End Task
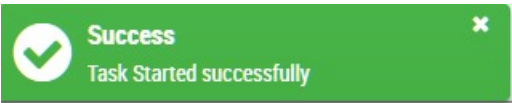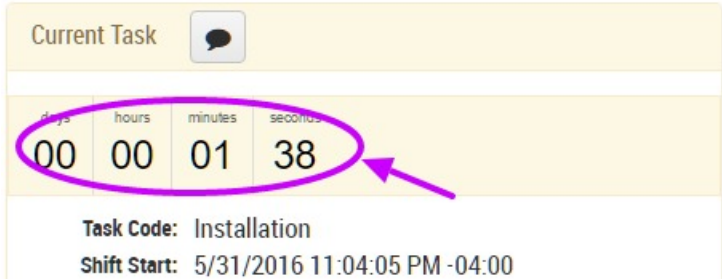
End Task and Start New Task

To finish the Current Task and start a New Task select the New Pay Code from the drop down list and then select Start Task. This feature allows you to have no gaps in tasks.
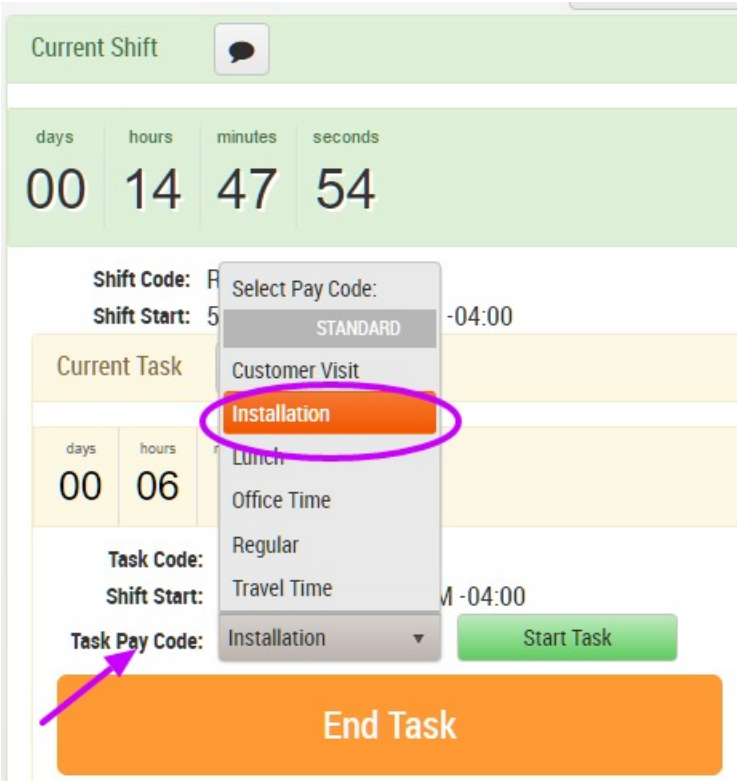
A notification will appear in the right hand corner indicated the New Task has started successfully.

The Current Task counter will reset to zero and begin counting.

End Task and Revert to Shift

To End a Task and only run the Shift select the End Task button.

A dialog box will appear asking you to confirm that you want the end the task.

The upper right hand corner of the application will display a box showing that the Task Ended succcessfully.

End Shift

Tasks are also ended when a Shift ends. Select End Shift to end both the Current Shift and Current Task.

Technician, Tom

Time Clock

📅 Appointments

Current Shift 💬

days	hours	minutes	seconds
00	01	03	19

Shift Code: Regular
Shift Start: 5/30/2016 10:11:05 AM -04:00

Current Task 💬

days	hours	minutes	seconds
00	00	01	22

Task Code: Regular
Shift Start: 5/30/2016 11:13:02 AM -04:00
Task Pay Code: Regular ▼   Start Task

End Task

End Shift