

End-of-Shift Report Template Example

Employee Name	Marta Hicks
Department	Customer Support
Position	Senior Representative
Date	7/21/200X

Activity	Start Time	End Time	Description
Accounts	9:00 AM	5:00 PM	Assisted customers with billing inquiries and account updates. Handled escalations from junior staff.

Other Comments
Resolved 85% of inquiries on first contact.

Employee Name	Marta Hicks
Signature	
Team Leader Name	Henry McNeal
Signature	

Shift Summary: Details on tasks completed and issues faced

Completed 25 customer inquiries. Resolved a major account discrepancy for a long-term customer. Faced challenges with a system outage that delayed response times by 30 minutes.

Outstanding Tasks	Need to follow-up with IT to address system downtime. Customer XYZ issue needs re-investigation tomorrow.
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Other Comments	I'm requesting system training for newer staff members.
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Equipment / Inventory Check	Phone system and headsets functioning properly. Computer was slow during the outage but resumed normal speed after reboot.
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End Of Shift Report Sheets

R Bogdan



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