

End Shift

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Click on End Shift

The screenshot shows a user interface for a technician named Tom. It features a 'Time Clock' section with a digital display showing 00 days, 01 hour, 03 minutes, and 19 seconds. Below this, it displays 'Shift Code: Regular' and 'Shift Start: 5/30/2016 10:11:05 AM -04:00'. There is also a 'Current Task' section with a digital display showing 00 days, 00 hours, 01 minute, and 22 seconds. Below the task display, it shows 'Task Code: Regular', 'Shift Start: 5/30/2016 11:13:02 AM -04:00', and 'Task Pay Code: Regular'. A green 'Start Task' button is visible. At the bottom, there are two buttons: an orange 'End Task' button and a red 'End Shift' button. A purple arrow points to the 'End Shift' button, which is also circled in red.

A dialog box appears asking you to confirm that the User wants to end the shift.

The dialog box is titled 'Confirm' and contains the question 'Are you sure you want to end the shift?'. There is a checkbox labeled 'Backdate' which is currently unchecked. To the right of the checkbox is a date and time picker. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Ok'.

By selecting the Backdate checkbox you can select the date and time the Shift should have ended in the event that the

you forgot to clock out.

Confirm ✕

Are you sure you want to end the shift?

Backdate 5/29/2016 8:00 PM 📅 ⌚

✕ Cancel ✓ Ok

A notification will appear in the upper right hand column showing the Shift Ended successfully.

