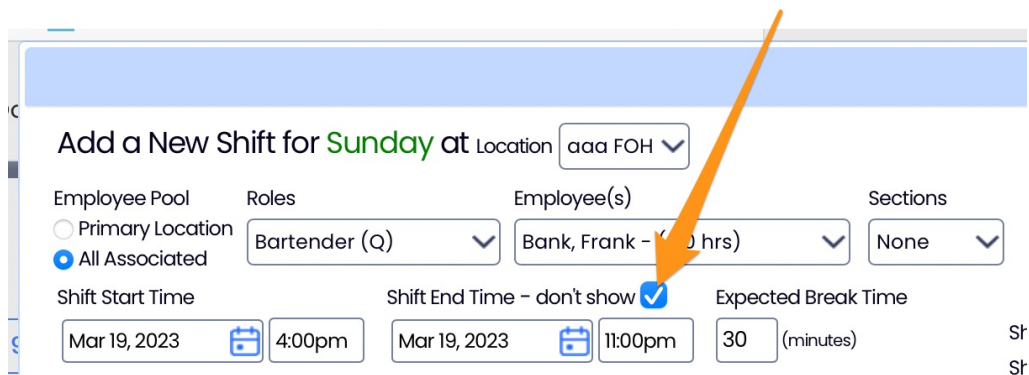


Hide Shift End Times

Last Modified on 10/11/2023 12:49 pm MDT

If an out time is desired to be hidden, and instead show EOB (End of Business), check the Don't Show checkbox shown below in the Shift Dialogue.

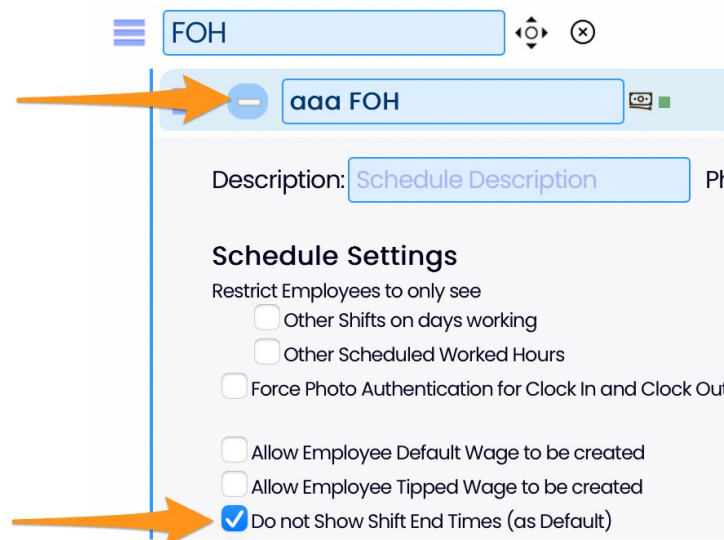
Note that an end time is still entered, so that labor forecasts can be calculated. It is recommended that the best estimate be entered as the out time.



The screenshot shows a dialog box titled "Add a New Shift for Sunday at Location aaa FOH". It includes fields for Employee Pool (All Associated), Roles (Bartender (Q)), Employee(s) (Bank, Frank - 4 hrs), and Sections (None). The Shift Start Time is Mar 19, 2023 at 4:00pm, and the Shift End Time is Mar 19, 2023 at 11:00pm. The "Shift End Time - don't show" checkbox is checked, and an orange arrow points to it. The Expected Break Time is 30 minutes.

To make hiding end times DEFAULT behavior for a given schedule:

- from Gearwheel menu > General Settings
- Expand Schedule Settings and select the Don't Show Shift End Times checkbox shown below



The screenshot shows the "FOH" schedule settings dialog box. The "Do not Show Shift End Times (as Default)" checkbox is checked, and an orange arrow points to it. Other settings include "Restrict Employees to only see" (Other Shifts on days working, Other Scheduled Worked Hours, Force Photo Authentication for Clock In and Clock Out) and "Allow Employee Default Wage to be created" and "Allow Employee Tipped Wage to be created".

Employees will see EOB

4:00pm - EOB **b**
Bartender

Managers will see the out time in grey

4:00pm - 11:00pm **b**
Bartender

The Print Schedule dialogue provide options for printing with or without end times.
