



सिफ्ट व्यवस्थापन, एक वा धेरै

सिफ्ट थप्ने, बदल्ने र हटाउने, एकलै वा थोकमा





- 1 **Next 4 weeks** छान्नुहोस्
- 2 व्यक्तिको दिन क्लिक गर्नुहोस्



2

सिफ्ट थप्पुहोस्

Staff One
Wednesday, October 14

1 + Shift ▾

THIS UNIT RUNS

2

● 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 + Shift क्लिक गर्नुहोस्

2 प्रिसेट छान्नुहोस्

i तुरुन्तै सेभ हुन्छ



3

सिफ्ट खोलनुहोस्

Staff One
Wednesday, October 14

DAY RECORDS

1

Rostered

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 गरिएको सिफ्ट क्लिक गर्नुहोस्



4

बदलनुहोस् वा हटाउनुहोस्

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 09:00 to 17:00

Change it Take it off

☐ Repeat this on other days

- 1 अर्को प्रिसेट छान्नुहोस्
- 2 **Change it** क्लिक गर्नुहोस्
- 3 वा **Take it off**



5 अरू दिनमा दोहोर्‍याउनुहोस्

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 हप्ताका दिन ट्याप गर्नुहोस्
- 2 **until** सेट गर्नुहोस्
- 3 **Roster those days** क्लिक गर्नुहोस्

पहिले नै सिफ्ट भएका दिन छोड्नुहोस्



6 छात्र सुरु गर्नुहोस्

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 **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 गर्नुहोस्

1

Expand all **Select**

F 06	S 07	LEFT
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7

व्यक्ति र दिन टिक गर्नुहोस्

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 गर्नुहोस्

2 वा मिति

3 Actions क्लिक गर्नुहोस्

i एकपटकमा 500 सेलसम्म

1

Mornig Shift · 4 days



Staff One

Senior Software Engineer ·

Set duty

2

are locked.



M 12

T 13

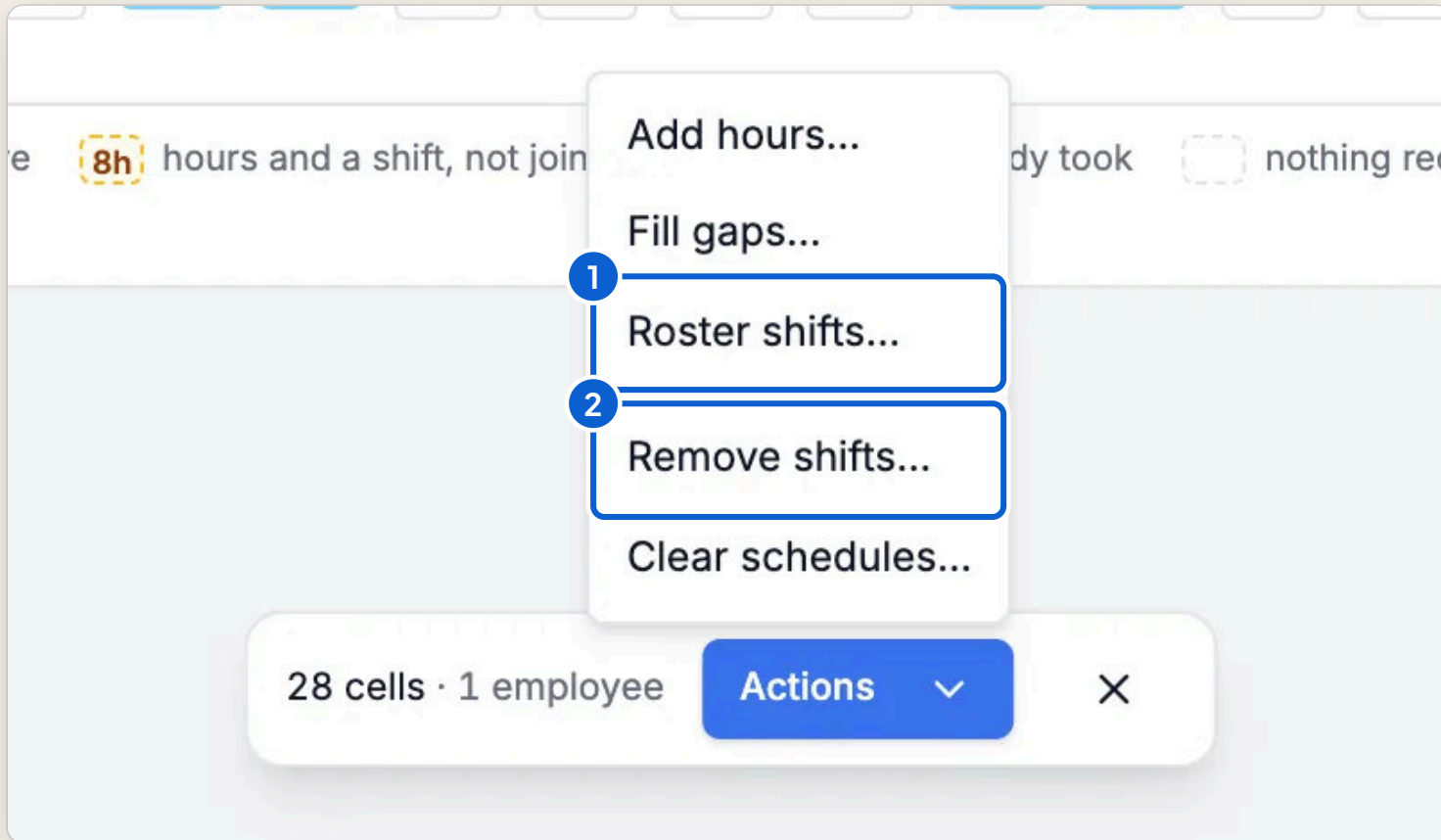
W 14

T 15

F 16



8 कार्य छान्नुहोस्



1 **Roster shifts...** क्लिक गर्नुहोस्

2 वा **Remove shifts...**



9

सबैलाई रोस्टर गर्नुहोस्

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** छान्नुहोस्

2 **Regular** राख्नुहोस्

3 **Roster shifts** क्लिक गर्नुहोस्

i पहिले नै सिफ्ट भएका दिन छोडिन्छन्



10

थोकमा हटाउनुहोस्

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.

2

Remove shifts

Cancel

1 के **Remove** गर्ने छान्नुहोस्

2 **Remove shifts** क्लिक गर्नुहोस्

i काम नगरिएका सिफ्ट मात्र हट्छन्



थोक कार्यले कहिल्यै छुँदैन



काम भइसकेका दिन



भुक्तानी भइसकेका दिन



व्यक्तिको स्थायी ड्युटी



सकियो, रसिदसहित

गणना, साथै के छोडियो र किन

Roster shifts

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

28 shifts updated · 0 cells skipped



Done

