

# 3. Day-End Email Summaries

Send a shift-close summary by email to selected recipients.

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# How to set up day-end email summaries

Set up a day-end email notification when you want owners, managers, or other authorized recipients to receive a summary whenever a shift is closed.

## Set up the email summary

1. Open **Settings**.
2. Select **Notifications**, then find the **Day-End Email** section.
3. Turn on the day-end email option.
4. Select **Edit recipients**.
5. Enter the recipient's name and a valid email address.
6. Add any other recipients. You can save up to five recipients for the location.
7. Save the recipient list and confirm that day-end email remains enabled.

## When the email is sent

The summary is sent to the selected recipients whenever a shift is closed. It is tied to the shift-close event rather than a fixed clock time, so complete the normal shift-closing process to trigger it.

**Location setting:** Configure this option separately for each location that should send a day-end summary.

## Next step

To add, correct, or remove an address later, see [How to manage day-end email recipients](#).

# How to manage day-end email recipients

Keep the day-end email recipient list current so shift-close summaries reach the right people.

## Add or update recipients

1. Open **Settings** and select **Notifications**.
2. Find **Day-End Email** and open the recipient list.
3. Add a recipient, or edit an existing name and email address.
4. Check the address carefully and avoid adding the same address more than once.
5. Save your changes.

You can maintain up to five email recipients for each location.

## Remove a recipient

1. Open the Day-End Email recipient list.
2. Remove the person who should no longer receive the summary.
3. Save the updated list.

## If a summary does not arrive

- Confirm that Day-End Email is enabled for the current location.
- Confirm that the email address is valid and saved.
- Make sure the shift was closed through the normal shift-closing process.
- Ask the recipient to check spam or junk folders.
- If several locations are used, verify the setting at the location whose shift was closed.

For text-message notifications instead, return to the [Notifications and alerts overview](#).