

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](#).

Revision #1

Created 2026-09-13 02:42:25 UTC by Sunny

Updated 2026-09-13 02:42:28 UTC by Sunny