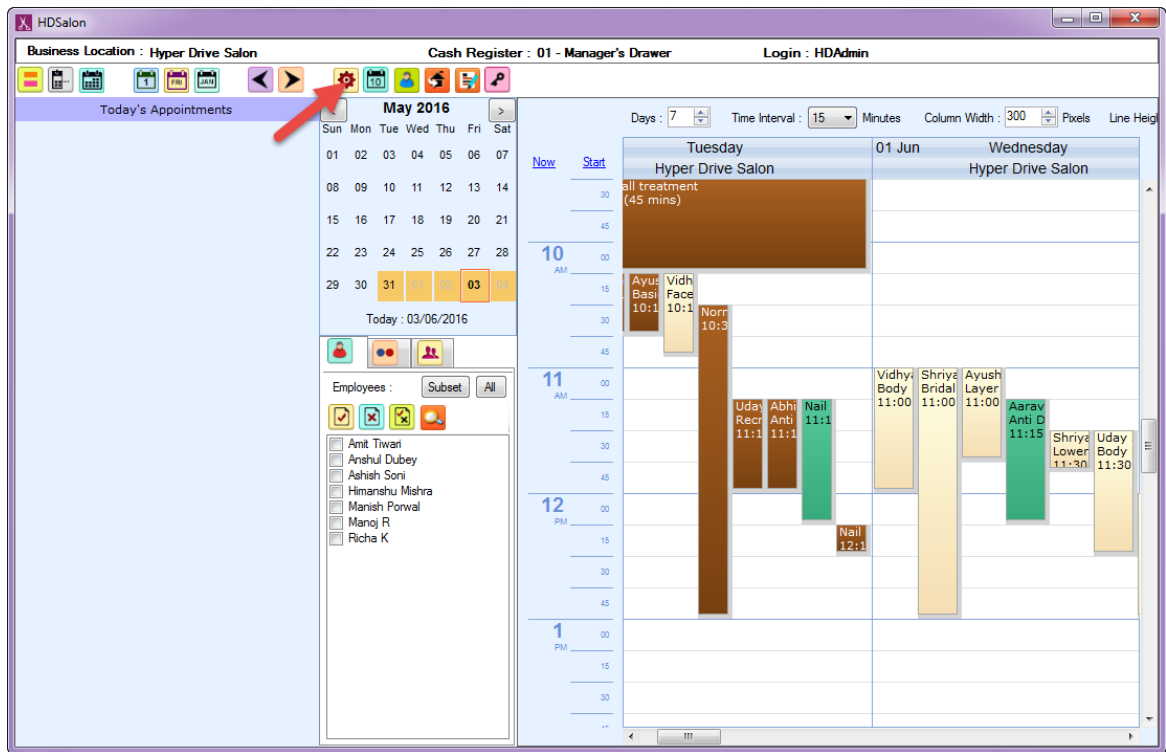


# How to add work break details of my employee(s)?



To add work break details of employee(s), follow the below steps:

1. Run **HDSalon**.
2. Click on **Set-up** button from **Main Screen**.



3. From **1<sup>st</sup> Page of Setup**, select **Employee** icon and click on **add** button.





Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00002	Amit Twari	785	30/05/2015 05:32 PM	Hair		Hyper Drive S
E00001	Anshul Dubey	1234	30/05/2013 05:28 PM	Spa		Hyper Drive S
E00004	Ashish Soni	120	30/05/2016 05:37 PM	Spa		Hyper Drive S
E00003	Himanshu Mishra		30/05/2014 05:35 PM	Spa		Hyper Drive S
E00005	Manish Porwal	05	30/09/2015 11:19 AM	Hair		Hyper Drive S
E00006	Manoj R.		31/05/2014 11:19 AM	Hair		Hyper Drive S
E00007	Richa K		31/05/2016 11:37 AM	Hair		Hyper Drive S
E00008	Vidhya Bansal		10/05/2016 02:50 PM	Spa		Hyper Drive S

4. Fill the details of employee. Then click on the 3 dotted button in the **Working shift** section to select working shift of the employee.

