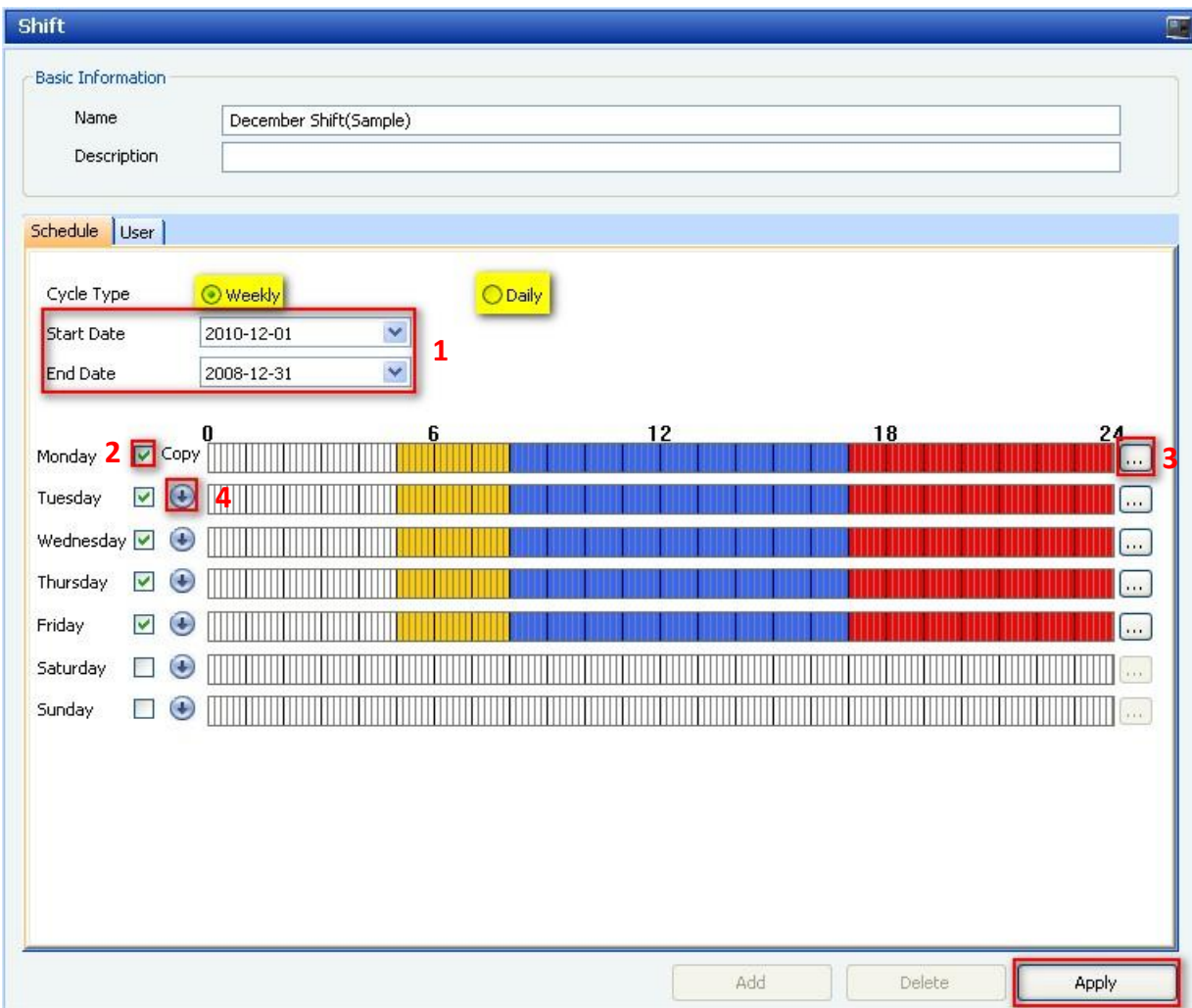


## How to setup a Shift?

BioStar’s Time and Attendance features allow you to define a shift by daily and weekly. BioStar versions 1.35 support a maximum of 64 shifts. Also, BioStar enables to assign 16 shifts per each users.

### Instruction:

1. Click ‘Time and Attendance’ in the left shortcut pane
2. Click ‘Add Shift’ in the task pane





**\*Note:** Daily shift is available only with the licensed standard edition of BioStar.

### 1. Add Shift by Schedule

1) Weekly / Daily: If you select ‘**Weekly**’, a calendar week will constitute a cycle.

If you select ‘**Daily**’, you can specify any number of consecutive days to constitute a cycle (ex: 1, 2, ..5..,10, ..15...)

