FREQUENTLY ASKED QUESTIONS

COSEC

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Version: V1. R1

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MATRIX

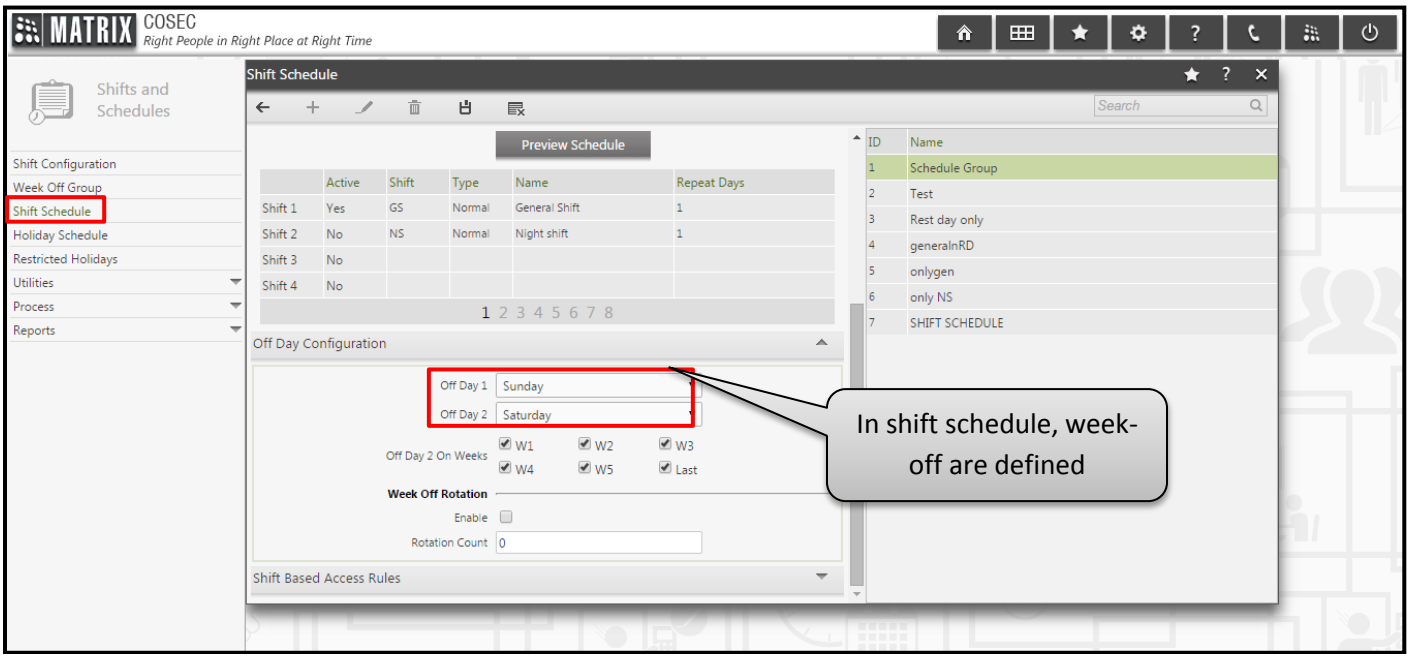
TELECOM | SECURITY

Week Off group configuration

Week Off group feature is available from COSEC V7R02 and onwards.

Regular Working days – Monday to Friday

Off days – Saturday and Sunday


MATRIX COSEC
Right People in Right Place at Right Time
Shifts and Schedules
Shift Configuration
Week Off Group
Shift Schedule
Holiday Schedule
Restricted Holidays
Utilities
Process
Reports
Shift Schedule
Search
Preview Schedule
Active Shift Type Name Repeat Days
Shift 1 Yes GS Normal General Shift 1
Shift 2 No NS Normal Night shift 1
Shift 3 No
Shift 4 No
1 2 3 4 5 6 7 8
ID Name
1 Schedule Group
2 Test
3 Rest day only
4 generalnRD
5 onlygen
6 only NS
7 SHIFT SCHEDULE
Off Day Configuration
Off Day 1 Sunday
Off Day 2 Saturday
Off Day 2 On Weeks
W1 W2 W3
W4 W5 Last
Week Off Rotation
Enable
Rotation Count 0
Shift Based Access Rules
In shift schedule, week-off are defined

If it is already available in Shift Schedule then why should I use Week Off group?