Employee Code: E00008 Define my own Code

Employee Details

First Name: Vidhya  
Middle Name:   
Last Name: Bansal  
Search Code:   
Date of Birth:   
Marital Status: Married  
Gender: Female  
Date of Joining: 10/05/2016  
Business Location: Hyper Drive Salon  
Department: Spa  
Employee Designation:   
 Can request reports via SMS  
 Can approve access request via SMS  
 Not an Employee  
 Can have appointment  
 Can be attached to invoice

Login Details

User Name:   
Password:   
 Is Active  
 Can not Login without Administrator Permission (Need Active Session)

Address

Address Line 1:   
Address Line 2: Kornangala  
City: Bangalore State: Karnataka  
Zip Code: 567894

Contact Info

Telephone Number: 080-11100011 Fax Number:   
Mobile Number: 1100000123  
E Mail: vidhya@abc.com  
Website:   
 Can perform all services

Sales Commission Details

Sales Commission Percent: 0 %  
Commission Quick Position: 0

Spot Discount at Invoice

Has Limited Spot Discount Authority  
Maximum Spot Discount: 0 %

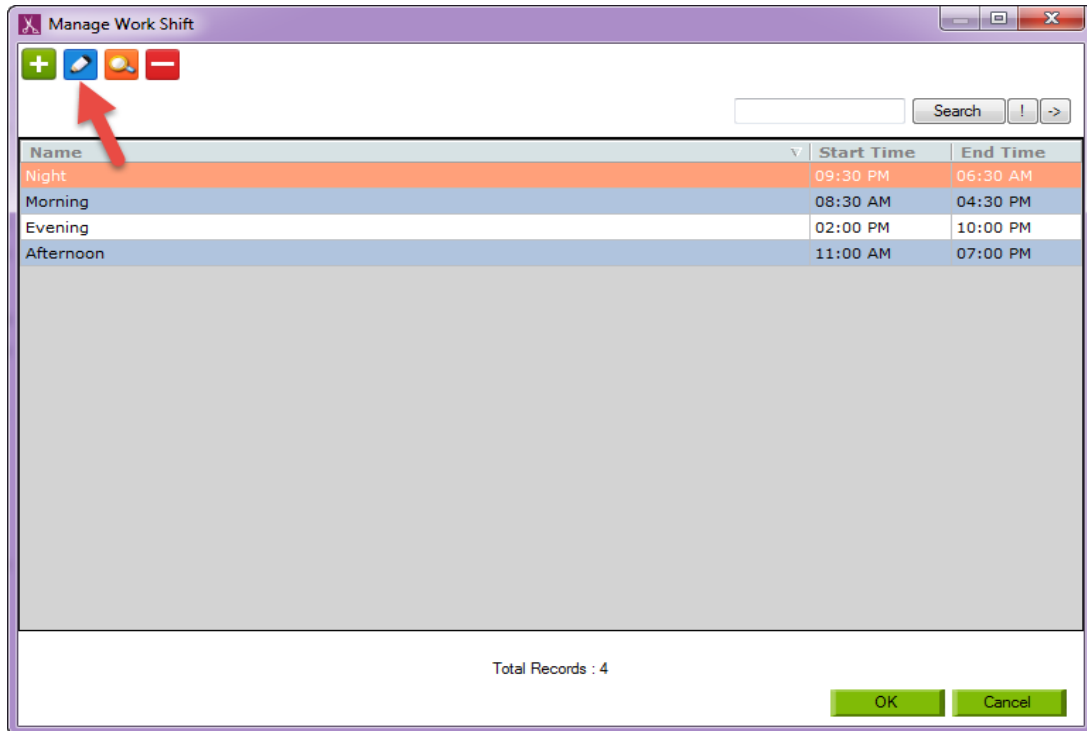
Working Shift:

