

Group Service

To clock in for more than one person at once, first clock in as normal for the first Participant.

Next, tap **New** the button to begin to clock-in for another Participant while the first shift is still running.

As usual, continue clock-in by choosing the participant, the service type, and then **Start Shift**.

Now you are clocked in for two different Participants at once.

Swipe left and right between your multiple running shifts in order to see details, enter tasks, or clock out for either of the shifts.

