HANDOVER

User Guidance

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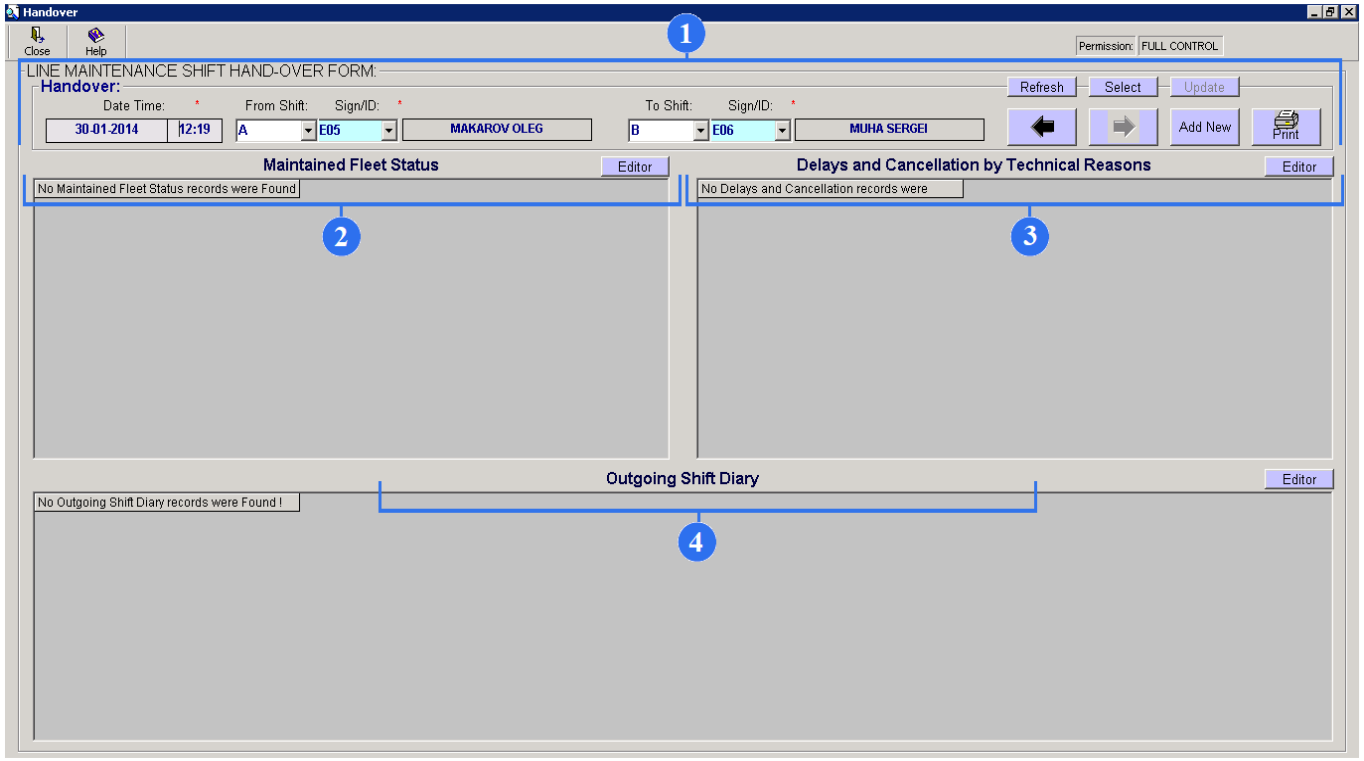
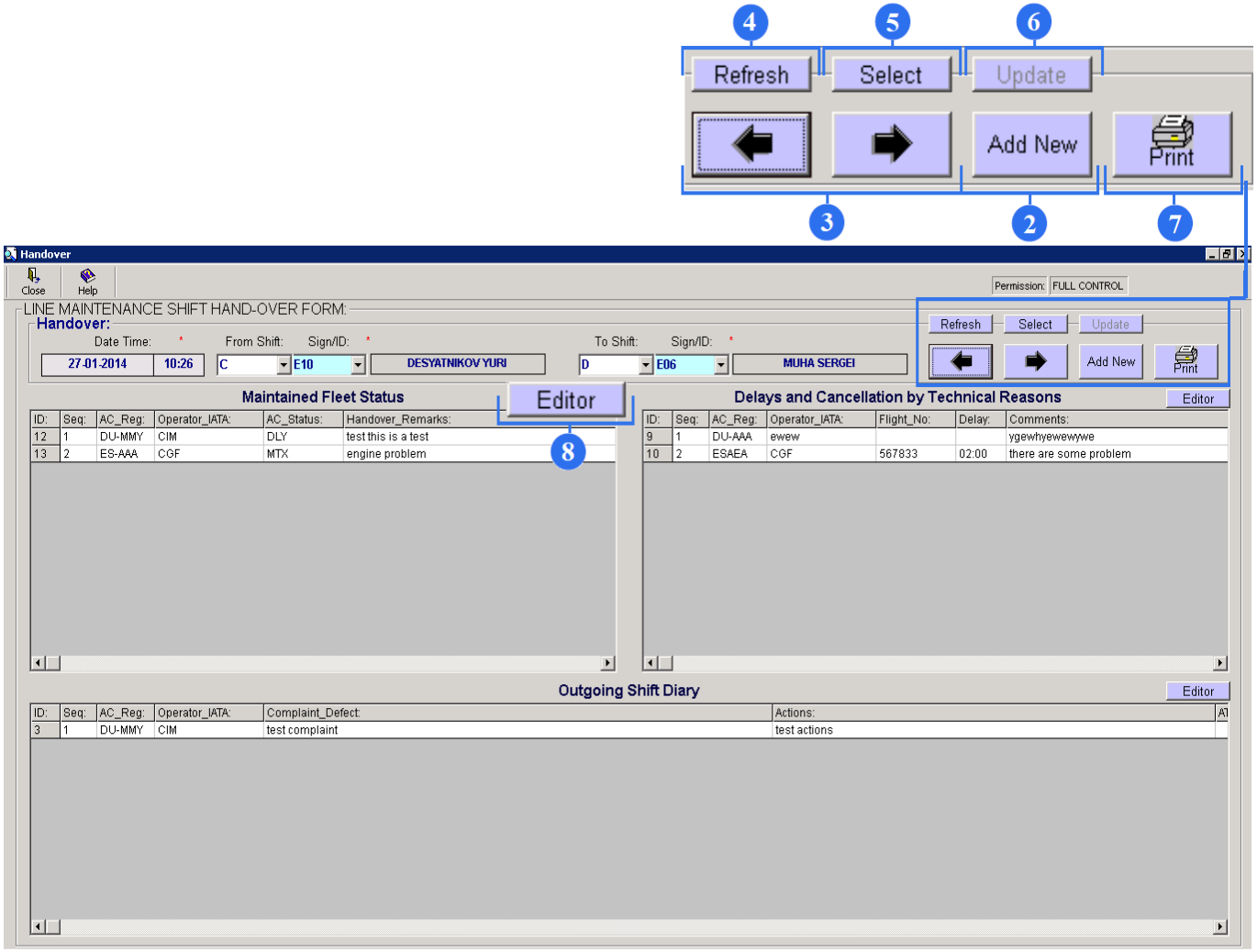
1. Handover Screen.



