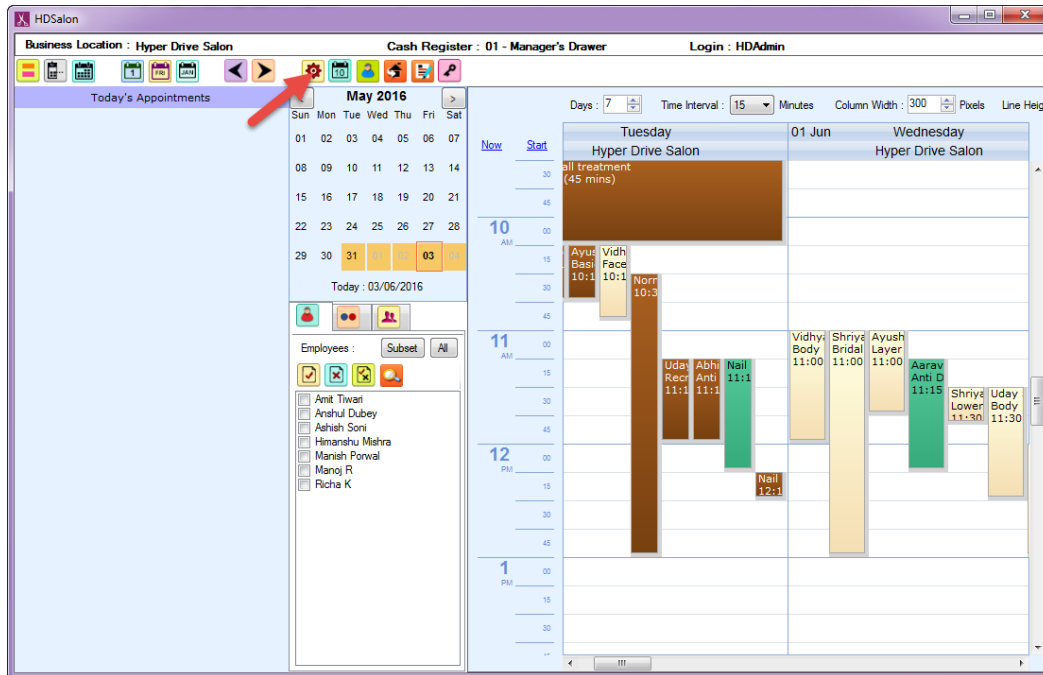


How to add work shift details of my employee(s)?

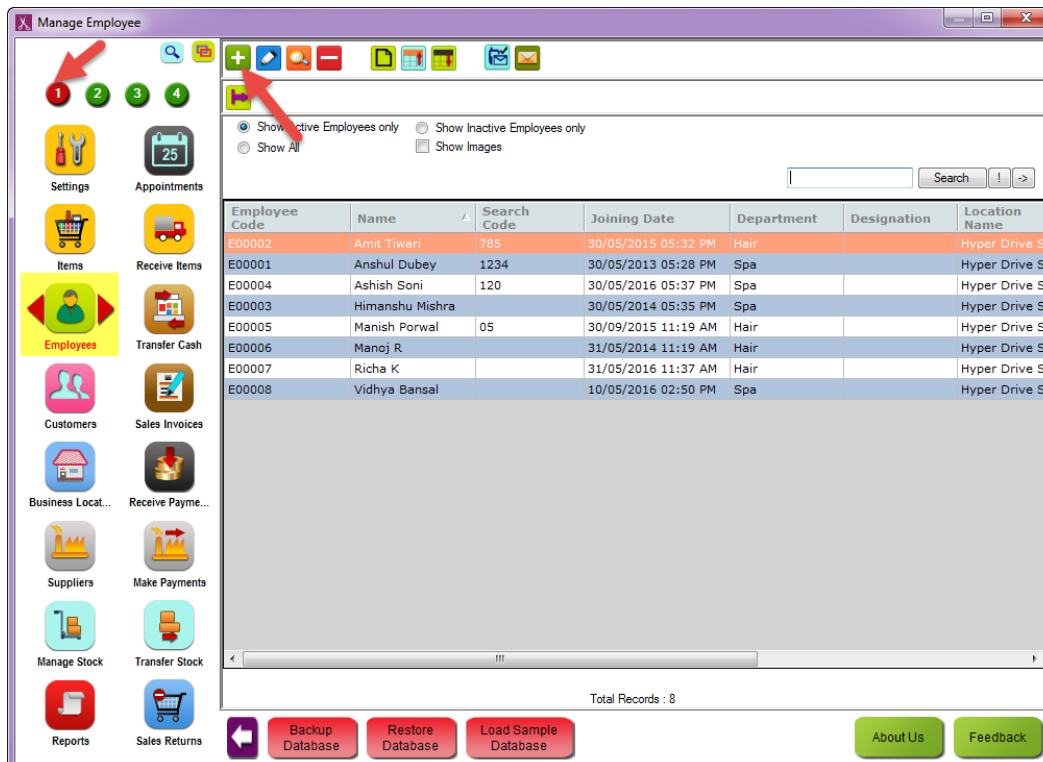


To add working shift details of the employee, you have to follow below steps:

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



2. Go to **1st Page**, select **Employee** icon and click on **add** button.





3. Fill the details of employee. Then click on 3 dotted button next to Working Shift field

Employee Code : E00008

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 :

Address

Address Line 1

Address Line 2 : Kormangala

City : Bangalore State : Karnataka

Zip Code : 567894

Contact Info

Telephone Number : 080-11100011 Fax Number :

Mobile Number : 1100000123

E Mail : vidhya@abc.com

Website :

Sales Commission Details

Sales Commission Percent : 0 %

Commission Quick Position : 0

Spot Discount at Invoice

Has Limited Spot Discount Authority

Maximum Spot Discount : 0 %

Can request reports via SMS

Can approve access request via SMS

Not an Employee

Can have appointment

Can be attached to invoice

Can perform all services

Working Shift :

Save (F8) Cancel

4. Click on **Create Work Shift** button in **Manage Work Shift** window.

Manage Work Shift

Search

| Name | Start Time | End Time |
|-----------|------------|----------|
| Afternoon | 11:00 AM | 07:00 PM |
| Evening | 02:00 PM | 10:00 PM |
| Morning | 08:30 AM | 04:30 PM |

Total Records : 3

OK Cancel





5. In **Create Work Shift Details** window fill the required details:

- **Shift Name:** Enter the work shift name.
- **Start Time:** Enter the work shift start time.
- **End Time:** Enter the work shift end time.
- **Is Next Day:** Check the checkbox 'Is Next Day' if your shift is covering two continuous days.
- **Weekly Holidays:** Select the weekly holiday for the work shift.

Shift Name : Night

Start Time : 09:30 PM

End Time : 06:30 AM Is Next Day

Weekly Holidays

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

Break

| Break Name | Start Time | End Time | Duration (minutes) | Is Next Day |
|------------|------------|----------|--------------------|-------------|
|------------|------------|----------|--------------------|-------------|

Save (F8) Cancel

6. Click on **Save**.

