# End of Night Process

Updated 9.24.24

New Look for End of Night. When you go to run the end of night, you will see all previous end of nights and you will be able to choose the date/time and type of end of night you are running.

> Note: Always choose a FULL type at the end of the day.

Once you hit submit above, you will get into the new end of night process. It looks like the old one except you No longer need to hit "all clocked" as it is automatically handled. You will see in the bottom right-hand corner this message.
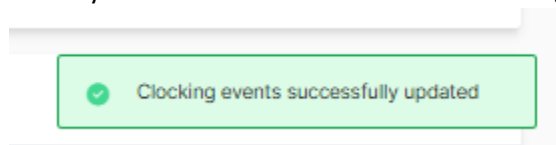
When you log into the new end of night you will see all employees listed with their section (job worked), and confirmed time from the POS with any breaks if taken. You can edit this by using the blue options button on the right.

The blue option button will bring down a spot for notes, ability to mark the shift as sick, no show, cancelled. Reset shift, will bring it back to schedule.

Once you are ready, scroll down to the bottom and you will have a few more options:

1) You will be able to add a missing shift if someone completely forgot to clock in.

2) All Clocked will revert any changes you made back to POS punches

3) Reset all will reset to schedule. No need to hit this.

4) Print Summary will print a report you can keep of the punches if you choose to do that.

When ready, hit SAVE and you will complete that day.

Note:

If you are editing a time after it has been confirmed, the employee will look like this below. Use the PENCIL icon to edit a previously confirmed shift.

Note: You will need a director or owner to unlock a confirmed day if you need to make change.