Handover screen consist of four frames:

- Handover Title (1);
- Maintained Fleet Status (2);
- Delays and Cancellations (3);
- Shift Diary (4).

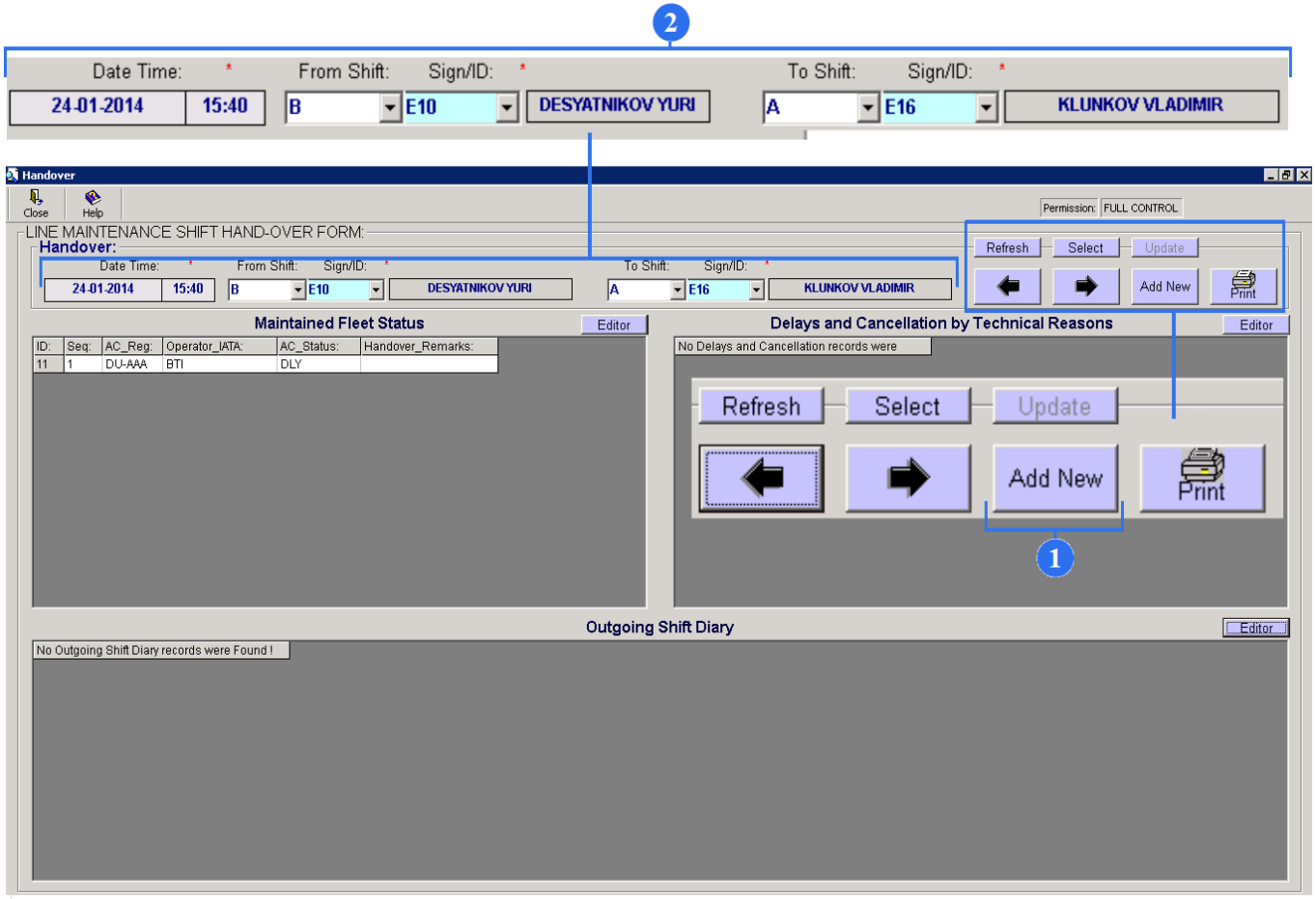
2. Handover Screen.



Handover Controls:

- Add New Handover Button (2);
- Surfing by the Date (3);
- Refresh - restore the original Handover screen (4);
- Select – quick search (4);
- Update – change Handover Title (limitation two last days) (5);
- Print – print report (6);
- Editor – run editor (7).

