



Manage shifts, one or many

Add, change and remove shifts, singly
or in bulk





Attendance

⌚ OT approvals ➔ Clock in someone ⚙️ Setup



-
- Diagram 2 shows the second row of the keypad. A blue rectangle highlights the central button, which is currently empty. The buttons in this row are: a button with a minus sign, an empty button, an empty button, the highlighted central button, an empty button, an empty button, and an empty button.



2 Add a shift

The screenshot shows a staff scheduling interface. A modal window titled "Staff One" is open, displaying the date "Wednesday, October 14". Below the title, there is a button labeled "+ Shift" with a dropdown arrow, highlighted by a blue circle and the number 1. Below this button, a dropdown menu is open, showing a list of shift presets. The menu is titled "THIS UNIT RUNS" and lists five options: "Mornig Shift" (05:00–13:00), "Qvian Office Hours" (08:00–16:00), "Morning Late" (09:00–17:00), "Afternoon Shift" (13:00–21:00), and "Grave Yard" (21:00–05:00). The "Qvian Office Hours" option is highlighted by a blue circle and the number 2. At the bottom of the dropdown menu, there is a link labeled "Custom hours...".

Shift Name	Hours
Mornig Shift	05:00–13:00
Qvian Office Hours	08:00–16:00
Morning Late	09:00–17:00
Afternoon Shift	13:00–21:00
Grave Yard	21:00–05:00

Custom hours...

1 Click + **Shift**

2 Pick a preset

i It saves at once



3 Open the shift

Staff One
Wednesday, October 14

DAY RECORDS

Rostered

1 **Qvian Office Hours 08:00–16:00** [change](#)

☐ Overtime

+ Overtime ▾

Still to come. Roster it now; the hours get recorded when the day happens, or you fix them here afterwards.

 Day off

1 Click the rostered shift



4 Change it or take it off

Qvian Office Hours 08:00-16:00 close

☐ Overtime

● Mornig Shift
05:00 – 13:00

● Qvian Office Hours
08:00 – 16:00

1 ● Morning Late
09:00 – 17:00

● Afternoon Shift
13:00 – 21:00

● Grave Yard
21:00 – 05:00

From 09:00 to 17:00

2 Change it 3 Take it off

☐ Repeat this on other days

1 Pick another preset

2 Click **Change it**

3 Or **Take it off**



5 Repeat on other days

↻ Hide repeat

1 S M **T** **W** T F S until 2 31-10-2026

Morning Late 09:00–17:00, every Tue Wed, until Oct 31 — 5 days.

3 Roster those days

- 1 Tap the weekdays
- 2 Set **until**
- 3 Click **Roster those days**

i Days with a shift already are left alone



6 Start selecting

Schedule & attendance · 7 people · 4 departments

Collapse all Expand all **1** Select

WHO	TODAY 11	M 12	T 13	W 14	T 15	F 16	S 17	S 18	M 19	T 20	W 21	T 22	F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30	S 31	S 01	M 02	T 03	W 04	T 05	F 06	S 07	LEFT
Dexter Sol EMP-0005 · no set hours Mornig Shift · 4 days				OFF	OFF	OFF					OFF	OFF	OFF					OFF	OFF	OFF									—
Staff One Senior Software Engineer · n... Set duty																													—
Staff Two Geographer · 08:00–20:00 · 1... Afternoon Shift · 4/6		OFF	OFF						OFF	OFF					OFF	OFF					OFF	OFF							—

needs you worked & settled (· = two stretches) absent leave hours and a shift, not joined overtime nobody took nothing recorded not a working day the shift (what was planned) — hover for its name

1 Click **Select**

1

Expand all **Select**

F 06	S 07	LEFT
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7 Tick people and days

Select cells, employees or dates. Paid days are locked

Collapse all Expand all Done selecting

WHO TODAY 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 LEFT

General Default 3 people

☐ Dexter Sol
EMP-0005 · no set hours
Mornig Shift · 4 days

☒ Staff One
Senior Software Engineer · n...
Set duty

☐ Staff Two
Geographer · 08:00-20:00 · 1...
Afternoon Shift · 4/6

needs you 8h worked & settled (= two stretches) A absent L leave 8h hours and a shift, not joined OT overtime nobody took nothing recorded not a working day the shift (what was planned) — hover for its name
click any cell to roster a shift or fix the hours paid · locked

