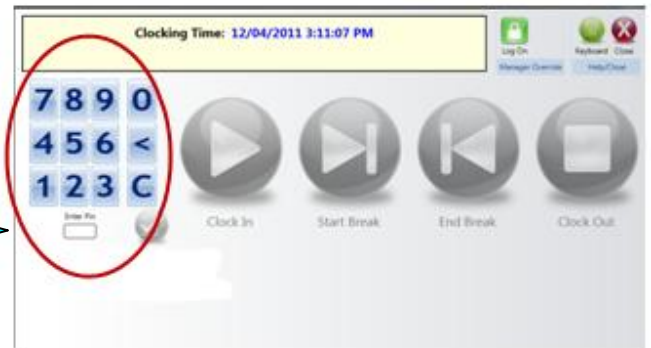


HOW TO USE THE TOUCH SCREEN TIMECLOCK

1. Use the PIN pad to enter your **Employee Clock Number**

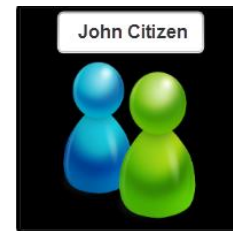
Your **PIN** or **Employee Number** will display in this box.



2. After entering your **Employee Clock Number**, click the **tick** beneath the pin pad.



3. Once the clocking number has been entered, this screen will display the name of the person clocking in. **Check** this matches your clock on details and that it is your name displayed.

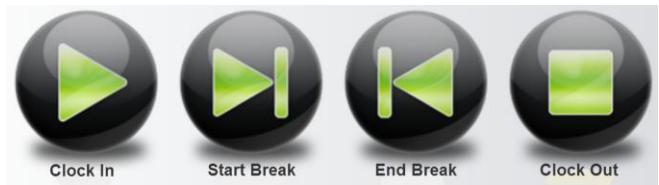


4. If you have entered an incorrect employee number, simply click **Cancel** and start again.



5. Touch one of the four button options:

- i. When starting your shift for the day select the **Clock In** option **OR**
- ii. When commencing your break select the **Start Break** option **OR**
- iii. When finishing your break select the **End Break** option **OR**
- iv. When finishing your shift for the day select the **Clock Out** option



6. The clocking just recorded appears just below the section where you enter in your pin

