



Add Shift

CA CloudDesk





01



Step 1: Go to Dashboard, then select Profile

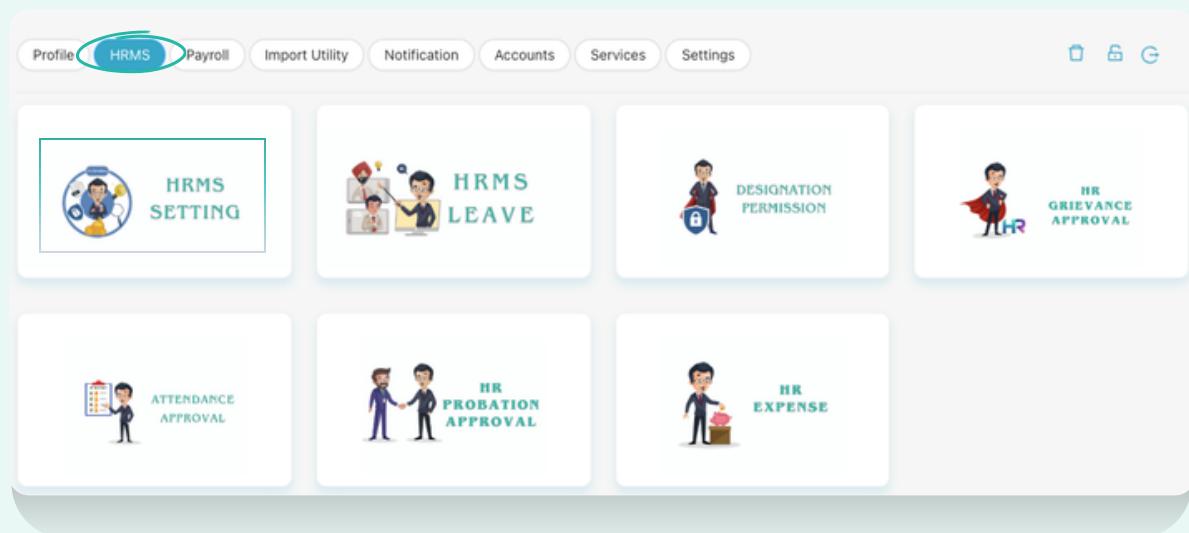
From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.

The screenshot shows the CA CloudDesk dashboard. On the left is a sidebar with various icons and labels: Dashboard, HRMS, CRM, Communication, Document Vault, My Services, Task, Litigation, Billing, Website, and Reports. The main area features a welcome message for 'Karishma Sharma' (CA CloudDesk | Sat, February 14). It includes a 'Quick Links' section with icons for My Attendance, My Leaves, Add Invoice, Create Docs, Client Groups, and Calender. Below this is a 'My Tasks' section with tabs for Processing, Open, Finalized for Submission, Overdue, Stuck, Completed, and Under Consultation. A search bar and a '+' button are at the top of this section. The top right of the dashboard has a 'Check In' button, the time '13:16', a calendar icon, a bell icon, and a profile icon labeled 'Kamal As...' which is highlighted with a green oval. The background of the dashboard has a light blue grid pattern.

Step 2: Select HRMS, then HRMS Setting

- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .





Step 3: Select shift tab and use the + icon

Inside HRMS Setting, click the Shift tab. Then click the blue + button (top right of the shift table). You will see two options:

- (a) Add From Template – to copy from predefined shift templates
- (b) Add Shift – to create a new shift manually.

HRMS Setting

Shift										
	Leave	Blacklist Leave	Leave Quota	Club Rules	HR Attendance	Summary	View-Lock	Unlock T	...	
#	Default Shift	Shift Name	In Time	Out Time	Late In	Early Out	Full-Day (Hr)	Half-Day (Hr)	Full-Day (C-off)	Add From Template Add Shift
1	No	Normal	10:00:00	18:30:00	10:05:00	18:30:00	08:30:00	05:00:00	08:00:00	04:00:00
2	No	Normal Routine	10:00:00	19:00:00	10:05:00	18:25:00	09:00:00	02:00:00	08:00:00	04:00:00
3	No	Shift 1	10:00:00	19:00:00	10:05:00	19:00:00	09:00:00	02:00:00	19:00:00	02:00:00

A: Add from Template

- Opens the Shift Template modal with a table of predefined shifts (e.g. Early Morning, Late Morning, Normal, Normal Routine).
- Each row shows Shift Name, In Time, Out Time, Late In, Early Out, Full-Day (Hr), Half-Day (Hr), Full-Day (C-off), Half-Day (C-off).
- Use the duplicate/action icon on a row to add that template as a new shift.

Shift Template X

#	Shift Name	In Time	Out Time	Late In	Early Out	Full-Day (Hr)	Half-Day (Hr)	Full-Day (C-off)	Half-Day (C-off)	Action
1	Early Morning	07:00:00	16:00:00	07:05:00	15:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
2	Late Morning	11:00:00	20:00:00	11:05:00	19:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
3	Normal	10:00:00	19:00:00	10:05:00	18:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
4	Normal Routine	08:30:00	21:00:00	10:05:00	18:55:00	08:55:00	05:00:00	12:00:00	06:00:00	

B: Add Shift

- Opens the Add Shift form to create a shift manually. Fill in:
- Shift Name (required)
- In Time, Out Time (required) — use the time picker
- Late In, Early Out (required)
- Full-Day Time, Half-Day Time (required)
- Full-Day Comp-Off, Half-Day Comp-Off (required)
- Mark as Default — checkbox to set as default shift
- Click Save to add the shift.



Add Shift

X

Shift Name ⓘ *	<input type="text" value="Shift Name"/>
In Time ⓘ *	<input type="text" value="In Time"/> 🕒
Out Time ⓘ *	<input type="text" value="out Time"/> 🕒
Late In ⓘ *	<input type="text" value="Late In"/> 🕒
Early Out ⓘ *	<input type="text" value="Early Out"/> 🕒
Full-Day Time ⓘ *	<input type="text" value="Full-Day Time"/> 🕒
Half-Day Time ⓘ *	<input type="text" value="Half-Day Time"/> 🕒
Full-Day Comp-Off ⓘ *	<input type="text" value="Full-Day Comp-Off"/> 🕒
Half-Day Comp-Off ⓘ *	<input type="text" value="Half-Day Comp-Off"/> 🕒
Mark as Default ⓘ	<input type="checkbox"/>

Save

