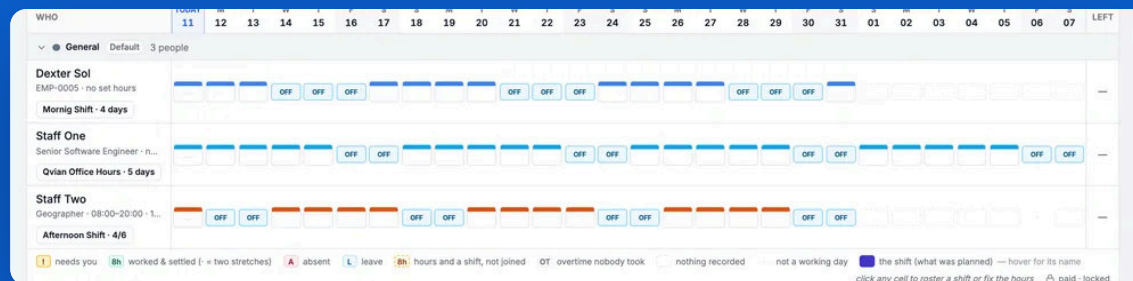




රාජකාරි රෝස්ටරයක් සකසන්න

preset එකක සිට දින දර්ශනයේ සති
හතරක් දක්වා





ආරම්භයට පෙර



- Mornig Shift
- Opening
- Ovia Office Hours

පැය සඳහා preset එකක්



Staff One

Senior Software Engineer · n...

