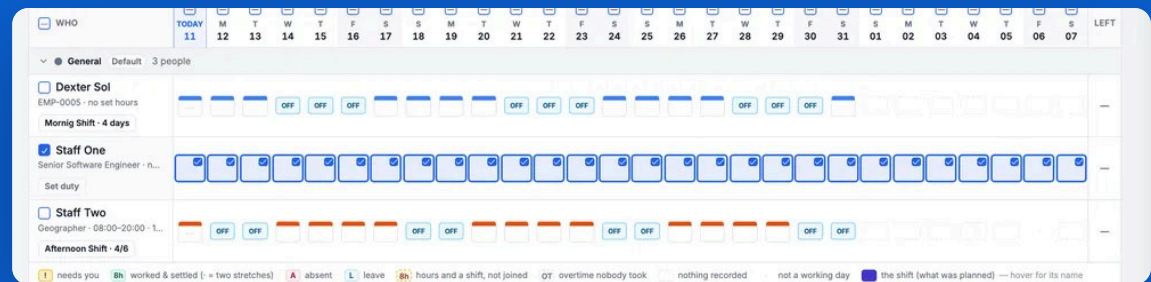




shift प्रबंधन, एक या कई

shift जोड़ना, बदलना और हटाना, अकेले या थोक
में





1

दिन क्लिक करें

Attendance

My Restaurant — who worked, when, and what still needs you.

SHOWING

Last 7 days Previous month This month **Next 4 weeks**

FIND

Q Find someone

DEPARTMENT

General

PEOPLE ROSTERED EACH DAY

7 6 6 5 6 2 4 4 4 5 4 4 1 2 4 5 5 4 4 30 2 01 02 03 04 05 06 07

Current clock-ins · 0

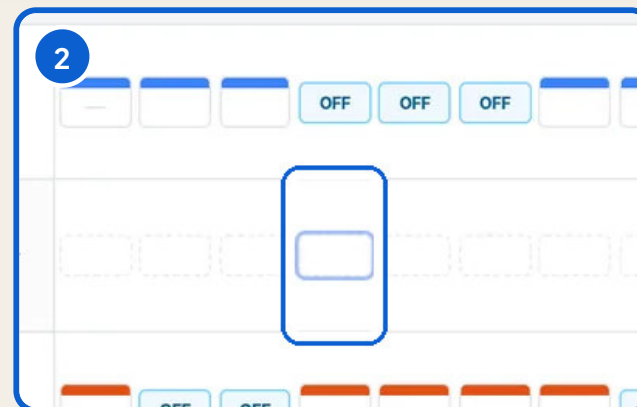
Schedule & attendance · 7 people · 4 departments

Collapse all Expand all 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
General	Default	3 people																											
Dexter Sol	EMP-0005 · no set hours			OFF	OFF	OFF					OFF	OFF	OFF					OFF	OFF	OFF									—
Mornig Shift · 4 days																													
Staff One	Senior Software Engineer · n...																												—
Set duty																													
Staff Two	Geographer · 08:00–20:00 · 1...																												

1 Next 4 weeks चुनें

2 व्यक्ति का दिन क्लिक करें





2

shift जोड़ें

The screenshot shows a staff scheduling interface. A modal window titled "Staff One" is open for "Wednesday, October 14". Inside the modal, there is a button labeled "+ Shift" with a dropdown arrow, highlighted by a blue circle and the number "1". Below this button is a list titled "THIS UNIT RUNS" with several shift options, each with a colored dot and a time range. The "Qvian Office Hours" option, which has a teal dot and a time range of "08:00–16:00", is highlighted by a blue circle and the number "2". Other options include "Mornig Shift" (blue dot, 05:00–13:00), "Morning Late" (purple dot, 09:00–17:00), "Afternoon Shift" (orange dot, 13:00–21:00), and "Grave Yard" (green dot, 21:00–05:00). At the bottom of the list is a link that says "Custom hours...".

Shift Name	Time Range
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

1 + Shift क्लिक करें

2 preset चुनें

i तुरंत सेव हो जाता है



3

shift खोलें

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

रोस्टर की गई shift क्लिक करें



4

बदलें या हटाएँ

Qvian Office Hours 08:00–16:00 close

☐ Overtime

● 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

From to

2 Change it 3 Take it off

[Repeat this on other days](#)

