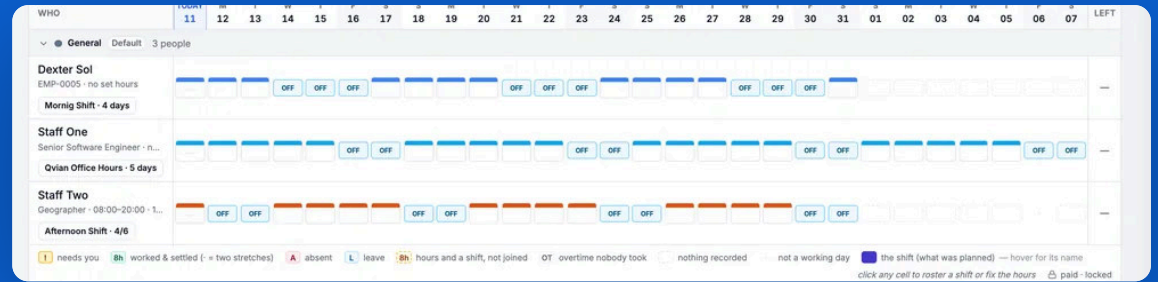




ডিউটি রোস্টার সেট করুন

একটি preset থেকে ক্যালেন্ডারে চার সপ্তাহ
পর্যন্ত





শুরুর আগে



- Mornig Shift
- Opening
- Ovia Office Hours

ঘণ্টার জন্য একটি preset



Staff One

Senior Software Engineer · n...