Set duty

පුද්ගලයා මෙම එකකයේ

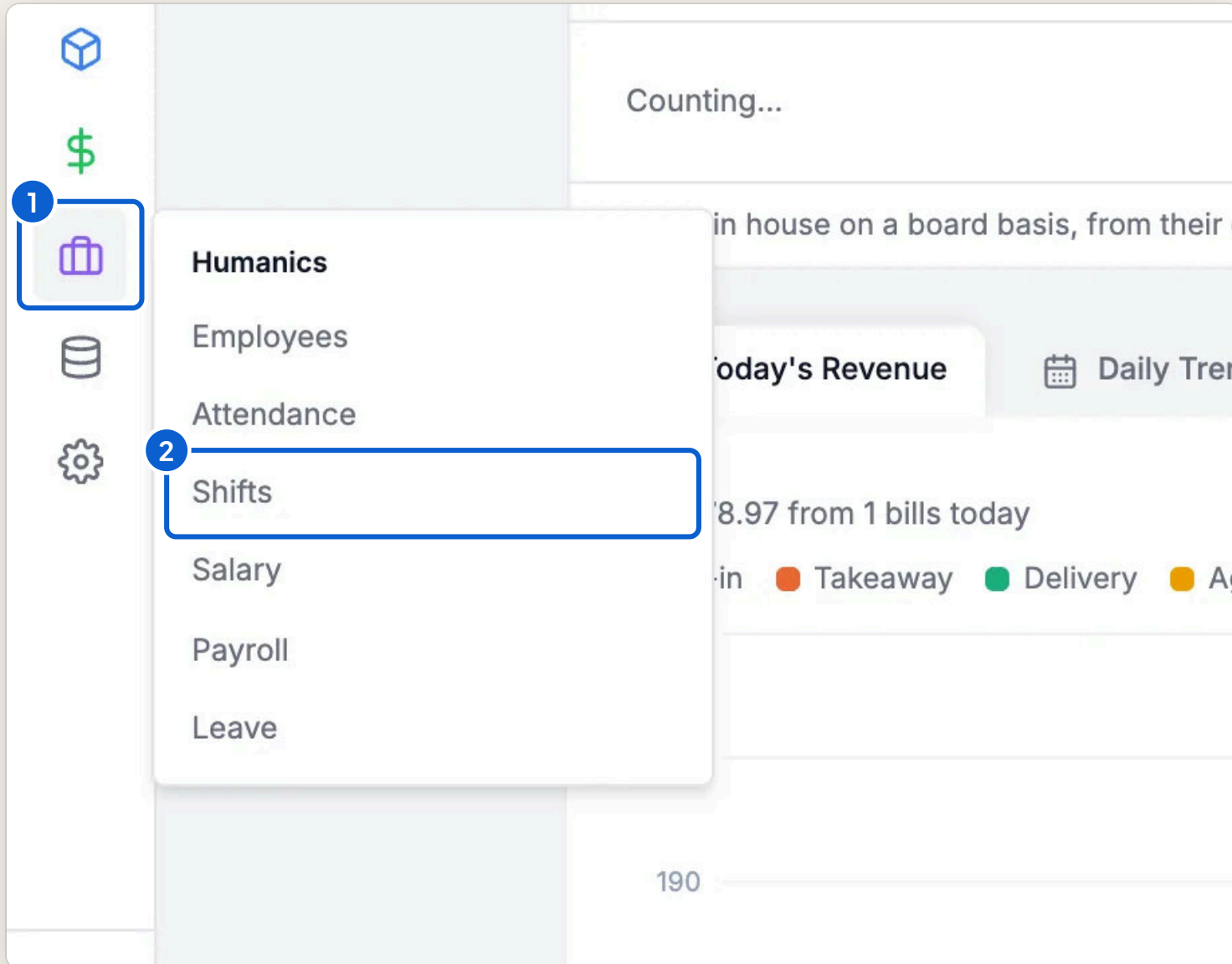


st 7 days Previous month This month **Next 4 weeks**

Attendance **Next 4 weeks** මත

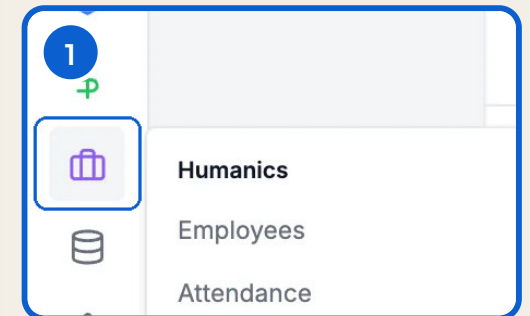


1 Shifts විවෘත කරන්න



1 **Humanics** වෙත යොමු කරන්න

2 **Shifts** ක්ලික් කරන්න





2

preset එකක් එක් කරන්න

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 ක්ලික් කරන්න



අවශ්‍ය preset දැනටමත් තිබේද? 4 වන පියවරට යන්න



3

නම සහ පැය දෙන්න

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** ටයිප් කරන්න

2 **Starts** සහ **Ends**
සකසන්න

3 **Create preset** ක්ලික්
කරන්න

Ends, Starts ට පෙර නම් රාත්‍රී
පුරා shift එකකි



4

Attendance විවෘත කරන්න

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 ක්ලික් කරන්න

පැති තීරුවේ Humanics > Attendance



5

ඔවුන්ගේ රාජකාරිය විවෘත කරන්න

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 (i.e. two stretches) absent leave 8h hours and a shift not joined OT overtime nobody took nothing recorded

1 Set duty ක්ලික් කරන්න

i දැනටමත් සකසා ඇත්ද? බොත්තම රටාව පෙන්වයි

1

Staff One
Senior Software Engin
Set duty

Staff Two



6 වැඩ කරන දිනයක් තව්‍ය කරන්න

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 තව්‍ය කරන්න



7

shift එක තෝරන්න

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 preset එක තව්ටු කරන්න

2 නැතහොත් **Other hours**

i සෑම වැඩ දිනයකටම නැවත කරන්න



8

කොපමණ ඉදිරියටද තෝරන්න

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 තෝරන්න

2

Keep going after that

i

අක්‍රීය නම් එම සතිවලින් පසු නවතී



9 Save කරන්න

Not a weekly pattern?

1



Save

1 Save ක්ලික් කරන්න



අළු පාටද? දිනයකට තවම
shift එකක් අවශ්‍යයි



සෑම සතියේම එකම දින නොවේද?





දින දර්ශනයේ

දින 28ක් රෝස්ටර් කර ඇත, සෑම රාත්‍රියකම යාවත්කාලීන වේ

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

—

! 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

