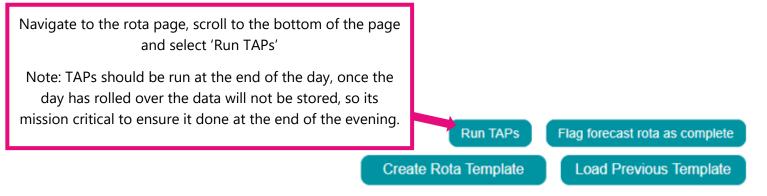
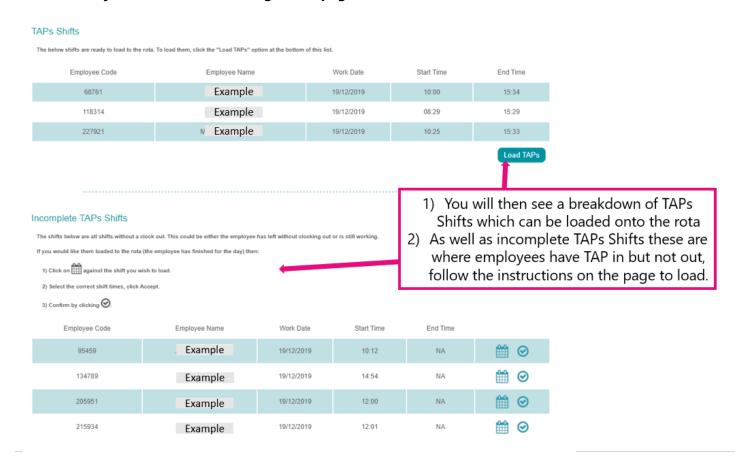


To use TAPs information, the process must be completed in the current day i.e. as part of closing procedures.



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



## 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.