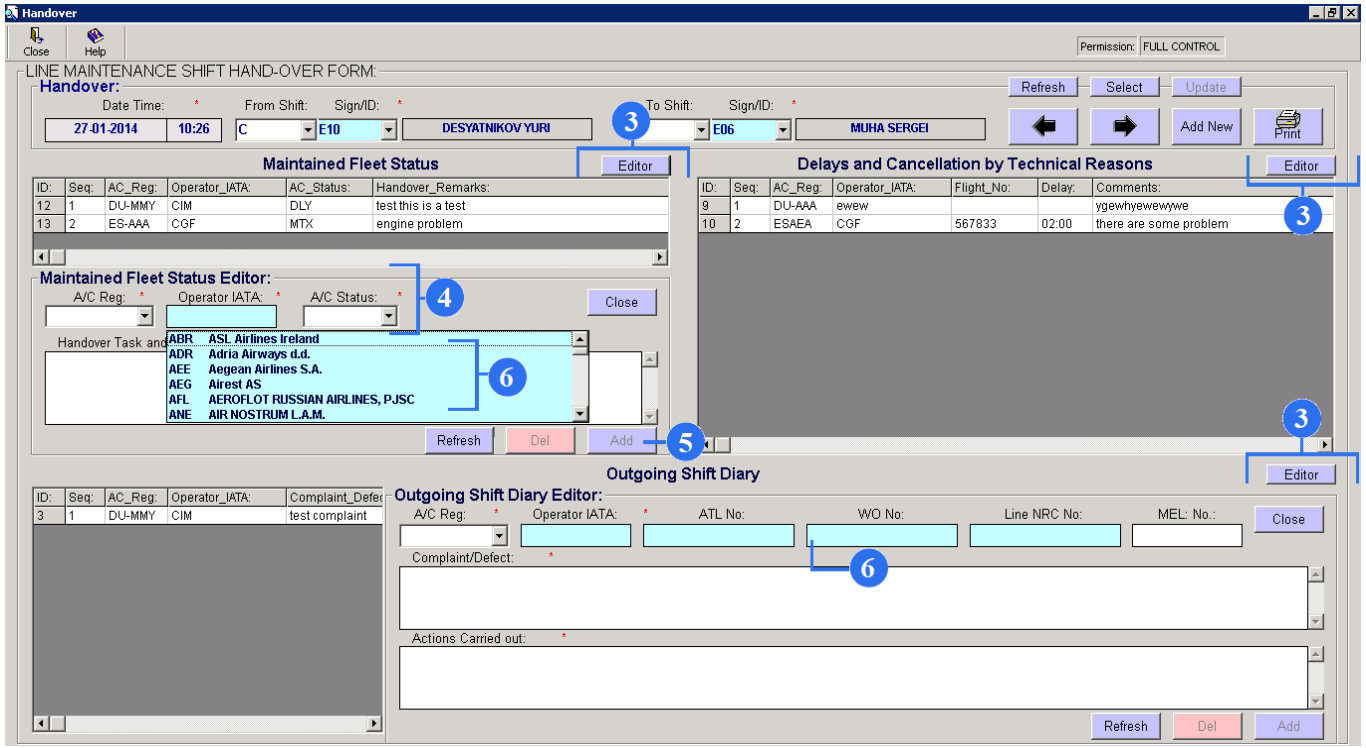
3. New Handover Registration.



1. To add new Handover push “Add New” button.

2. Select From-To Shift Data (Date and Time will appear automatically from system).

When new Handover Title was added user can work with Handover sections.