Set duty

ব্যক্তি এই ইউনিটে

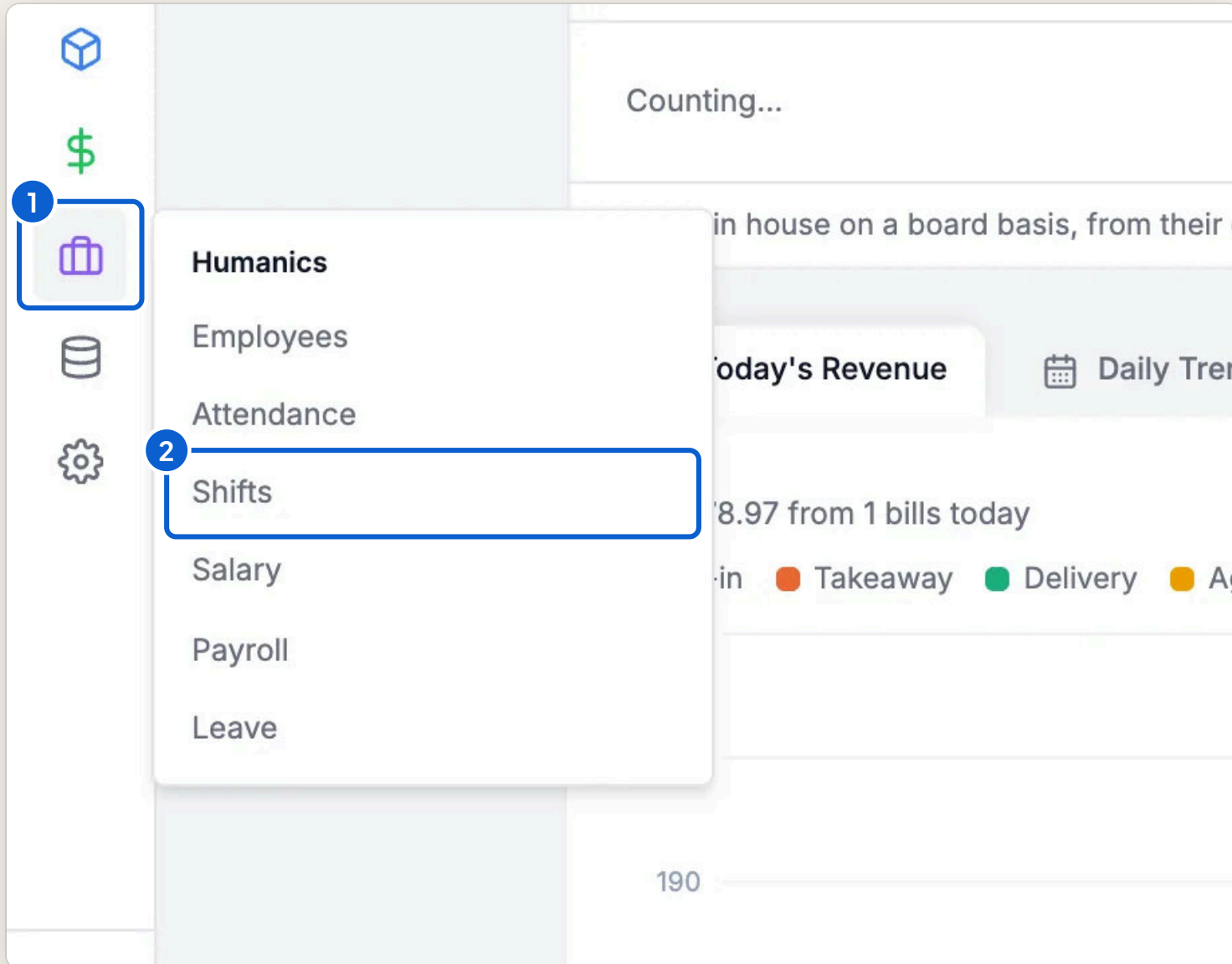


st 7 days Previous month This month **Next 4 weeks**

Attendance **Next 4 weeks**—এ

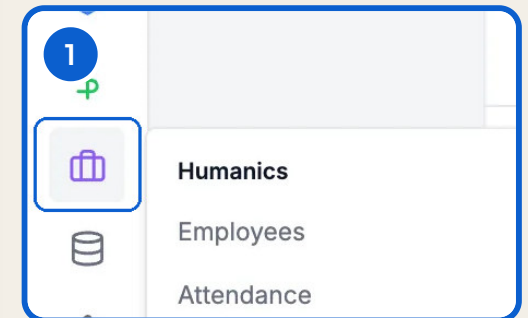


1 Shifts খুলুন



1 **Humanics**-এ পয়েন্টার নিন

2 **Shifts** ক্লিক করুন





2

preset যোগ করুন

Shifts

The named blocks of hours your units run, across Qvian Enterprises

[Presets](#) [Swaps](#)

A preset is a named block of hours — Opening 06:00–14:00 — that you drop onto a day in one tap from the attendance grid. Its times are copied onto the day, so editing a preset never changes what past days were measured against. A unit's grid offers the presets pinned to it, the org-wide ones, and any it has already used.

9 presets

1 + New preset

PRESET	CODE	HOURS	PAID	SCAN WINDOW ⓘ	STATUS
Mornig Shift	MOR	05:00–13:00	8h	30m before – 2h after	Active
Opening	0600–1400	06:00–14:00	8h	30m before – 2h after	Active
Qvian Office Hours	QOH	08:00–16:00	8h	30m before – 2h after	Active
Mid	0900–1900	09:00–19:00	10h	30m before – 2h after	Active
Morning Late	MRL	09:00–17:00	8h	30m before – 2h after	Active
Relief	1100–1500	11:00–15:00	4h	30m before – 2h after	Active
Afternoon Shift	AFT	13:00–21:00	8h	30m before – 2h after	Active
Closing	1400–2200	14:00–22:00	8h	30m before – 2h after	Active
Grave Yard overnight	GRV	21:00–05:00	8h	30m before – 2h after	Active

1

New preset ক্লিক করুন



দরকারি preset আগেই আছে? ধাপ 4-এ যান



3

নাম ও ঘণ্টা দিন

New preset shift
A preset is a reusable shift. Name it once, set its hours, and drop it onto the schedule in one tap.

The shift
What it's called and the hours it runs.

1

name

Evening

Code

EVE

2

Starts

14:00

Ends

22:00

14:00–22:00 · 8h paid.

Overtime preset
Shifts made from it are overtime

☐

Clock-in window
How long before and after the start the QR keeps taking scans.

Opens (min before start)

30

Closes (min after start)

120

Staff can scan in from 13:30 to 16:00 on days this shift is scheduled. A day's window can be changed in Attendance.

Colour

3

Cancel

Create preset

1

Name লিখুন

2

Starts ও Ends সেট করুন

3

Create preset ক্লিক করুন

Ends, Starts-এর আগে হলে
রাতভর shift হয়



4

Attendance খুলুন

Attendance

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

SHOWING

1Last 7 daysPrevious monthThis monthNext 4 weeks

DETAILNeeds youEveryone

FIND

DEPARTMENTAll departments

WHERE THE WORK IS

05060708091011

Look again

Current clock-ins · 0

Schedule & attendance · 7 people · 4 departments

Collapse allExpand allSelect

WHO	M05	T06	W07	T08	F09	S10	TODAY11	LEFT
-----	-----	-----	-----	-----	-----	-----	---------	------

1

Next 4 weeks ক্লিক করুন

সাইডবারে Humanics > Attendance



5

তার ডিউটি খুলুন

WHO

TODAY 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

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) absent leave 8h hours and a shift not joined OT overtime nobody took nothing recorded

1 Set duty ক্লিক করুন

i আগেই সেট করা? বোতামে প্যাটার্ন দেখায়

1

Staff One
Senior Software Engin

Set duty

Staff Two



6

কাজের দিনে ট্যাপ করুন

Staff One

Senior Software Engineer — what do they normally do?



