Clock In/Out of Multiple Available Jobs

Time Clock Key

1: 'Choose Job’ Button
2: Card (Badge) Swiper
3: 'List’ Button
4: Up/Down Arrows
5: Back (Previous Screen) Button
6: Keypad
7: Backspace (Delete) Button
8: Enter Button
Step-by-Step Instructions

1. Press the ‘Choose Job’ button.

2. **Swipe** Badge - or - **Type** in Badge ID on Keypad and press the **Enter** button.

3. Press the ‘List’ button to view available jobs.
4. Using the Up/Down Arrows, select the job and press Enter.

5. Review the confirmation screen and press the Enter button to finalize time stamp.

6. To Clock Out: Swipe Badge - or - Type in Badge ID on Keypad and press the Enter button.