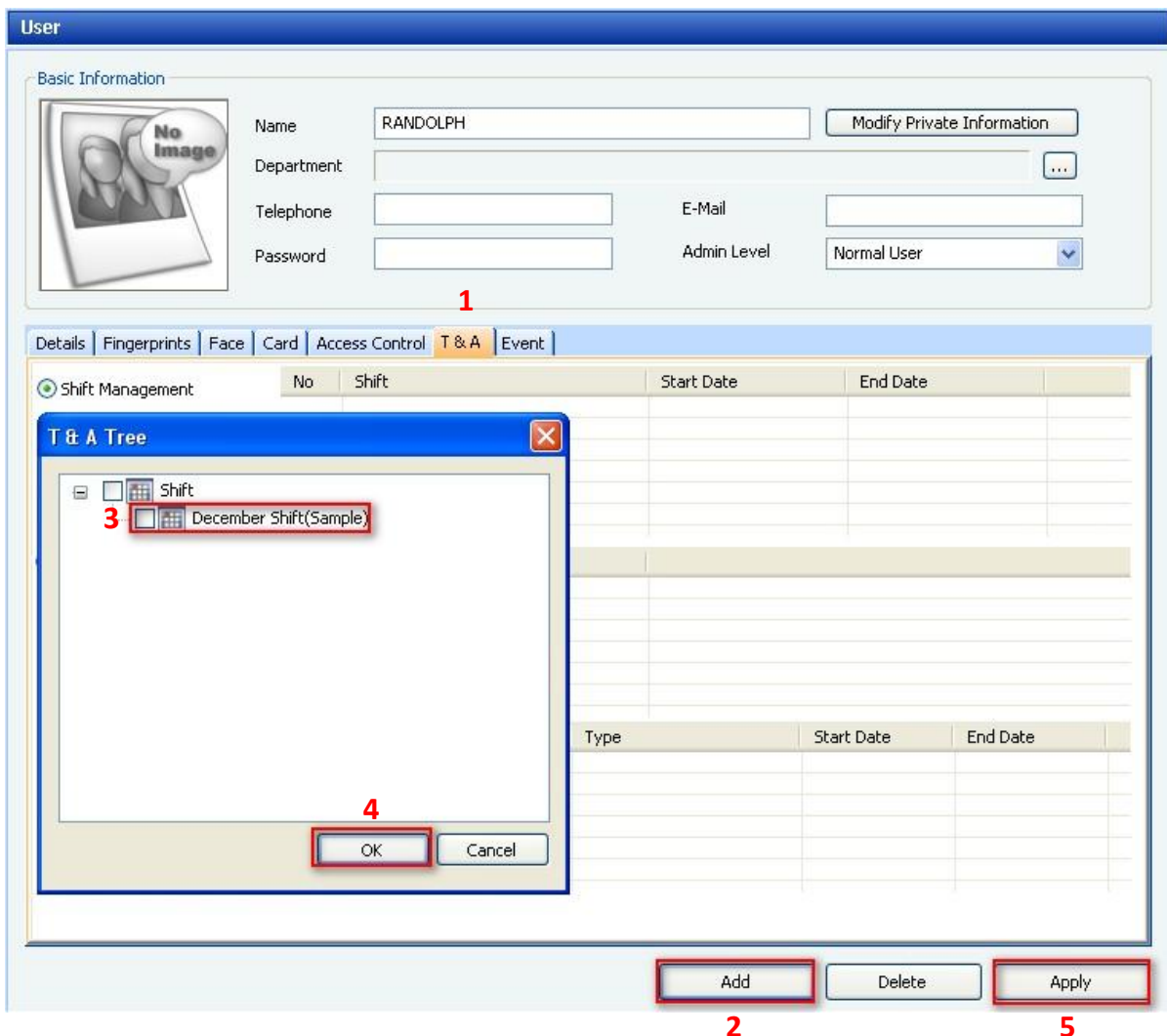
- 2) **Start Date / End Date:** select the start and end date of Shift.
- 3) Click the '**Checkbox**' on the right of day.
- 4) Click the ellipsis button (  )to select a daily schedule.
- 5) You can copy a '**Shift**' by clicking the arrow button (  ) to the right of the day.
- 6) Click **Apply** to save the shift.

## 2. Assign User to Shifts

You can assign individual users to **Shifts** via the User pane or assign multiple users to a **Shift** via the Time and Attendance pane

