

# FREQUENTLY ASKED QUESTIONS

COSEC

What  
When  
Which  
Where  
How  
Who  
Why



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**How to change shift on Week Off/Public Holiday?**  
**and**  
**How to remove Week Off/Public Holiday using Shift changer?**

I have already installed all the required IIS components and its features for COSEC Applications. The application is working fine but I want to know that how to change shift using shifty changer.



To change Shift from shift changer, go to Shift & Schedule Module →  
Utilities → Shift Changer

Actual Shift Sheet

Highlighted Week Off needs to be changed

User id	User Name	01-May-2015	02-May-2015	03-May-2015	04-May-2015	05-May-2015	06-May-2015
		Fri	Sat	Sun	Mon	Tue	Wed
1	USER-1	GS	GS	WO	GS	GS	GS

- How to change shift on week off?

Following changes has to be made to assign Normal Shift (NS) on Week Off and then import file.

User id	User Name	01-May-2015	02-May-2015	03-May-2015	04-May-2015	05-May-2015	06-May-2015
		Fri	Sat	Sun	Mon	Tue	Wed
1	USER-1	GS	GS	NS	GS	GS	GS

- How to remove Week Off/Public Holiday?

Following changes has to be made to remove Week Off/Public Holiday and then import file.

User id	User Name	01-May-2015	02-May-2015	03-May-2015	04-May-2015	05-May-2015	06-May-2015
		Fri	Sat	Sun	Mon	Tue	Wed
1	USER-1	GS	GS	Normal	GS	GS	GS

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