1 Which days do they work?

1

Sun

off

Mon

off

Tue

off

Wed

off

Thu

off

Fri

off

Sat

off

Nothing yet.

2 Put it on the calendar

1 week

2 weeks

4 weeks



Keep going after that

Every night it adds the days that are missing. It never changes a day you already set.

[Not a weekly pattern?](#)

1

Sun ট্যাপ করুন



7

shift বেছে নিন

Staff One ×
Senior Software Engineer — what do they normally do?

1 Which days do they work?

Sun
off

Mon
off

Tue
off

Wed
off

Thu
off

Fri
off

Sat
off

Sunday nothing yet close

1

Mornig Shift
05:00 – 13:00

Qvian Office H...
08:00 – 16:00

Morning Late
09:00 – 17:00

Afternoon Shift
13:00 – 21:00

Grave Yard
21:00 – 05:00

2

Other hours
type them

Nothing yet.

2 Put it on the calendar

1 week

2 weeks

4 weeks

1 preset ট্যাপ করুন

2 অথবা **Other hours**

i প্রতিটি কাজের দিনের জন্য আবার করুন



8

কতদূর পর্যন্ত, বেছে নিন

Sun-Thu — 40 hours a week

2 Put it on the calendar

1

1 week

2 weeks

4 weeks

2



Keep going after that

Every night it adds the days that are missing. It never changes a day you already set.

1

4 weeks বেছে নিন

2

Keep going after that

i

বন্ধ থাকলে ওই সপ্তাহগুলোর পর
থেমে যায়



9 Save করুন

Not a weekly pattern?

1



Save

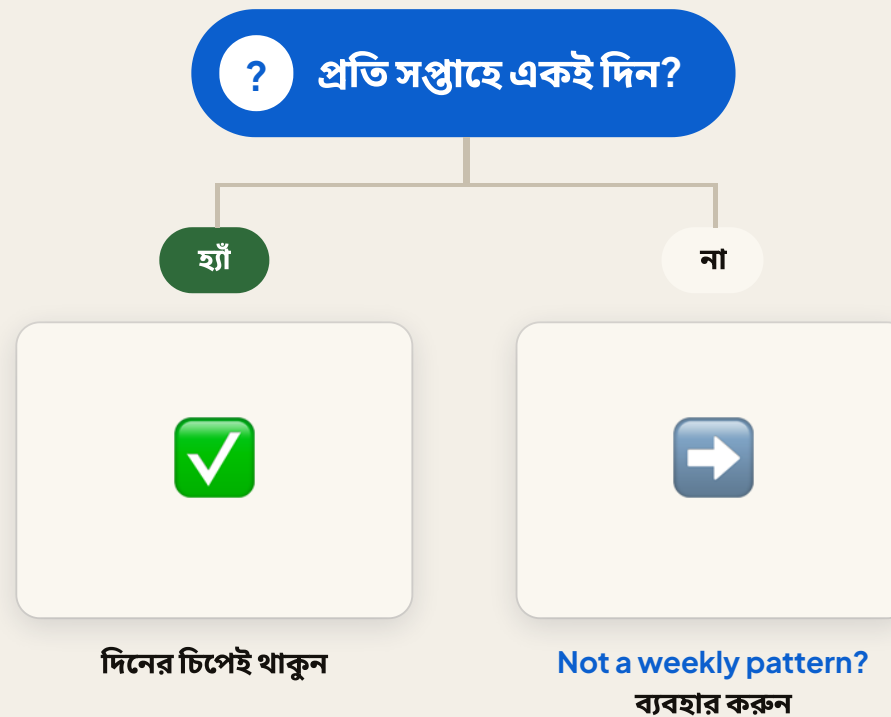
1 **Save** ক্লিক করুন



ধুসর? কোনো দিনে এখনো shift
দরকার



প্রতি সপ্তাহে একই দিন নয়?





ক্যালেন্ডারে

28 দিন রোস্টার হয়েছে, প্রতি রাতে পূরণ হতে থাকবে

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				OFF	OFF	OFF						OFF	OFF	OFF						OFF	OFF	OFF								
Staff One Senior Software Engineer · n... Qvian Office Hours · 5 days						OFF	OFF						OFF	OFF							OFF	OFF							OFF	OFF
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 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																														