28 cells · 1 employee Actions X

1 Tick a name

2 Or a date

3 Click **Actions**

i Up to 500 cells at a time

1

Mornig Shift · 4 days

☒ Staff One
Senior Software Engineer ·

Set duty

2

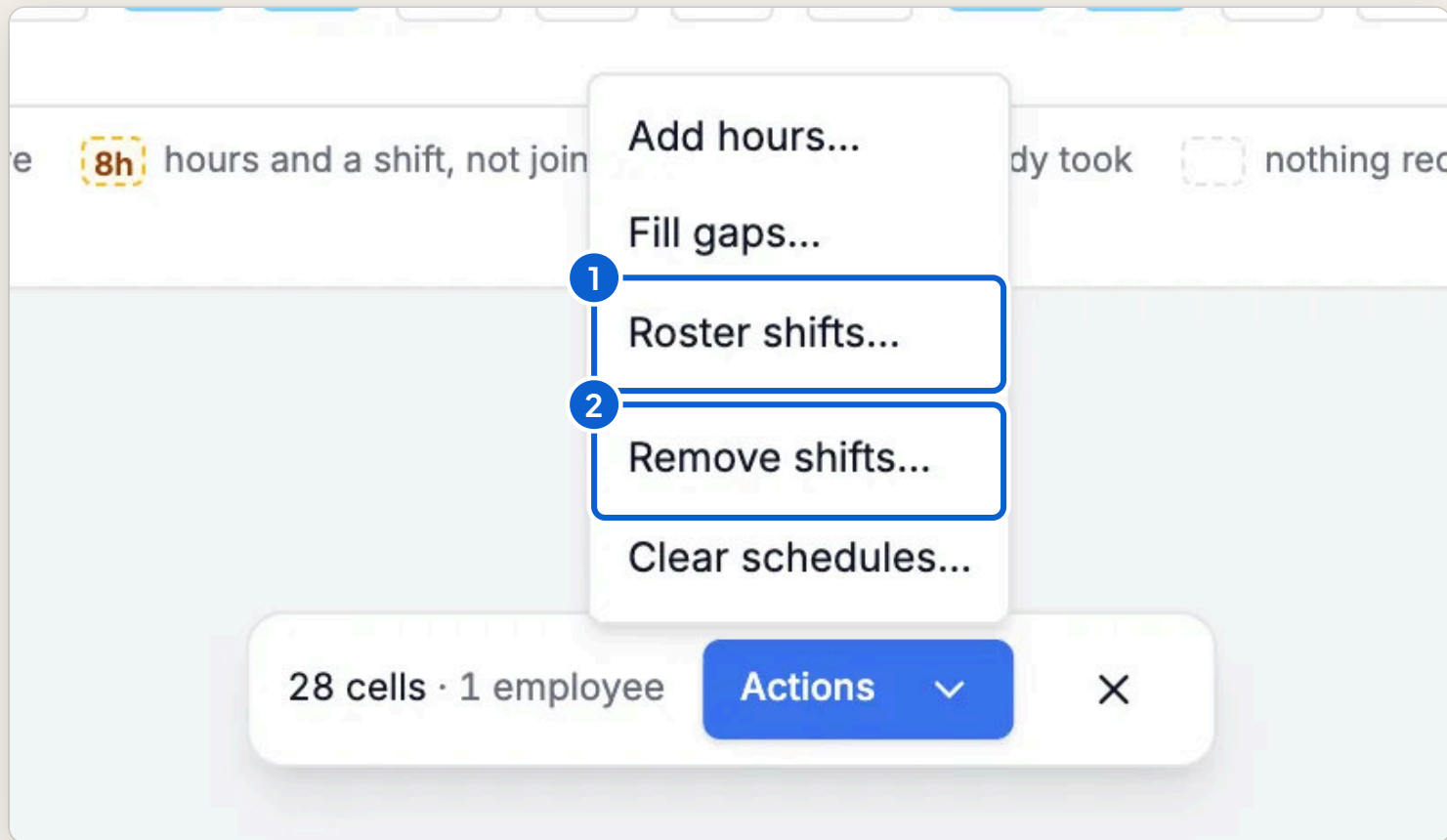
are locked.

M T W T F
12 13 14 15 16



8

Choose the action



1 Click **Roster shifts...**

2 Or **Remove shifts...**



9

Roster them all

Roster shifts

28 cells · 1 employee · 2026-10-11 – 2026-11-07

Hours

1 Qvian Office Hours · 08:00–16:00

2 Regular Overtime

Note (optional)

Adds to the selected dates. Existing regular shifts and overlapping shifts are skipped.

Cancel 3 Roster shifts

1 Choose the **Hours**

2 Keep **Regular**

3 Click **Roster shifts**



Days that already have a shift are skipped



10 Remove in bulk

Remove shifts ✕

28 cells · 1 employee · 2026-10-11 – 2026-11-07

Remove

1

Only unworked schedules are removed. Clock-in history, paid days and standing duty are kept.

2 Cancel Remove shifts

1 Choose what to **Remove**

2 Click **Remove shifts**

i Only unworked shifts go



Bulk never touches



Days already worked



Paid days



A person's standing duty



Done, with a receipt

A count, plus what was skipped and why

Roster shifts

28 cells · 1 employee · 2026-10-11 – 2026-11-07

28 shifts updated · 0 cells skipped

Done

