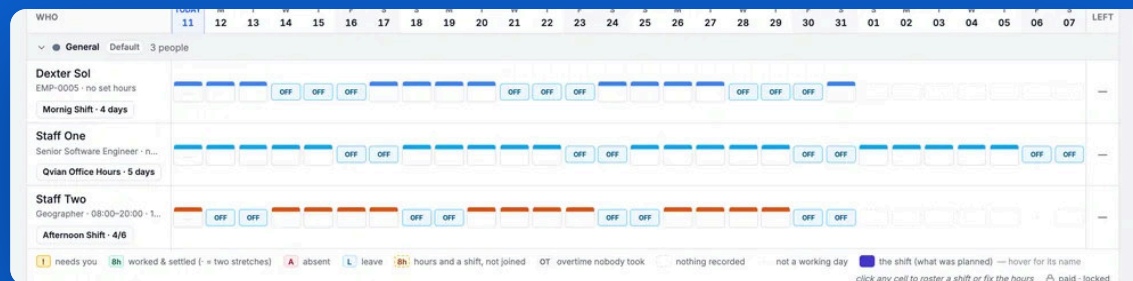




ड्युटी रोस्टर सेट गर्नुहोस्

प्रिसेटदेखि क्यालेन्डरको चार हप्तासम्म





सुरु गर्नुअघि



- Mornig Shift
- Opening
- Ovia Office Hours

घण्टाका लागि एउटा प्रिसेट



Staff One
Senior Software Engineer · n...

