To use TAPs information, the process must be completed in the current day i.e. as part of closing procedures.

Navigate to the rota page, scroll to the bottom of the page and select 'Run TAPs'

Note: TAPs should be run at the end of the day, once the day has rolled over the data will not be stored, so its mission critical to ensure it done at the end of the evening.

Run TAPs	Flag forecast rota as complete
Create Rota Template	Load Previous Template

This will take you to the 'TAPs' management page. This is broken into two distinct sections:

TAPs Shifts

The below shifts are ready to load to the rota. To load them, click the "Load TAPs" option at the bottom of this list.

Employee Code	Employee Name	Work Date	Start Time	End Time
68761	Example	19/12/2019	10:00	15:34
118314	Example	19/12/2019	08:29	15:29
227921	M Example	19/12/2019	10:25	15:33

Load TAPs

1) You will then see a breakdown of TAPs Shifts which can be loaded onto the rota
2) As well as incomplete TAPs Shifts these are where employees have TAP in but not out, follow the instructions on the page to load.

Incomplete TAPs Shifts

The shifts below are all shifts without a clock out. This could be either the employee has left without clocking out or is still working.

If you would like them loaded to the rota (the employee has finished for the day) then:

1) Click on 📅 against the shift you wish to load.

2) Select the correct shift times, click Accept.

3) Confirm by clicking ✅.

Employee Code	Employee Name	Work Date	Start Time	End Time		
95459	Example	19/12/2019	10:12	NA	📅	✅
134789	Example	19/12/2019	14:54	NA	📅	✅
205951	Example	19/12/2019	12:00	NA	📅	✅
215934	Example	19/12/2019	12:01	NA	📅	✅

NOTE:

This feature will not work on previous days, in these cases, the shifts should be confirmed on the rota page itself.

TAPs should be run only once per day and is most effective at the end of the day.