_____

Clocking In with Fingerprint

press finger on scanner

Clocking In with Card or Fob

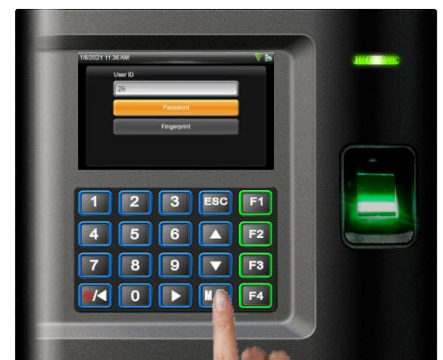wave badge over scanner

Clocking In with PIN
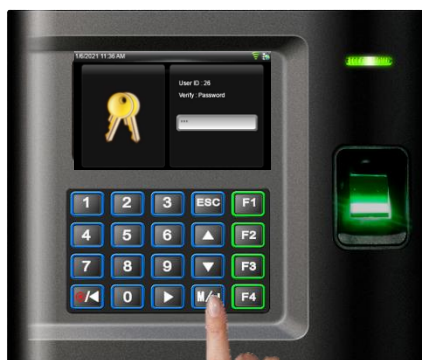
Employee #

Enter (M/↵)

Enter (M/↵)
(again)

PIN

Enter (M/↵)

Clocked In!

_____

Choose FKey that corresponds with your Break or Lunch.

With Break highlighted, scan finger or badge.

To clock back into work, just scan finger or badge.

To be sure you're clocking back in, make sure Break is <u>not</u> highlighted.
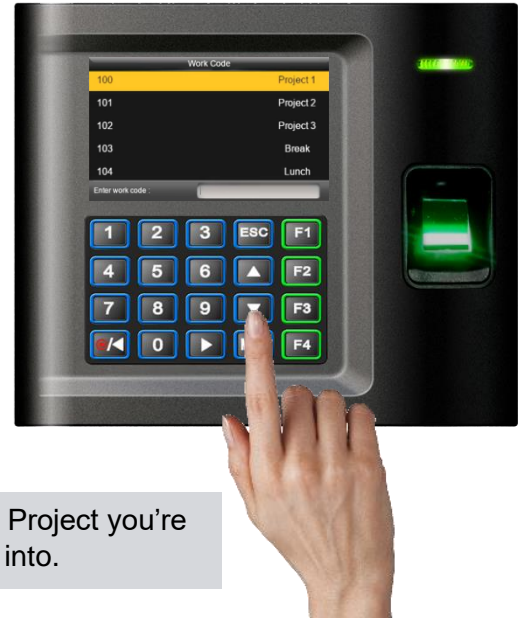
Choose FKey that corresponds with your Project.

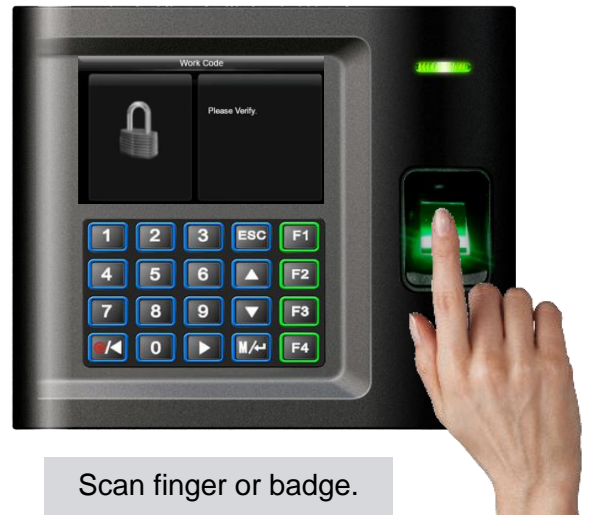With the Project highlighted, scan finger or badge.

Repeat to clock out for the day.

Press the WorkCode FKey.

Arrow down to the Project you're clocking into.

With the Project highlighted, press Enter.

Scan finger or badge.

To clock out for the day, just scan finger or badge.