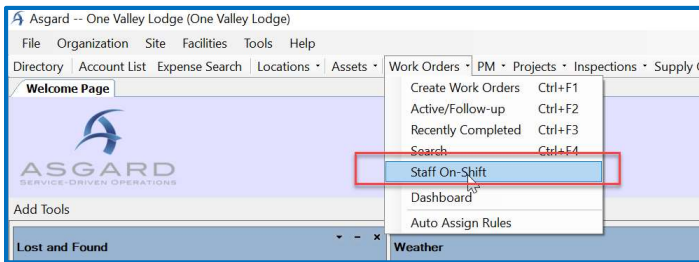


Staff On-Shift – Ending Shifts

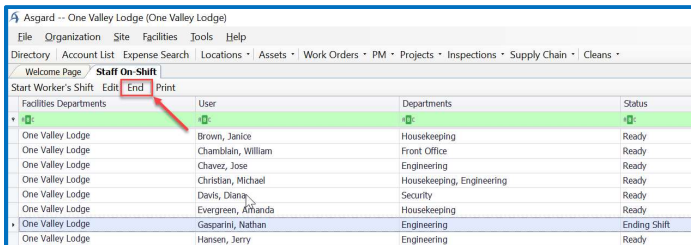
Users must be taken Off-Shift at the end of the shift for Auto-Assign and work order pick lists to function correctly. The only exception is managers, who are often left On-Shift permanently to enable AsgardMobile for their use.

Staff On-Shift is permission based. If you don't have this permission and think you should, please contact support@katanasoft.com.

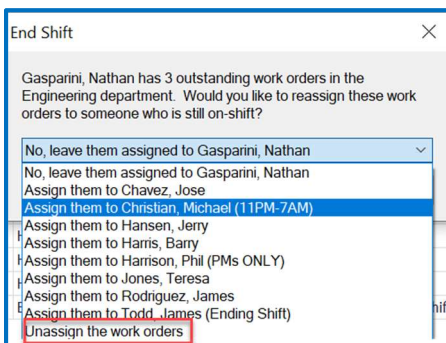
Step 1: Open the Work Order drop down and select Staff On-Shift.



Step 2: Select the user and click End.



Step 3: If the user has incomplete work orders, click the dropdown to reassign or unassign the work.



Step 3: Click Yes to confirm End Shift or No if you wish to cancel.