- 1 दूसरा preset चुनें
- 2 **Change it** क्लिक करें
- 3 या **Take it off**



5 दूसरे दिनों पर दोहराएँ

Hide repeat

1 ☐ S ☐ M ☒ T ☒ W ☐ T ☐ F ☐ S until 2

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

3

1 हफ़्ते के दिन टैप करें

2 **until** सेट करें

3 **Roster those days** क्लिक करें

जिन दिनों पर shift पहले से है, वे छुए नहीं जाते



6

चुनना शुरू करें

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							—

1 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

1 Select क्लिक करें

1

Expand all **Select**

F 06	S 07	LEFT
---------	---------	------



7

लोग और दिन टिक करें

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 नाम टिक करें
- 2 या तारीख
- 3 **Actions** क्लिक करें

i एक बार में 500 सेल तक

1

Mornig Shift · 4 days

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

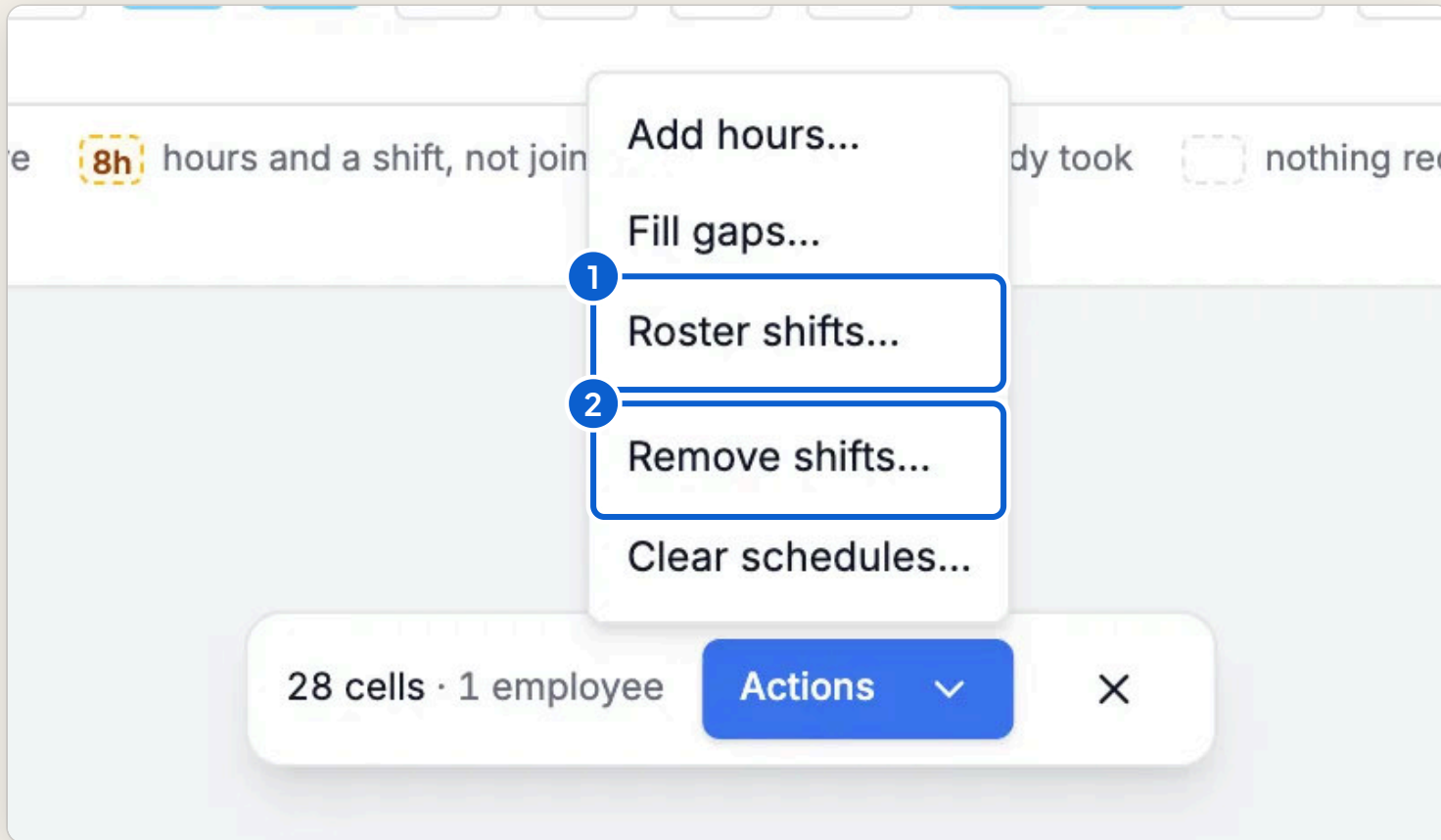
2

are locked.

M T W T F
12 13 14 15 16



8 कार्रवाई चुनें



1 **Roster shifts...** क्लिक करें

2 या **Remove shifts...**



9

सबको रोस्टर करें

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 Hours चुनें

2 Regular रखें

3 Roster shifts क्लिक करें



जिन दिनों पर shift पहले से है, वे छोड़ दिए जाते हैं



10

थोक में हटाएँ

Remove shifts

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

Remove

1

Regular shifts

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

Cancel

2 Remove shifts

1 क्या **Remove** करना है, चुनें

2 **Remove shifts** क्लिक करें

i सिर्फ़ बिना काम वाली shift हटती हैं



थोक कार्रवाई कभी नहीं छूती



काम हो चुके दिन



भुगतान हो चुके दिन



व्यक्ति की स्थायी ड्यूटी



हो गया, रसीद के साथ

गिनती, और क्या छोड़ा गया और क्यों

Roster shifts

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

28 shifts updated · 0 cells skipped



Done