User -1

Working Shifts – General Shift and Night Shift

Week Off – Sunday and all Saturdays

User -2

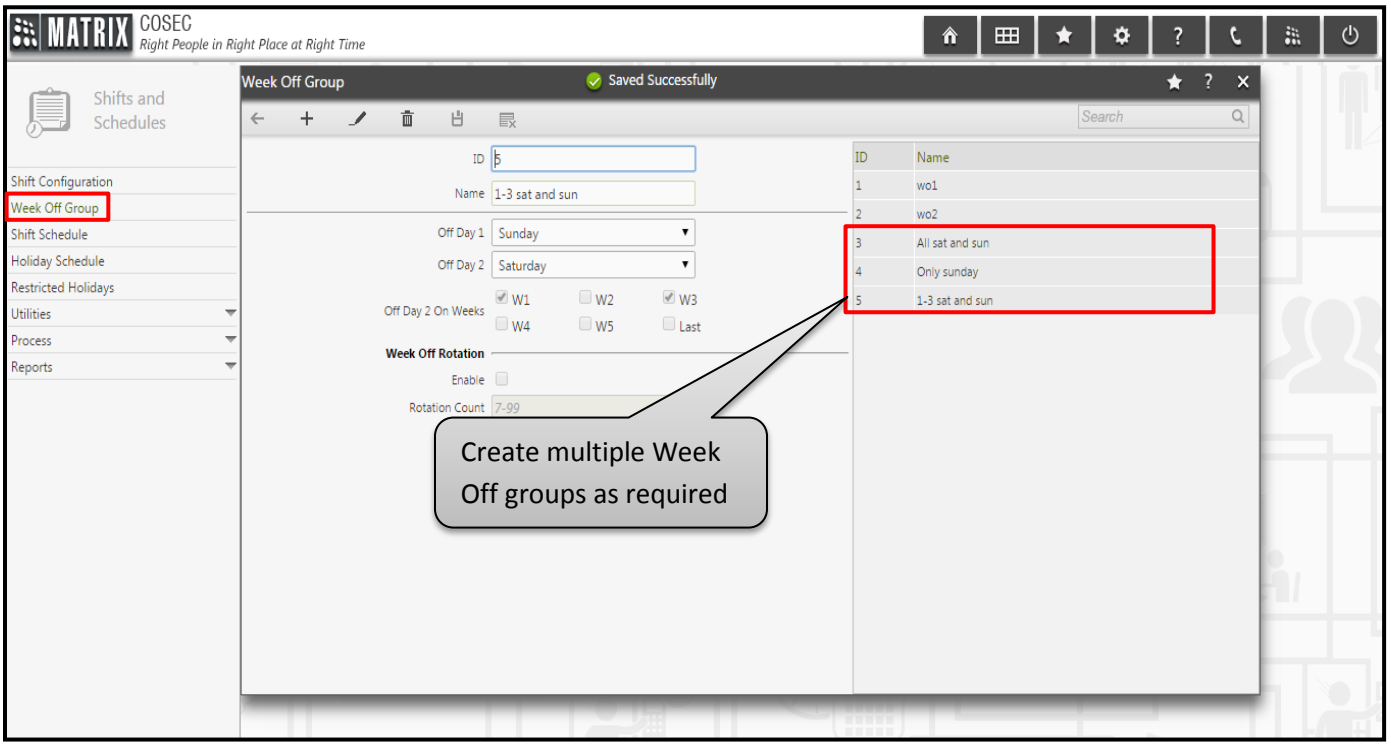
Working Shifts – General Shift and Night Shift

