



Bulk close jobs

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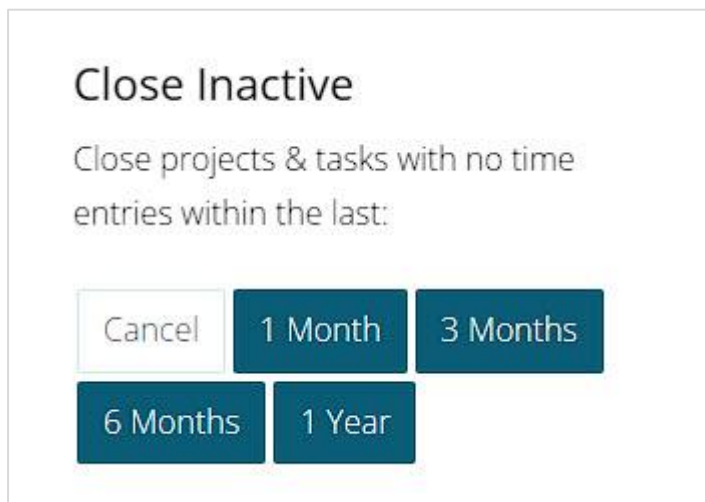
See below methods for closing multiple jobs at a time on the *Jobsheet* screen.

Close selected jobs:

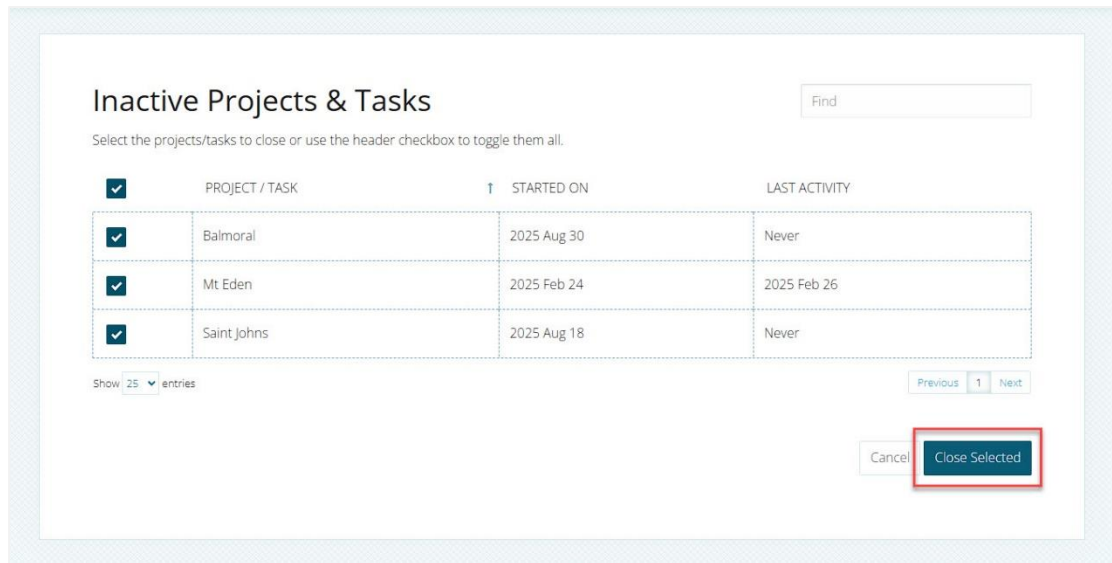
1. Navigate to the *Jobsheet* page.
2. Click-to-select each open job in the *Jobsheet* table that you'd like to close.
3. Click *Close Selected* in the toolbar.
4. Click *Confirm* to close each of the selected jobs.

Close selected jobs:

1. Navigate to the *Jobsheet* page.
2. Click *Close Inactive* in the toolbar.
3. Select a time period to view a list of jobs that have not had a clock entry within that range.



4. Review the list of inactive jobs. Click the *checkbox* to un-select any jobs that you don't want to close.



5. Once you're satisfied with the list of selected jobs, click *Close Selected*.

See also

- [Removing projects from devices](#)