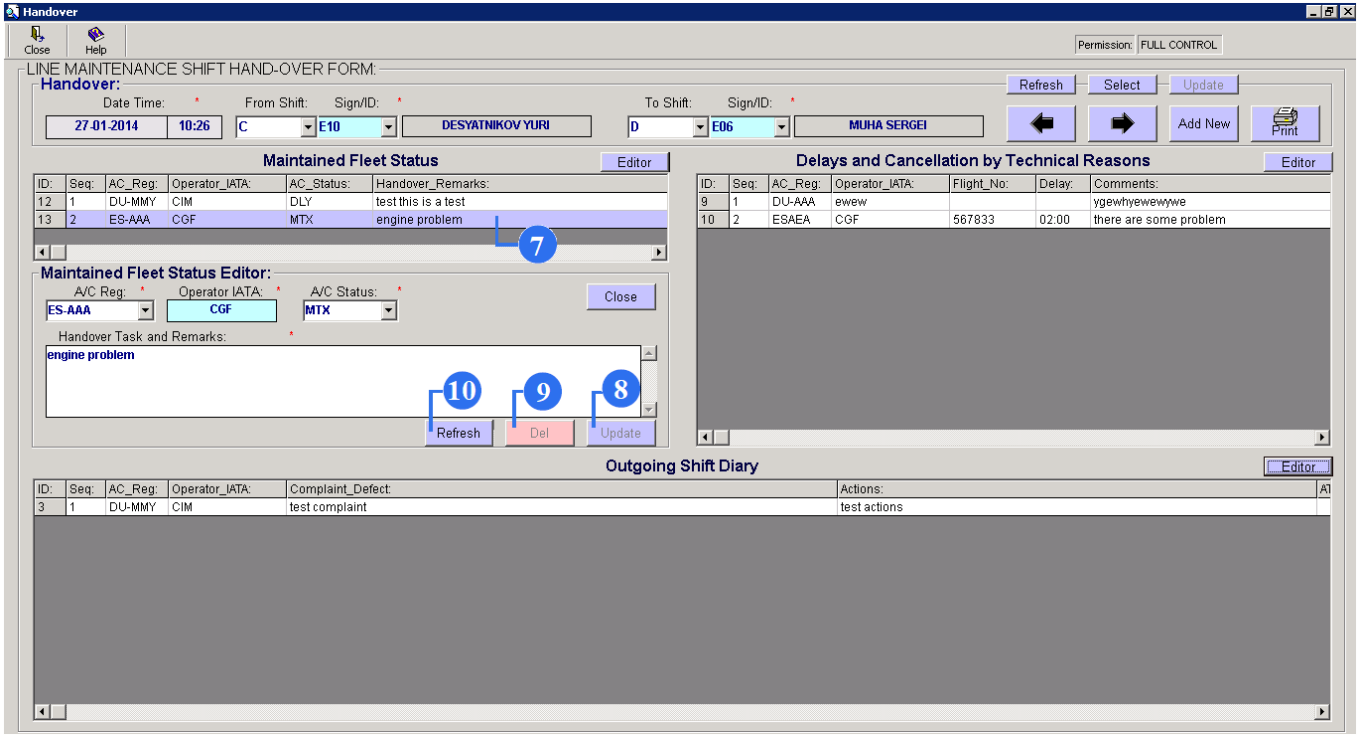


3. To add new record to any Handover section push appropriate “Editor” button then editor will appear.

4. Fill required fields.

5. Push “Add” button to save record.

6. Some fields (blue) to facilitate filling take data from other tables and also allowed free entry. When cursor move into that field will appear blue list for data selection but if you need put data manually click one more time in that field and again click one more time to see the list.

