about it.

In the detailed view for notifications the following functions are available.



Show history (information flow)



Mark notification as read

Read by:

Type: Valid from - to

Valid from: 05/04/2017 Valid to:

Area: General Subarea:

Category: Infomeldung Priority:

Attachment

Text

10. Linked information

This tool helps structuring the elements for a better overview. Shift incidents, tasks and orders can be linked optionally. This is only for information and not included in transfer definitions.



Refresh data record



Create new order which is directly linked with the latest data record



New task – analogically to a new order



New linking with an already existing object



Delete marked linking








The screenshot shows the 'finito' software interface. At the top, there are navigation tabs: 'Start', 'Administration', and 'Reporting'. Below this is a 'Dashboard' section with a search bar. The main content area displays details for 'Task 684'. A blue banner indicates it was 'Published by Grabmaier, Christian on 26.05.2017 10:35'. Below this, there is a 'Recipients' section with three names: 'Schönsteiner, Wolfgang', 'Schindler, Thomas', and 'Salzer, Gabriel', each with a red 'x' icon, and a 'Remove all' button. The 'Starts on' field is set to '05/26/2017 10:45 AM' and the 'Due date' is '05/27/2017 12:45 PM'. The 'Area' is 'General' and the 'Subarea' is empty. The 'Category' is 'task' and the 'Priority' is 'high'. There are also 'Additional Info' and 'Linked Infos (1)' tabs. Below these tabs is a row of icons: refresh, warning, calendar, add, and remove. At the bottom, there is a table with the following data:

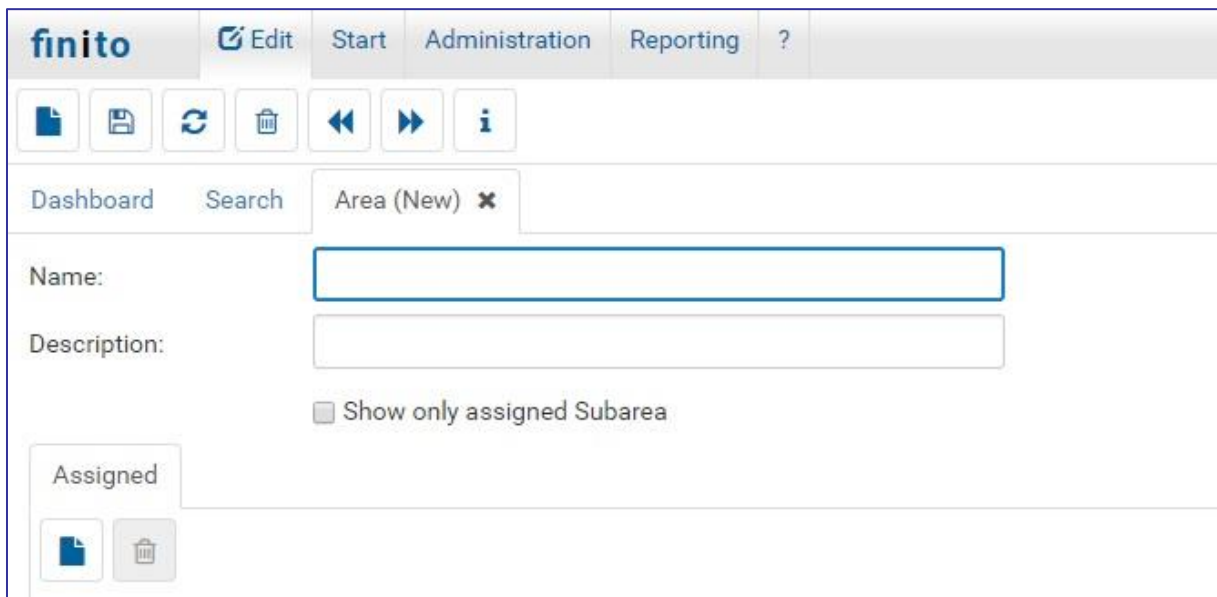
No.	Text	Area	State	Author
1032		Plant 2		Grabmaier, Christian

11. Master data

The maintenance of master data such as "attachment" is available in the main menu point „administration“.

A new data record can be loaded directly in the menu for each particular master data type; it opens in a new tab.

	Create data record
	Save data record
	Refresh data record
	Delete data record
 	Scroll in search list
	Status information (e. g. created by, created on)



The screenshot shows the 'finito' software interface. The top navigation bar includes 'finito', 'Edit', 'Start', 'Administration', 'Reporting', and a help icon. Below the navigation bar is a toolbar with icons for 'New', 'Save', 'Refresh', 'Delete', 'Left Arrow', 'Right Arrow', and 'Info'. The main content area has a 'Dashboard' and 'Search' section with a search box containing 'Area (New)'. Below the search box are two input fields: 'Name:' and 'Description:'. There is a checkbox labeled 'Show only assigned Subarea'. At the bottom left, there is an 'Assigned' section with 'New' and 'Delete' icons.

