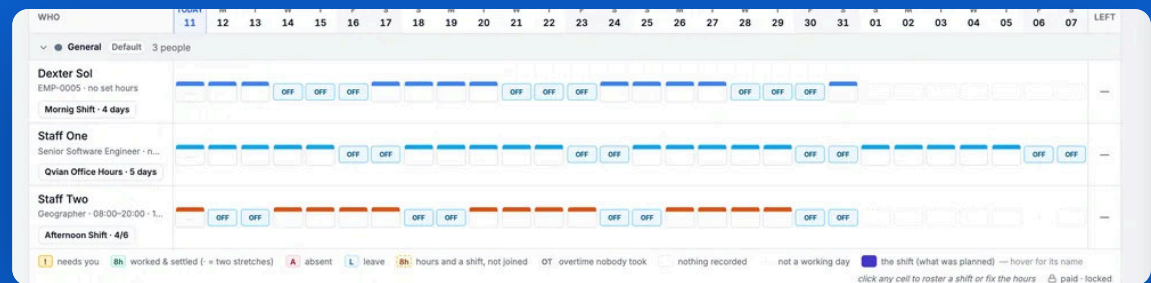




Set a duty roster

From a preset to four weeks on the calendar





Before you start



- Mornig Shift
- Opening
- Qvian Office Hours

A preset for the hours



Staff One

Senior Software Engineer · n...

Set duty

The person in this unit



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

Attendance on **Next 4 weeks**



1 Open Shifts

The screenshot shows a software interface with a sidebar on the left containing icons for a cube, a dollar sign, a briefcase, a database, and a gear. A blue box with a '1' highlights the briefcase icon. A dropdown menu is open, listing 'Humanics', 'Employees', 'Attendance', 'Shifts', 'Salary', 'Payroll', and 'Leave'. A blue box with a '2' highlights the 'Shifts' option. The background shows a 'Counting...' section and a 'Today's Revenue' section with a bar chart and a legend for 'Takeaway' (orange), 'Delivery' (green), and 'Ag' (yellow).

1 Point to **Humanics**

2 Click **Shifts**

This inset screenshot shows a zoomed-in view of the sidebar and dropdown menu. A blue box with a '1' highlights the briefcase icon, and another blue box with a '2' highlights the 'Shifts' option in the dropdown menu. The dropdown menu lists 'Humanics', 'Employees', and 'Attendance'.



2 Add a preset

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 Click **New preset**

Have the presets you need? Skip to step 4



3 Name it, set the hours

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** Code

Evening EVE

2 **Starts** Ends

14:00 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) **Closes (min after start)**

30 120

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 Type a **Name**

2 Set **Starts** and **Ends**

3 Click **Create preset**

i Ends before Starts makes it overnight



4

Open Attendance

Attendance

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

SHOWING

Last 7 daysPrevious monthThis monthNext 4 weeks

DETAIL

Needs youEveryone

FIND

Find someone

DEPARTMENT

All departments

WHERE THE WORK IS

05060708091011Look again

Current clock-ins · 0

Schedule & attendance · 7 people · 4 departments

Collapse allExpand allSelect

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

1

Click **Next 4 weeks**

Humanics > Attendance in the sidebar



5 Open their duty

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	—			OFF	OFF	OFF					OFF	OFF	OFF					OFF
Staff One Senior Software Engineer · n... 1 Set duty																		
Staff Two Geographer · 08:00–20:00 · 1... Afternoon Shift · 4/6	—	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

1 Click **Set duty**

i Already set? The button shows the pattern

1	Staff One Senior Software Engin Set duty
	Staff Two



6 Tap a working day

Staff One

×

Senior Software Engineer — what do they normally do?

1

1

Which days do they work?

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 Tap **Sun**



7

Pick the shift

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 Tap the preset

2 Or **Other hours**

i Repeat for each working day



8

Choose how far ahead

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

Pick **4 weeks**

2

Keep going after that

i

Off, it stops after those weeks



9 Save

Not a weekly pattern?

1



Save

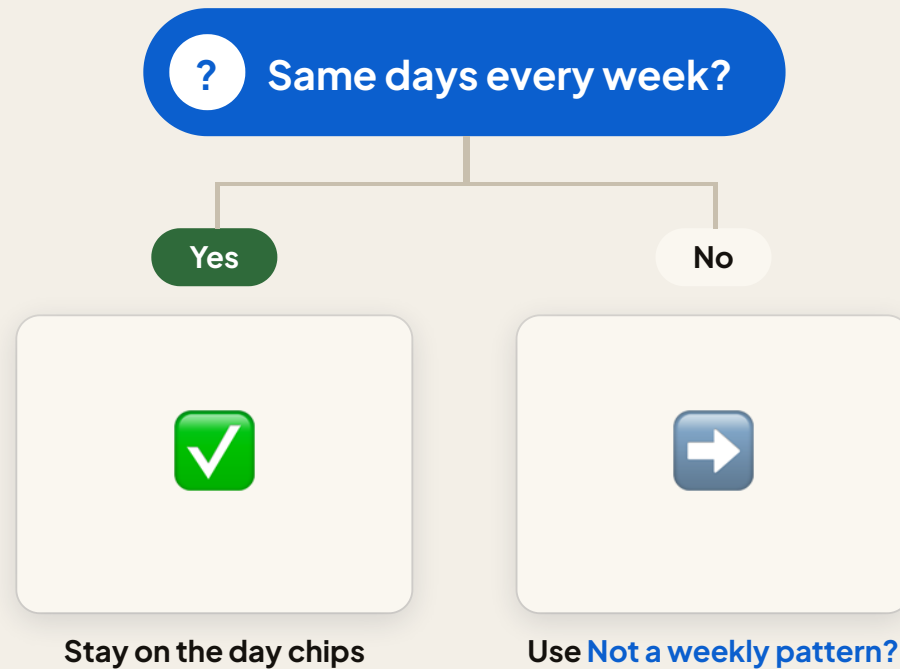
1 Click **Save**



Greyed out? A day still needs a shift



Not the same days every week?





On the calendar

28 days rostered and topped up nightly