Save (F8) Cancel



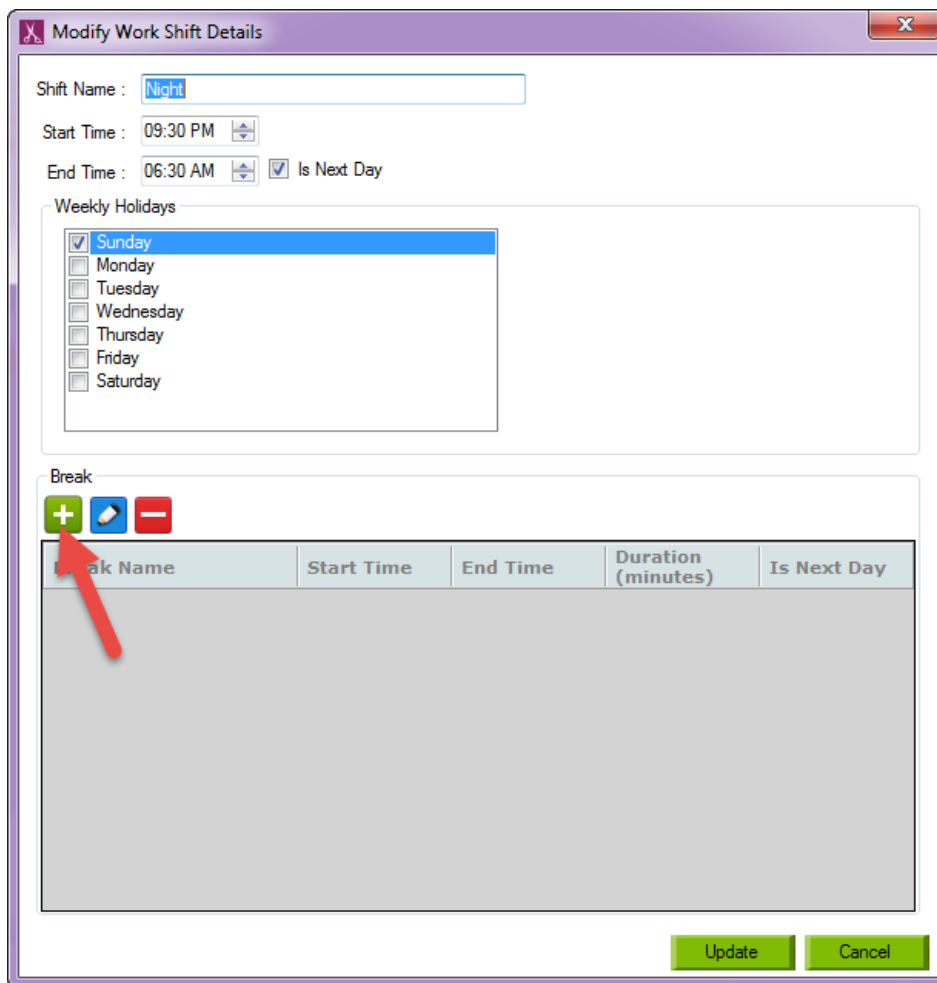


- From **Manage Work Shift** Window that got opened, select work shift of an employee for which you want to add work break details and then click on **modify work shift details** button.



- Click on 'Add Work Break' tool strip button in 'Break' section of **Modify Work Shift Details** window and enter the required details.





Modify Work Shift Details

Shift Name :

Start Time :

End Time :   Is Next Day

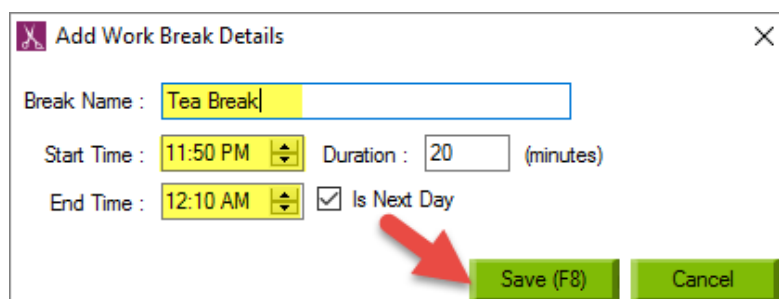
Weekly Holidays

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Break

Break Name	Start Time	End Time	Duration (minutes)	Is Next Day
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- **Break Name:** Enter the work break name.
- **Start Time:** Enter the work break start time.
- **Duration:** Enter the duration of the work break.
- **End Time:** End time work break will be automatically adjusted based the duration specified, however you can the change end time as required.
- **Is Next Day:** You can check the checkbox if end time of the work-break belongs to next calendar day



Add Work Break Details

Break Name :

Start Time :  Duration :  (minutes)

End Time :   Is Next Day

7. Click on **Save**.