12. Administration and advanced features

This section deals with the most important part of the configuration for administrators and key users and does not relate to “normal” Finito use. If any questions should arise with regard to this, please do not hesitate to contact New Solutions.

12.1 Report dispatch

The relevant modules must be installed to dispatch reports. Please contact New Solutions if necessary!

A report is selected based on an organizational unit. The Email field contains a list of recipient email addresses, separated by semicolons (;). The period of time in which the report is sent is defined using the From/to date. If a 1 is entered in the Number of days back, for example, then the previous day’s report is sent. The recurrence type is defined using Series type (e.g. every two weeks on Monday and Tuesday).

12.2 Data source

If you wish to link a process control system to Finito, the connection parameters can be defined here. If necessary, please contact New Solutions.

12.3 Organizational units

All Finito transaction data (shift events, tasks, etc.) is subordinate to organizational units.

Organizational units are used for the following:

- Standard defaults when adding new objects
- Restrictions/assignments for areas, equipment, categories, universal fields, and status
- Source and target transfer definitions for group reports/handover of shift events
- Report dispatch
- Task and instruction recipients
- Assigning/displaying universal fields

In the case of elements relating to a shift report, the settings are applied recursively.

Example using the following organizational unit structure:

Company – Location – Shift book A – Early shift & Night shift

Company – Location – Shift book B – Day shift

An area assigned to the company is available in Shift books A (E & N) and B (D). An area assigned only to Shift book A is only available there.

12.4 Area assignment role

Restrictions can be assigned based on area for the respective user group using User Administration, Role Management.

By default, no restrictions are in place (the Area assignment tab is empty). Once an entry has been added there, only entries with these areas are still visible to the assigned users. This relates to all Finito elements, including tasks and instructions. If several roles are assigned to a user, the areas to which the restrictions apply accumulate.

12.5 Task and instruction recipient role

Additional task and instruction recipients available to a creator can be defined via User Administration, Role Management.

By default, a creator may select the recipients also assigned to the role which grants the creator the right to creation.

If a creator has the right across several roles, the possible recipients accumulate across these.

12.6 Authorization structure role

User authorizations are controlled via roles. A user can be assigned to several roles. If a user is assigned to several roles, the corresponding authorizations accumulate. No authorizations are taken away. Most authorizations are self-explanatory. We would like to highlight to you the special features in this section.

Dashboard form: The modules on the dashboard and the quick start buttons can be shown or hidden by setting authorizations.

Finito form: Ribbon.Tab area: These entries not only entitle the user to perform the action described but also to have it displayed in the main Finito menu.

Shift events form: There is a dedicated form for each shift book. The user must have read permission to view and read a shift book.

For general role and user administration information, please ask New Solutions or check the UADM manual.

12.7 Shift reports

New Solutions creates new shift reports and books and group reports and makes changes to existing ones.

12.8 Transfer definitions

Transfer definitions regulate shift event information flow. They help transfer information to the next shift (e.g. any malfunctions not yet taken care of, from early to late shift).

A source and target are defined in these (based on the organizational units). Other rules can also be defined, such as filtering by particular areas or categories.

The source must always be an organizational unit for which a shift report exists.

Possible targets might be another shift report or a group report.

Malfunction report example:

Source: Plant A day shift

Target: Plant A malfunction report

Filter for "malfunctions" category

The following options are possible:

Option	Description
Automatic	Read: Only the route needed for a manual copy in the shift report is defined Tick: Once the report is completed, the events are passed on automatically according to the filter criteria
Reference/copy	A reference is like a link. Changes to the target also affect the source, as the element only exists once. A copy creates an actual copy.
Days before	If the data should be transferred from the night shift to the next shift, the value 1 is needed here. Otherwise, the element is transferred to the past (as the same day).
Only transfer events of completed shift reports	Only available as a target for group reports! No tick: Information is immediately visible in the group report after it has been added to the shift report Tick: Information is only visible after source report completion
Include subfolder	The category filtering works recursively downwards

12.9 Universal fields

Universal fields are freely configurable, optional fields saved per shift report and completed manually by the user or via the process control system. These fields are preferable to free-text inputs, as they form a clear structure and can therefore also be analyzed and exported.

A universal field is assigned to one or several shift reports (recursively) via the organizational unit. A universal field can be divided into areas. This division is visualized on the interface using buttons. (Caution with the Area assignment role restriction!)

Essentially, a universal field is defined by a data type and its definition. Yes/No queries are possible as well as free text and much more.

The positioning within the Universal fields tab can be configured in the shift report using the layout (one-column = entire page width; two-column = half a page width) and sort index. Additionally, universal fields can be created purely as placeholders (= data type) to create corresponding blank space in a display.

The "Required field" option defines whether the field has to be populated if the associated shift report is completed. All required fields which the current user has assigned are checked (Areas role restriction). If the user has hidden required fields, these must also be populated.

The Source, Day, and Connection to provider fields relate to the configuration option for connected process control systems.