



ड्यूटी रोस्टर सेट करें

preset से कैलेंडर के चार हफ्तों तक





शुरू करने से पहले



- Mornig Shift
- Opening
- Ovia Office Hours

घंटों के लिए एक preset



Staff One

Senior Software Engineer · n...

Set duty

व्यक्ति इसी यूनिट में

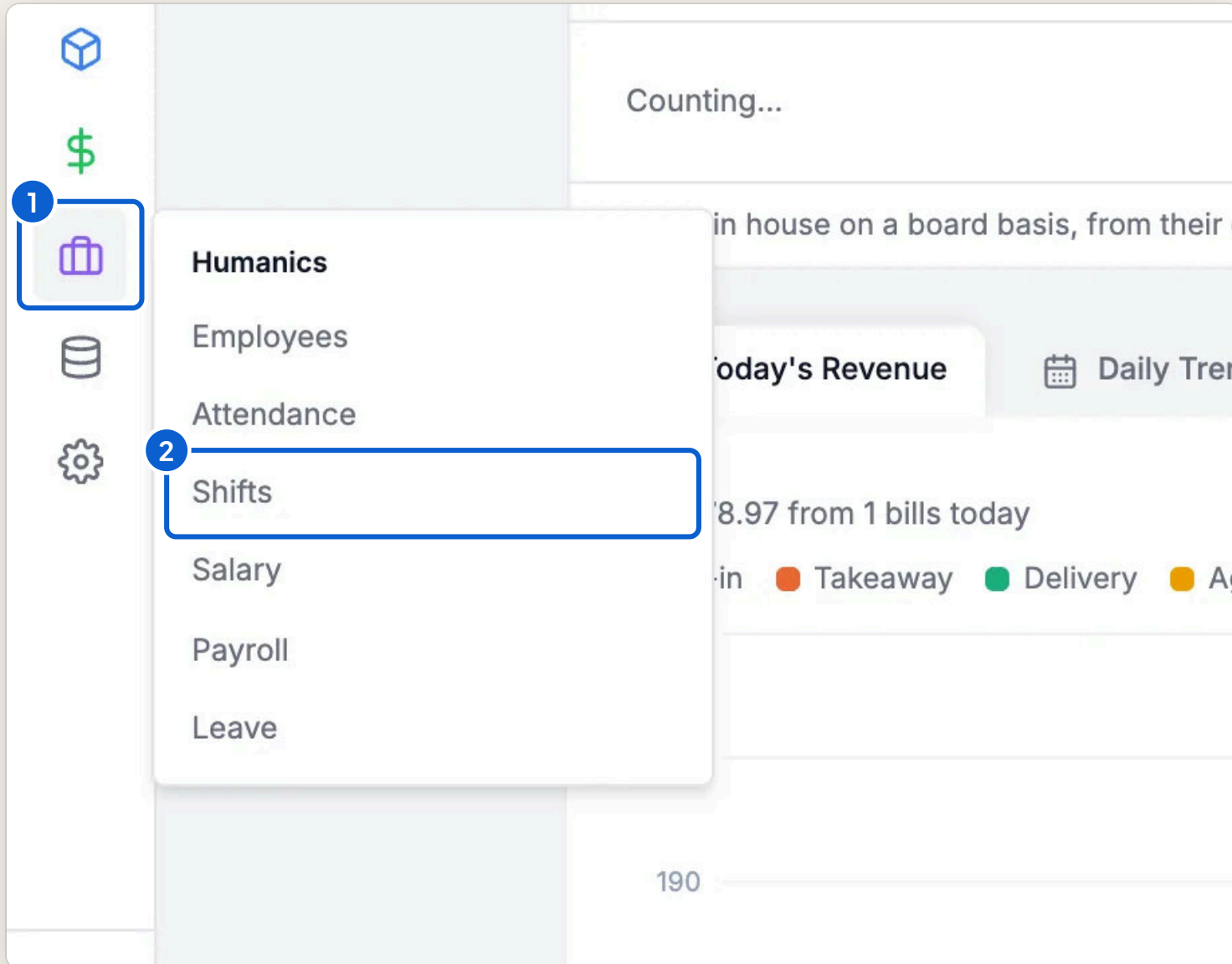


st 7 days Previous month This month **Next 4 weeks**

Attendance **Next 4 weeks** पर

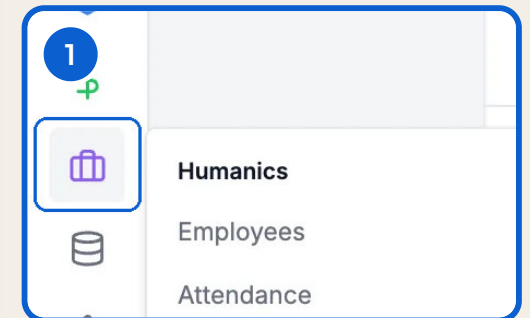


1 Shifts खोलें



1 **Humanics** पर पॉइंटर ले जाएँ

2 **Shifts** क्लिक करें





2 preset जोड़ें

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 क्लिक करें

ज़रूरी preset पहले से हैं? चरण 4 पर जाएँ



3

नाम और घंटे दें

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 टाइप करें

2 Starts और Ends सेट करें

3 Create preset क्लिक करें



Ends, Starts से पहले हो तो रात भर की shift बनती है



4

Attendance खोलें

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
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1 Next 4 weeks क्लिक करें

i साइडबार में Humanics > Attendance



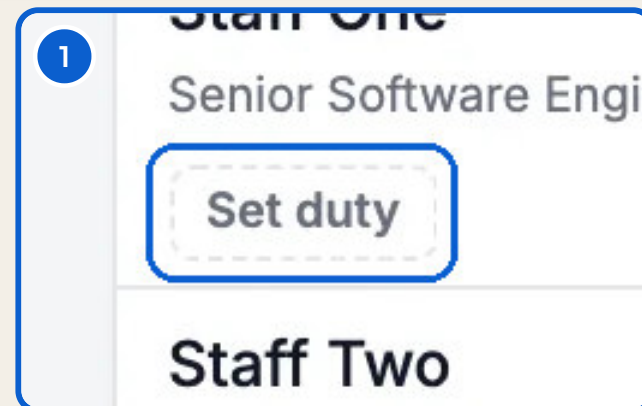
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उनकी ड्यूटी खोलें

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 Set duty क्लिक करें

i पहले से सेट है? बटन पैटर्न दिखाता है





6

काम का दिन टैप करें

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 टैप करें



7 shift चुनें

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 टैप करें

2 या **Other hours**

i हर काम के दिन के लिए दोहराएँ



8

कितना आगे तक, चुनें

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 चुनें

2

Keep going after that

i

बंद हो तो उन हफ्तों के बाद रुक जाता है



9 Save करें

Not a weekly pattern?

1



Save

1 Save क्लिक करें



धूसर है? किसी दिन को अभी shift चाहिए



हर हफ़्ते वही दिन नहीं?





कैलेंडर पर

28 दिन रोस्टर हुए, हर रात भरते रहेंगे

