# Overriding a Shift

**Step** | **Action**
--- | ---
1. | Begin by navigating to the *Daily Detail* page.<br>Click the **Manager Self Service** link.<br>[Manager Self Service]
2. | Click the **Time Management** link.<br>[Time Management]
3. | Click the **Manage Schedules** link.<br>[Manage Schedules]
4. | Click the **8 Hours** link.<br>[8 Hours]
5. | Use the *Daily Detail* page to view the details for a given shift and override shift information.<br>[Daily Detail]
6. | Click an entry in the **More** column.<br>[More]
7. | Use the **Shift Information** page to view the detailed information for the shift worked.<br>[Shift Information]
8. | Click the **OK** button.<br>[OK]
9. | This concludes the Overriding a Shift topic.<br>[End of Procedure]