A. To assign individual users to **Shifts** via the **User** pane

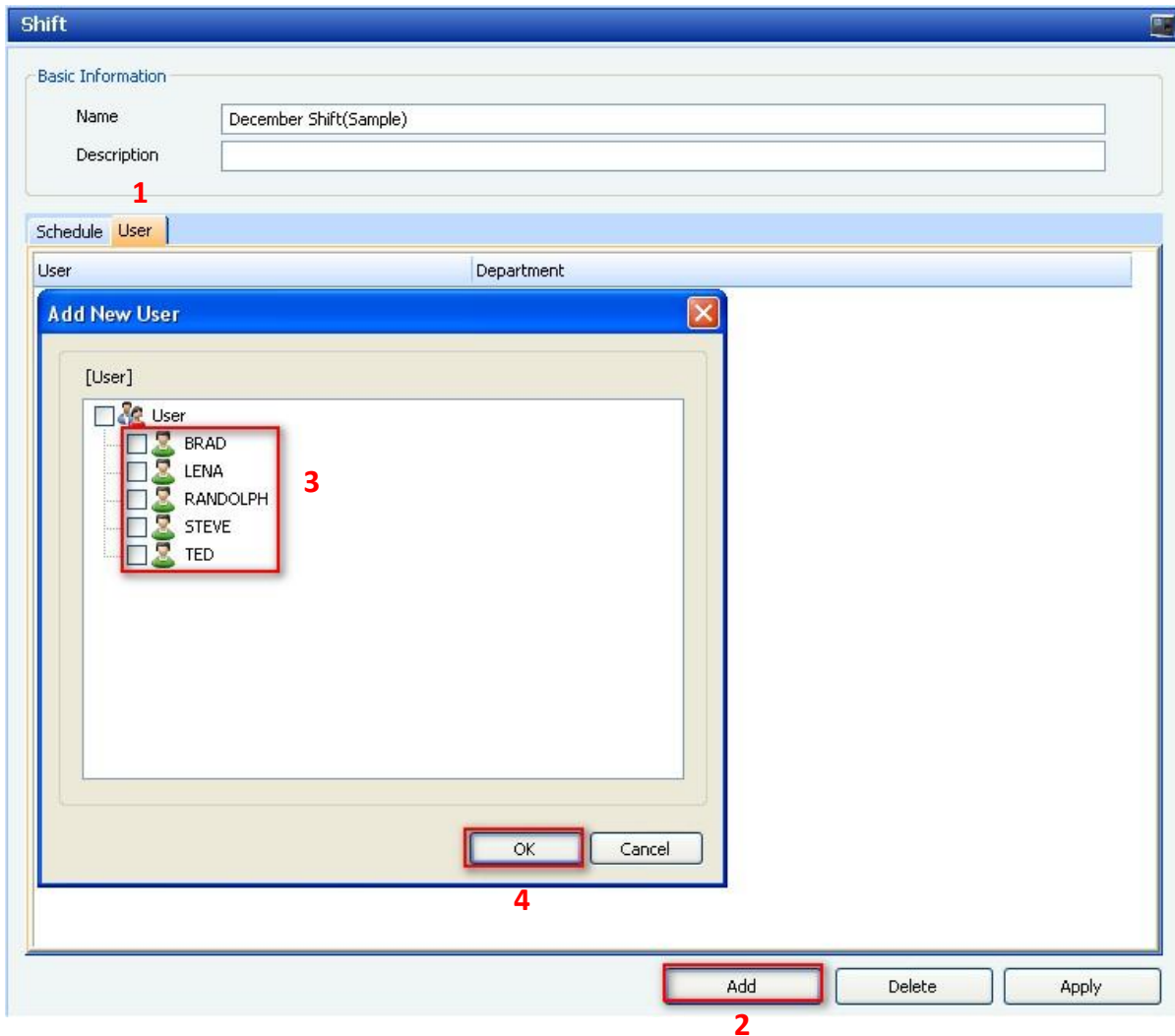
- 1) Click '**User**' in the left shortcut pane.
- 2) Move to the '**T&A**' tab
- 3) Click '**Add**' button to open the T&A Tree of Shift list
- 4) Select a '**Shift**' and click '**OK**'
- 5) Click '**Apply**' to save the T&A setting



The screenshot shows the 'User' management interface. The 'Basic Information' section includes fields for Name (RANDOLPH), Department, Telephone, Password, E-Mail, and Admin Level (Normal User). A red '1' is placed below the Name field. The 'T & A' tab is selected, showing a 'Shift Management' table with columns for No, Shift, Start Date, and End Date. A 'T & A Tree' dialog box is open, displaying a tree view with 'Shift' and 'December Shift(Sample)'. A red '3' is placed next to 'December Shift(Sample)', and a red '4' is placed above the 'OK' button. At the bottom of the main window, the 'Add', 'Delete', and 'Apply' buttons are highlighted with red boxes, with a red '2' below 'Add' and a red '5' below 'Apply'.

B. To assign multiple users to a shift via the Time and Attendance pane

- 1) Click **'Time and Attendance'** in the left shortcut pane
- 2) In the Shift pane, move to **'User'** tab
- 3) Click **'Add'** to open the Add New User window
- 4) Select one or more users and click **'OK'**
- 5) Click **'Apply'** to save the T&A setting



### Importance information of Shift setting

#### 1) Be careful for duplicated the Daily Schedule

If the end time of previous day is later than start time of new day, it might be possible that both time slots overlap

#### 2) Be careful for duplicated time period between several shifts by an individual setting

When you assign several shifts to the user, it might be possible that different time periods overlap.