



**ALL USERS**  
 This Quick Start Guide is  
 Intended for users with  
 login privileges.

# How to Edit Shifts

The edit shift feature allows a manager to quickly correct any clock in or clock out errors. Managers can edit specific parameters such as pay rate or job performed.

## Always "On" System

Dinerware is designed to operate in a 24/7 environment, so employees will stay clocked in unless they clock out, or a manager clocks them out. It is common for those new to the system to forget to clock out which will result in incorrect shifts. The shift edit feature makes corrections fast and easy.

## Edit a shift

**Log in** to the terminal using a four-digit PIN.

**1.** From the order entry screen, touch **'Manager'** at the top right of the screen. The manager screen appears.



**2.** Touch **'Labor'**. A screen appears with a list of clocked in employees and all shifts that occurred in the last two days.



**3.** Use the **drop down menu** to see historical shifts for any date range specified.

**4.** To modify or delete a shift, **touch the shift** to select it.

**5.** Touch **'Edit'** in the lower left of the screen. A new dialog box appears.



**6.** **Select the date** the shift began or ended, the **pay rate**, the **job** and even **tips**. Make desired changes.

**7.** When finished with edits, touch **'Ok'** to save. Repeat this process to delete or create a new shift.