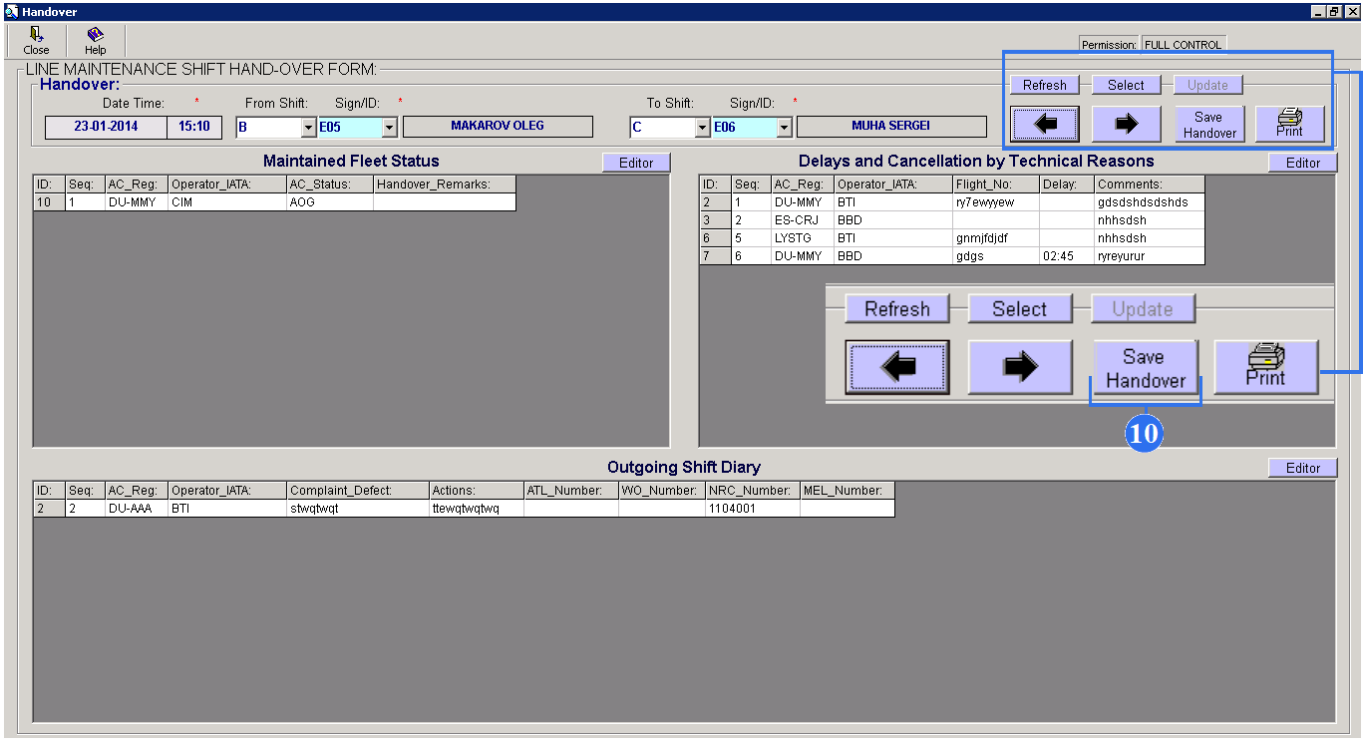


7. After saving you can see created handover. Highlight it.

8. Make a change in the necessary fields and click on the Update.

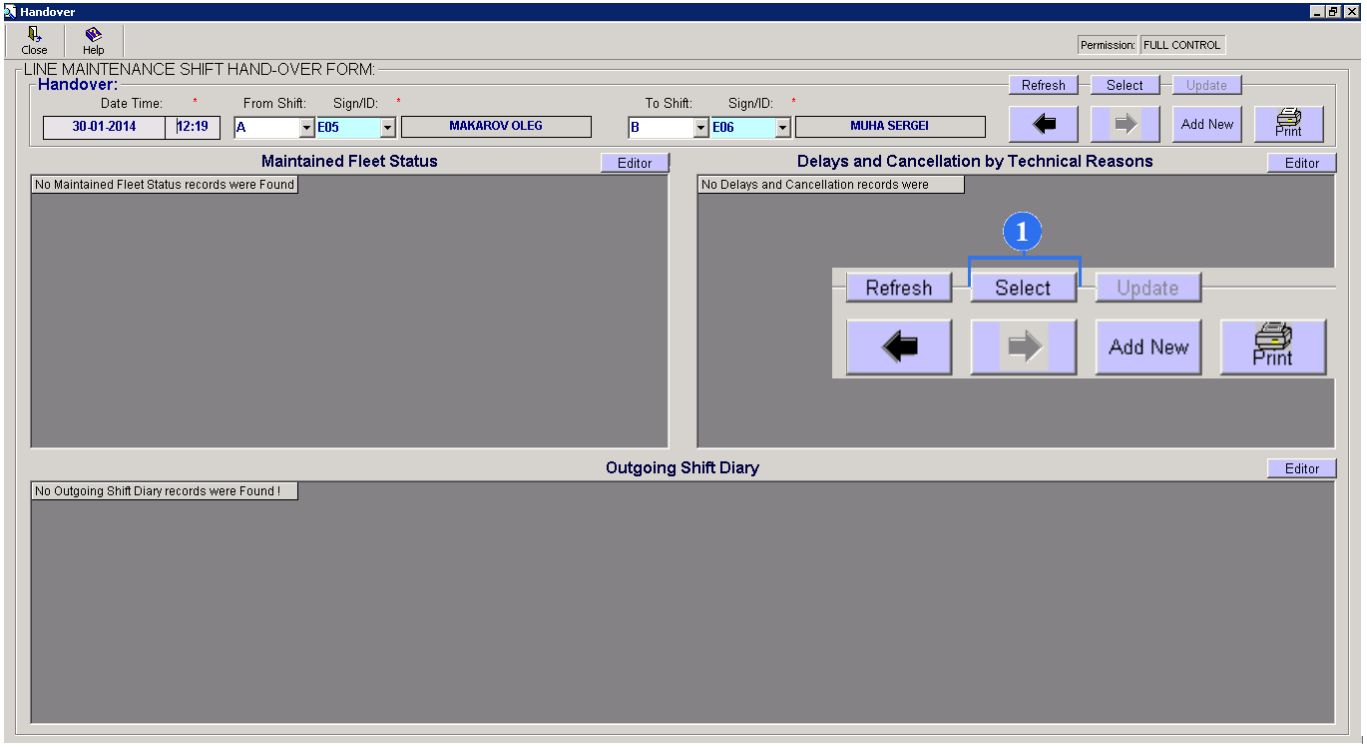
9. To remove the handover click on the Del.

