End Shift

Click on End Shift
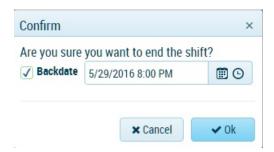

A dialog box appears asking you to confirm that the User wants to end the shift.

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.

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