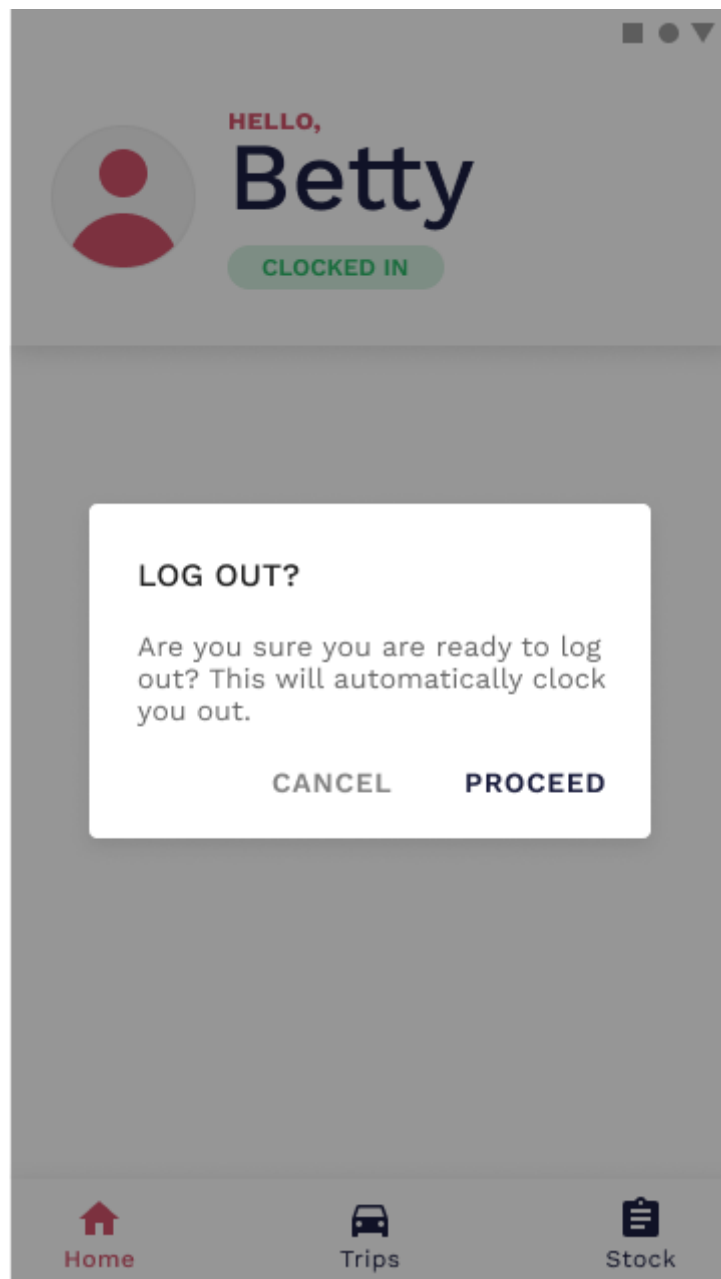# 7. How to Log out/Clock out

Clock out & Log out

Similar to **Clock in**, after finishing your shift, you should click on the **Clock Out** button and Log out. If you Log out without clocking out, it will automatically register your shift as finished.

Video tutorial