10. To reset all entered data click on the Refresh.

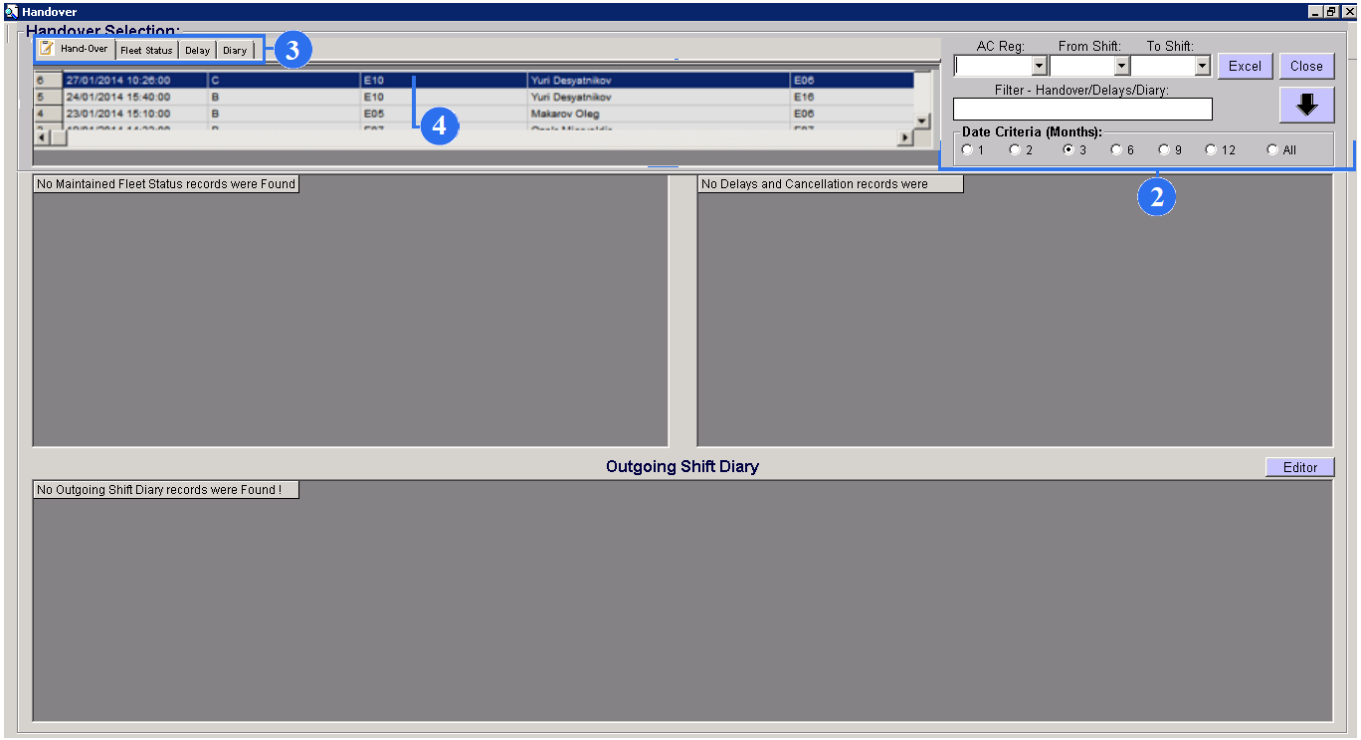


10. To save newly added Handover push “Save Handover” button.

4. Quick Search.



1. To quick search push “Select” button then search frame will appear.



2. Selection criteria for the search are performed on the right side.

3. View search results records provided by zones tabs.

4. Select record to see all records for that Handover.