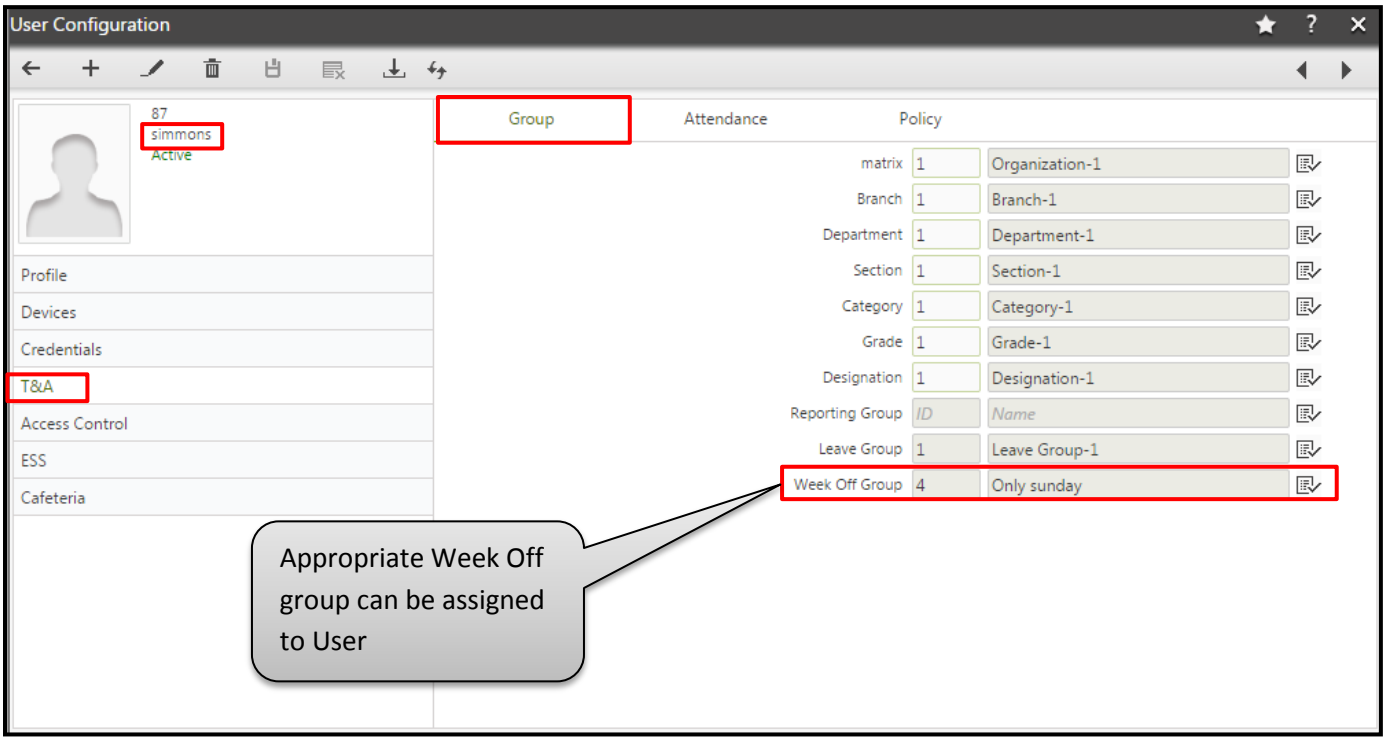
Week Off – Sunday and only 1st and 3rd Saturday

Let me create 2- Shift Schedules for both the Users with same shifts in it but with different week off

So for such 500 users, one needs to create 500 different Shift Schedules with Same shifts in it but different Week Off ?

We are using MATRIX COSEC V7R02 so I can utilize Week Off group. I will not give Week Off in the Shift Schedule. Instead I will create Week Off groups and assign them to all our employees.




User Configuration
87
simmons
Active
Profile
Devices
Credentials
T&A
Access Control
ESS
Cafeteria
Group
Attendance
Policy
matrix 1 Organization-1
Branch 1 Branch-1
Department 1 Department-1
Section 1 Section-1
Category 1 Category-1
Grade 1 Grade-1
Designation 1 Designation-1
Reporting Group ID Name
Leave Group 1 Leave Group-1
Week Off Group 4 Only sunday
Appropriate Week Off group can be assigned to User

For more information, contact
Matrix Technical Training Team
Training@MatrixComSec.com

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