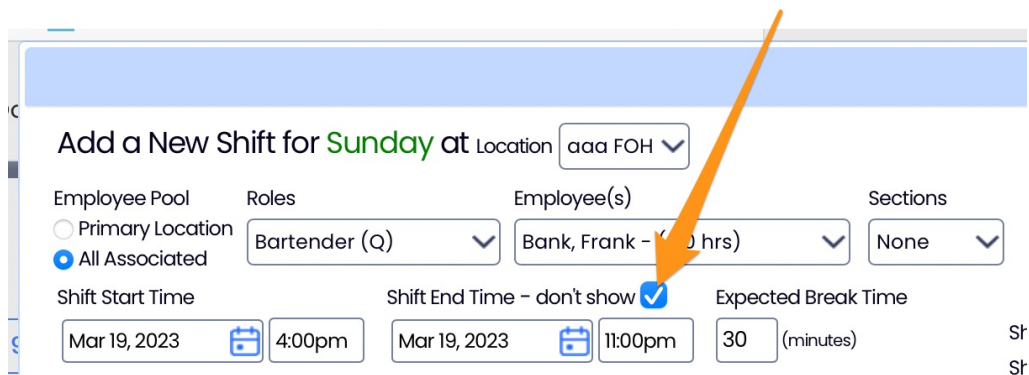# Hide Shift End Times

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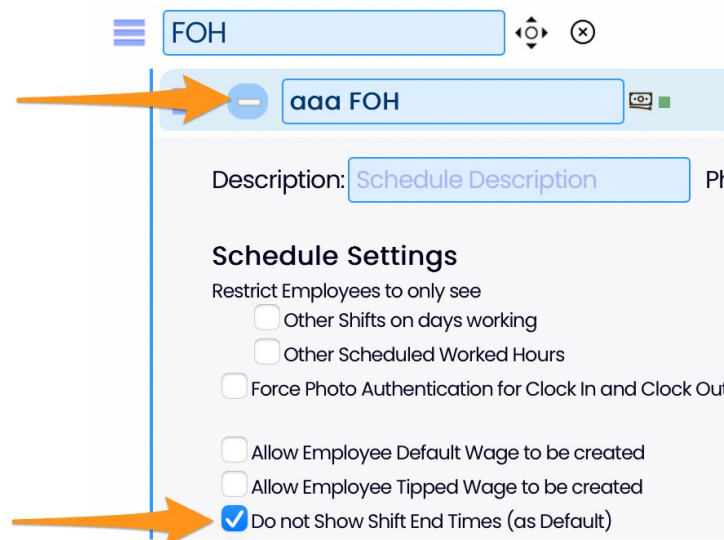
Note that an end time is still entered, so that labor forecasts can be calculated. It is recommended that the best estimate be entered as the out time.

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

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.