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Employees can clock in and out of Projects, Breaks, and Lunches from the reader. This can be done using what we call "FKeys." On the reader touchpad, you will notice buttons for F1, F2, F3, and F4. When using these buttons, the screen will indicate what each button represents. You can set a button to represent one Project or Break, or you can assign a list of Projects or Breaks to a button. You can also set a button to display the last punch an employee logged.

Setup Steps

1. Create Projects in **Features, Projects**

   and, or

   Create Breaks in **Features, Breaks / Lunch**

2. Set up FKeys and send to reader in **Setup, Function Keys**

Key Types

"Status Key" – Press an F-Key to clock in and out of a Project or Break.

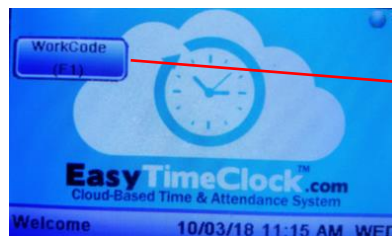*"Work Code" – Press an F-Key to utilize a list of Projects or Breaks.*

"Last Punch" – Press an F-Key to view the last clock in/out for an employee.

Setup Types

Projects on Status Keys

Work Code List

Work Code List with Default Project

Breaks/Lunch Only

Last Punch

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Projects on Status Keys

Note:

Every time you add or remove Projects or Breaks, make sure to update the reader!

Setup

1. Choose Status Key for all desired keys

2. Assign Projects to each button

3. Name the buttons

4. Save to send to reader

Key	Key Type	Status Key Project	Button Name
F1	Status Key ▾	Project 1 ▾	Project 1
F2	Status Key ▾	Project 2 ▾	Project 2
F3	Status Key ▾	Project 3 ▾	Project 3
F4	Status Key ▾	Project 4 ▾	Project 4

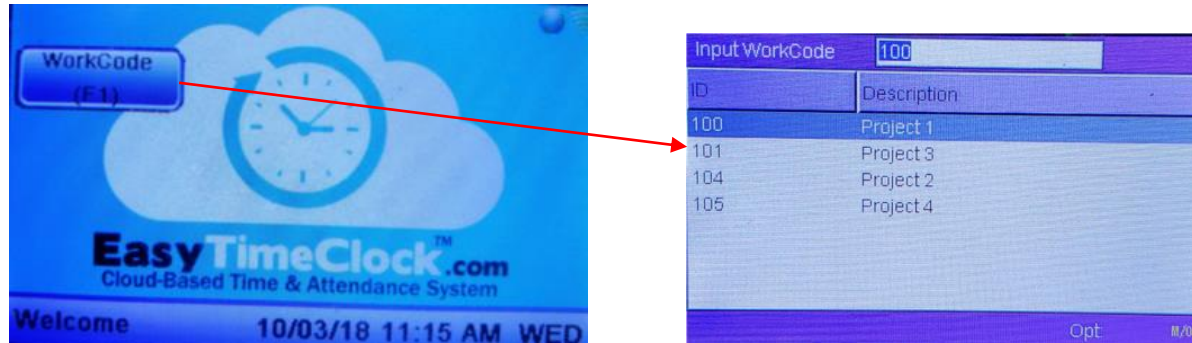### Employee Steps

Clock In:

1. Choose Project with FKey

2. Scan finger or badge

Clock Out:

1. Scan finger or badge

Note:

If no FKey is selected at clock in, the punch will be recorded as the Project associated with the first status key listed on the screen.

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Work Code List Only

Setup

1. Choose Work Code on desired FKey

2. Checkmark the Projects or Breaks that should be included on the list

3. Save to send to reader

Key	Key Type	Status Key Project	Button Name
F1	Work Code ▾	Default ▾	
F2	None ▾	Default ▾	
F3	None ▾	Default ▾	
F4	None ▾	Default ▾	

Work Code List

Project / Break	Work Code	Add To List
Project 1	100	☑
Project 2	104	☑
Project 3	101	☑
Project 4	105	☑

Note:

Every time you add or remove Projects or Breaks, make sure to update the reader!

Employee Steps

Clock In:

1. Choose FKey for Work Code

2. Use list to choose Project, click Enter (M) key

3. Scan fingerprint or badge

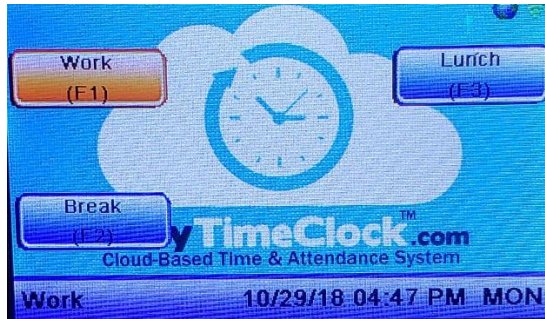Clock Out:

1. Scan fingerprint or badge

Optional:

If employees have a Project that they clock into more frequently than other Projects, you can set it as their "**Default Project**" in Features, **Assign Projects or Breaks**.

When set to a Default Project, employees can clock straight in without entering the Work code list.

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	Project 2 ▾	☑ Project 1 ☑ Project 2 ☑ Project 3 ☑ Project 4

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![EasyTimeClock.com - Cloud-Based Time & Attendance System]

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Breaks / Lunch Only

Note:

Every time you add or remove Projects or Breaks, make sure to update the reader!

Setup

1. If not using Projects, Choose "Status Key" and "Default" on F1. This makes all non-designated punches clock employees into work (or a Default Project). *Optional: Name the button.*

2. Choose "Status Key," assign to Break or Lunch, name the button.

3. Save to send to reader

Key	Key Type	Status Key Project	Button Name
F1	Status Key ▾	Default ▾	Work
F2	Status Key ▾	Break ▾	Break
F3	Status Key ▾	Lunch ▾	Lunch
F4	None ▾	Default ▾	

Employee Steps

Clock In:

1. Scan fingerprint or badge

Break or Lunch:

1. Choose FKey for Break or Lunch

2. Scan fingerprint or badge

Return from Lunch / Break:

1. Scan fingerprint or badge

Clock Out:

1. Scan fingerprint or badge

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Last Punch

Setup

1. Choose "Last Punch" on desired key. (can be used with other FKey settings)

2. Save to send to reader

Key	Key Type	Status Key Project	Button Name
F1	Last Punch ▾	Default ▾	
F2	None ▾	Default ▾	
F3	None ▾	Default ▾	
F4	None ▾	Default ▾	

Employee Steps

Clock In:

1. Scan fingerprint or badge

View Last Punch:

1. Choose FKey for Last Punch

2. Scan fingerprint or badge

Clock Out:

1. Scan fingerprint or badge