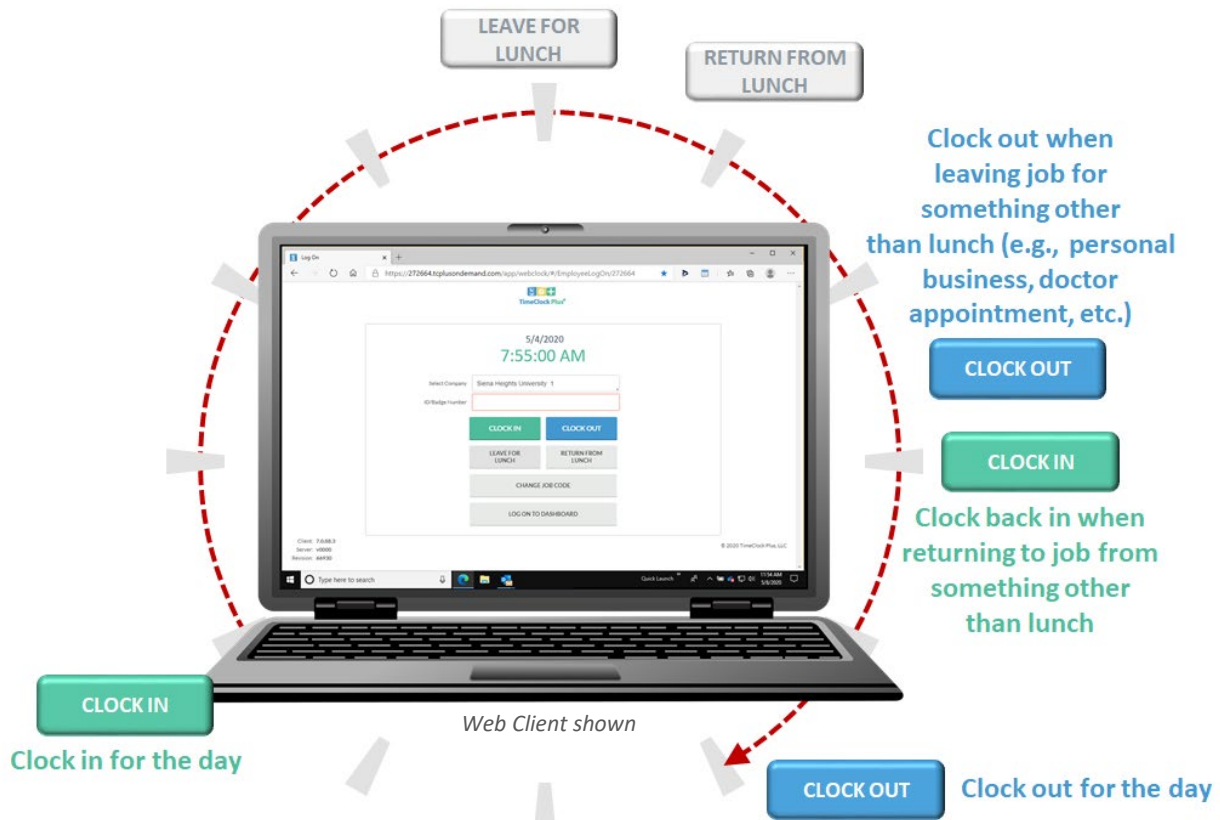
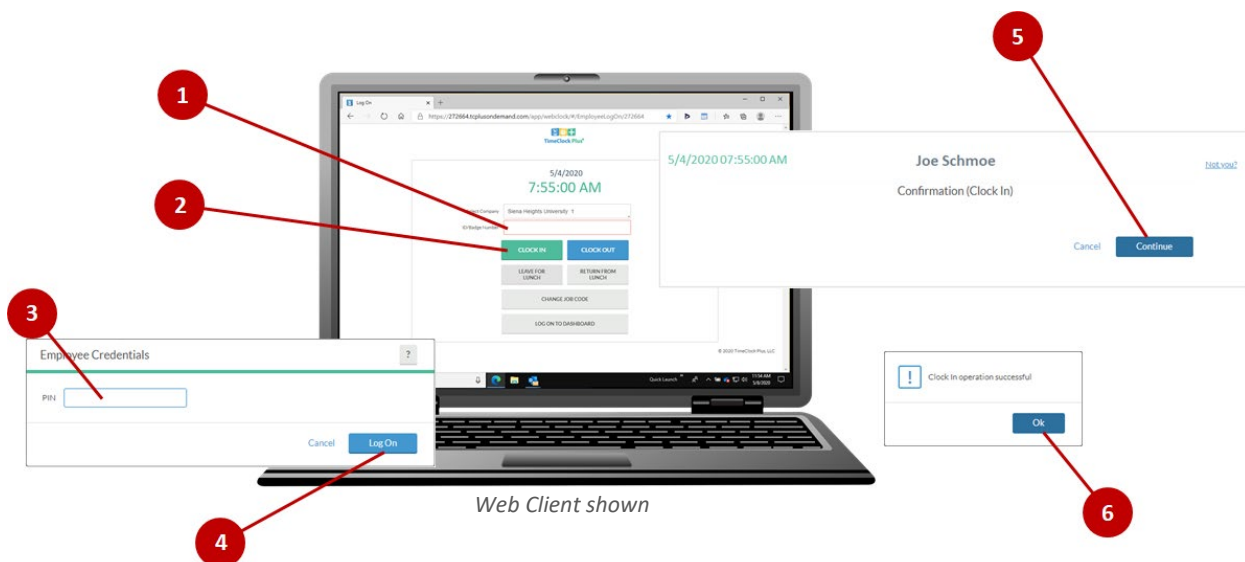


# A TYPICAL DAY



# HOW TO CLOCK IN/CLOCK OUT



1. Enter your employee ID.
2. Click the appropriate in/out button.
3. **Employee Credentials** window pops up. Enter your PIN
4. Click the **Log On** button.
5. Confirmation window pops up. Click the **Continue** button.
6. Success window pops up. Click the **OK** button.