व्यक्ति यही युनिटमा

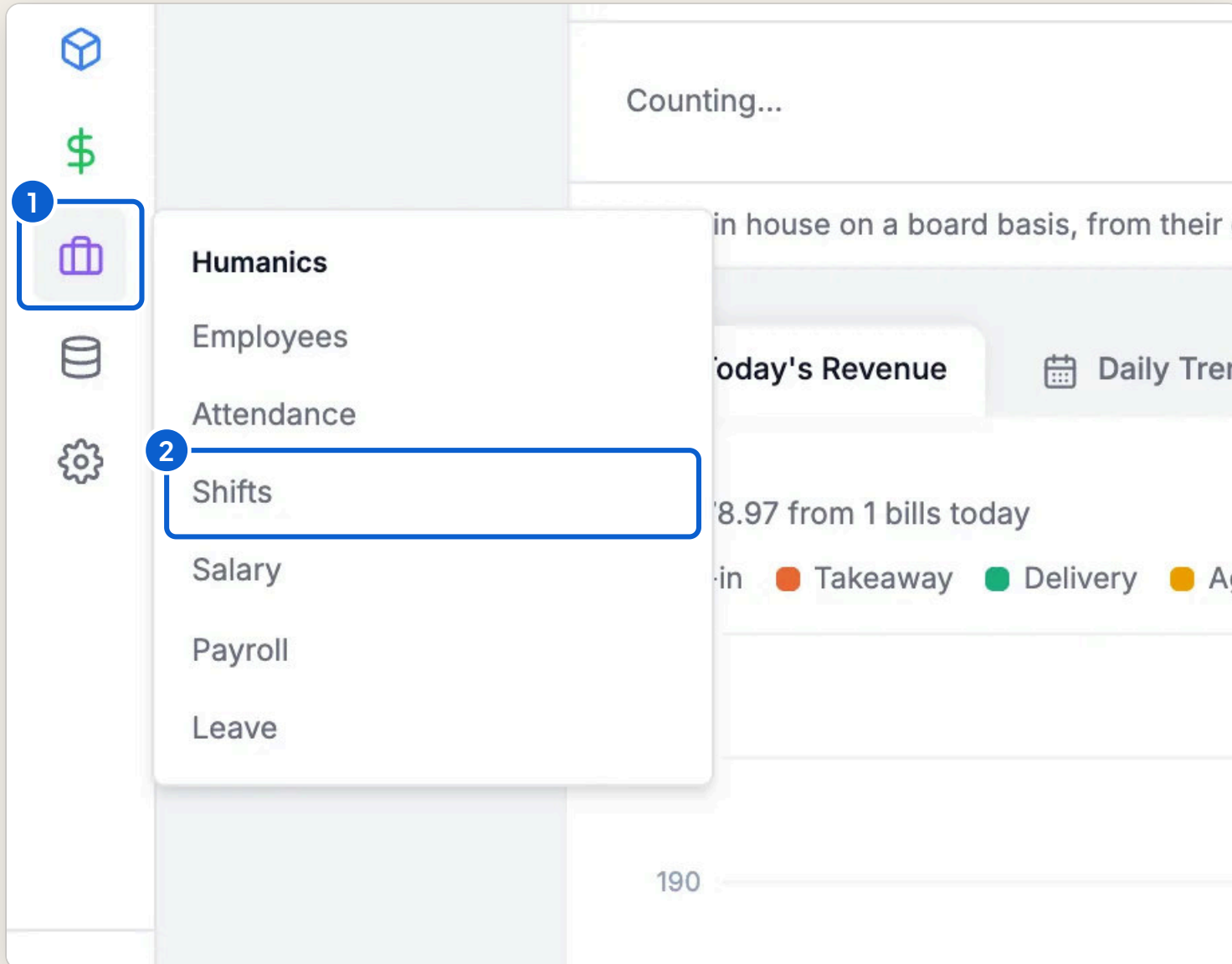


st 7 days Previous month This month **Next 4 weeks**

Attendance **Next 4 weeks** मा

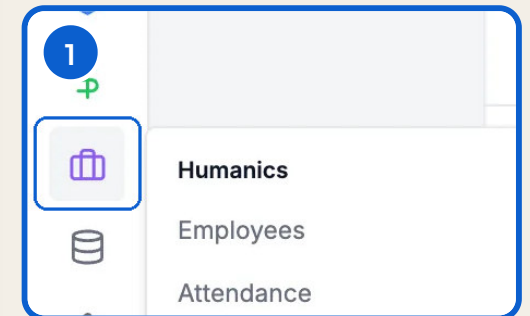


1 Shifts खोलनुहोस्



1 **Humanics** मा पोइन्टर
लैजानुहोस्

2 **Shifts** क्लिक गर्नुहोस्





2

प्रिसेट थप्नुहोस्

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 गर्नुहोस्



चाहिने प्रिसेट छँदैछन्? चरण 4 मा जानुहोस्



3

नाम र घण्टा दिनुहोस्

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 गर्नुहोस्
 - 2 **Starts** र **Ends** सेट गर्नुहोस्
 - 3 **Create preset** क्लिक गर्नुहोस्
- Ends, Starts भन्दा अघि राखे रातभरिको सिफ्ट बन्छ



4

Attendance खोलनुहोस्

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 क्लिक गर्नुहोस्

साइडबारमा Humanics > Attendance



5

उनको ड्युटी खोलनुहोस्

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 गर्नुहोस्

i पहिले नै सेट छ? बटनले प्याटर्न देखाउँछ

1

Staff One
Senior Software Engin

Set duty

Staff Two



6

काम गर्ने दिन ट्याप गर्नुहोस्

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 ट्याप गर्नुहोस्



7

सिफ्ट छानुहोस्

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

Afternoon Shift
13:00 – 21:00

Qvian Office H...
08:00 – 16:00

Grave Yard
21:00 – 05:00

Morning Late
09:00 – 17:00

2

Other hours
type them

Nothing yet.

2 Put it on the calendar

1 week

2 weeks

4 weeks

1 प्रिसेट ट्याप गर्नुहोस्

2 वा **Other hours**

i हरेक काम गर्ने दिनका लागि दोहोर्‍याउनुहोस्



8

कति अगाडिसम्म छान्नुहोस्

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 छान्नुहोस्

2

Keep going after that



बन्द गरे ती हप्तापछि रोकिन्छ



9 Save गर्नुहोस्

Not a weekly pattern?

1



Save

1

Save क्लिक गर्नुहोस्



खैरो छ? कुनै दिनलाई अबै सिफ्ट चाहिन्छ



हरेक हप्ता उही दिन होइन?





क्यालेन्डरमा

28 दिन रोस्टर भयो, हरेक रात थपिँदै जान्छ

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				OFF	OFF	OFF						OFF	OFF	OFF						OFF	OFF	OFF								
Mornig Shift · 4 days																														
Staff One Senior Software Engineer · n...						OFF	OFF							OFF	OFF						OFF	OFF						OFF	OFF	
Qvian Office Hours · 5 days																														
Staff Two Geographer · 08:00–20:00 · 1...		OFF	OFF							OFF	OFF										OFF	OFF								
Afternoon Shift · 4/6																														
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																														

