## Starting Shift – After you log in
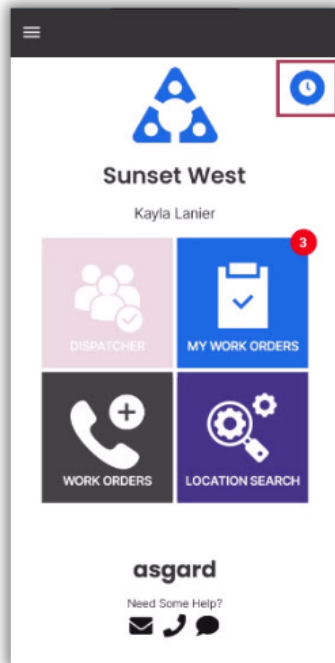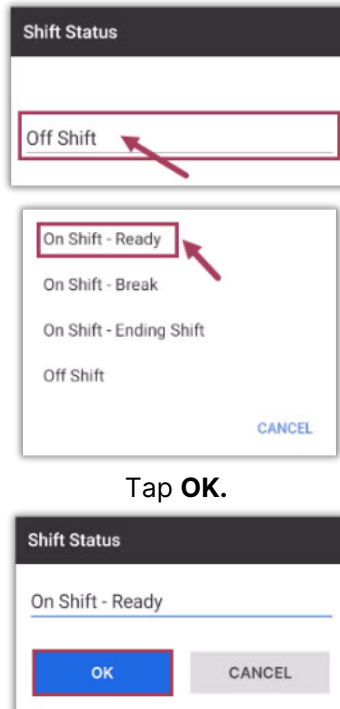
**Step 1:** White clock indicates you are **Off-Shift**. Tap the clock to put yourself **On Shift**.
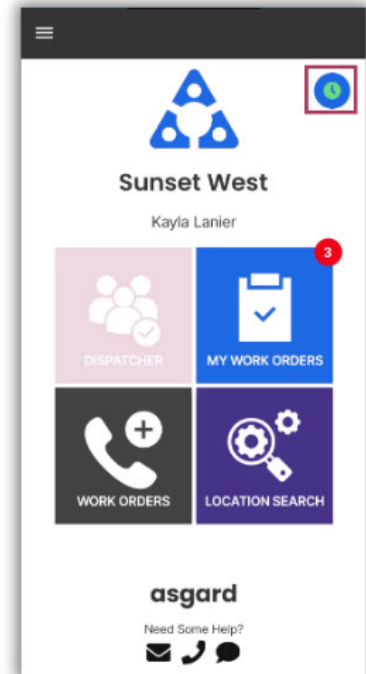
**Sunset West**
Kayla Lanier

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**Step 2:** Tap the **Shift Status** bar, then **On Shift - Ready.**

Shift Status

Off Shift

On Shift - Ready
On Shift - Break
On Shift - Ending Shift
Off Shift

CANCEL

Tap **OK.**

Shift Status

On Shift - Ready

OK | CANCEL

A **Green** Clock indicates that you are now **On Shift - Ready!**

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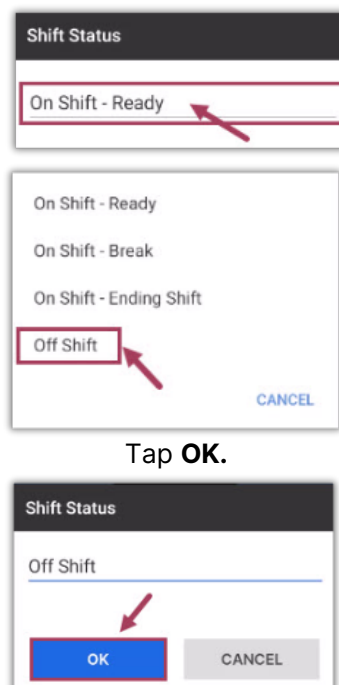WORK ORDERS | LOCATION SEARCH

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## Ending Shift – Before you log out

**Step 1:** **Green** clock indicates you are **On-Shift - Ready**. Tap the clock to take yourself **Off Shift**.

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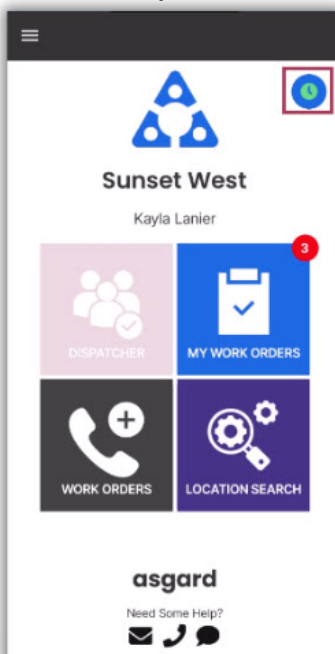
**Step 2:** Tap the Shift Status bar, then tap **Off Shift**.

Shift Status

On Shift - Ready

On Shift - Ready
On Shift - Break
On Shift - Ending Shift
Off Shift

CANCEL

Tap **OK.**

Shift Status

Off Shift

OK | CANCEL

A **White** Clock indicates that you are now **Off-Shift!**

**Sunset West**
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