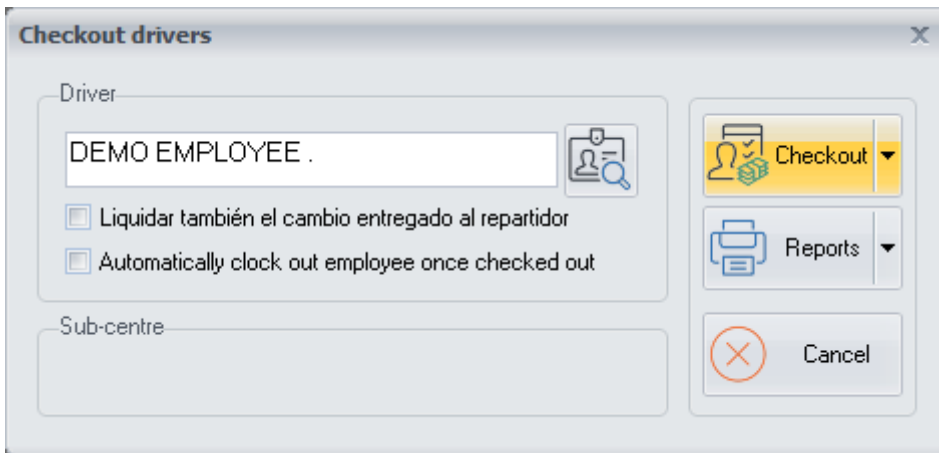


Checkout Drivers

Once we have clicked on the menu option **Employees->Checkout drivers** or we have arrived here through the **Delivery Orders** screen, a screen like the one we can see below will appear.



In order to checkout the drivers, we must have the required **Access Level** to the system.

If we do not have the driver assigned, we will choose the employee by pressing the button located next to the **Driver** field, which will take us to the **Choose Employee** screen.

Once we have assigned a driver, from the **Checkout** button we can **checkout the selected driver, all drivers** or we can even **change the driver of an order** through the **Choose Order** screen.

We can also see the **Reports** of the **Orders checked out, Orders not checked out** or the **Drivers without check out**, from the **Reports** button.

In the event that the employee has finished his work shift, we can check the box “**Automatically clock out employee once checked out**”, so that the driver no longer has to clock out through the **Clock In/Out** screen.

In case we checkout the driver several times a day, we can uncheck the box “**Check out the change delivered to the driver**” in order that the driver keeps the change. We will always have to check this option when the driver has finished his work shift and has to give back the change.

The **Cancel** button allows us to exit of the screen without making any changes.