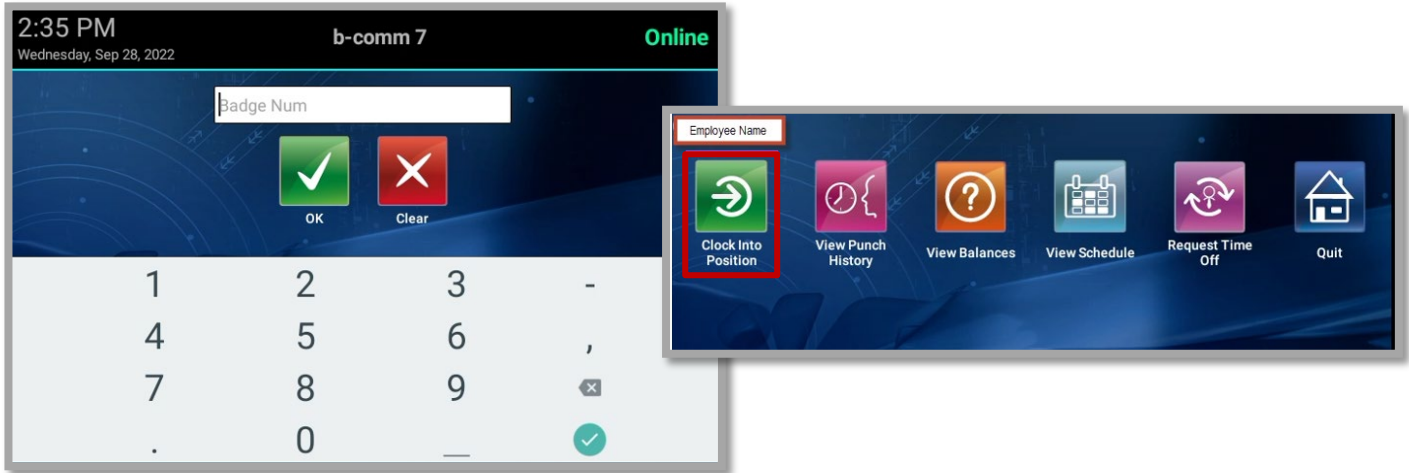


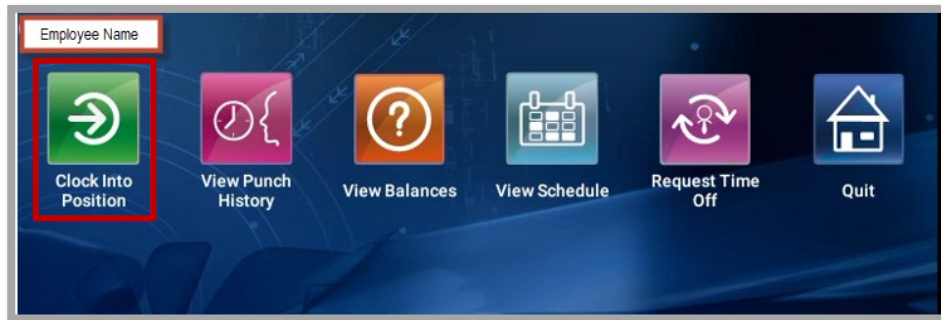
HOW TO CLOCK-IN AND OUT

A. Clock Into Position

1. Swipe ID badge at the time clock to log into your account. After swiping your name will appear and you will be taken to the home screen.



2. To clock in, select the **Clock Into Position** button.

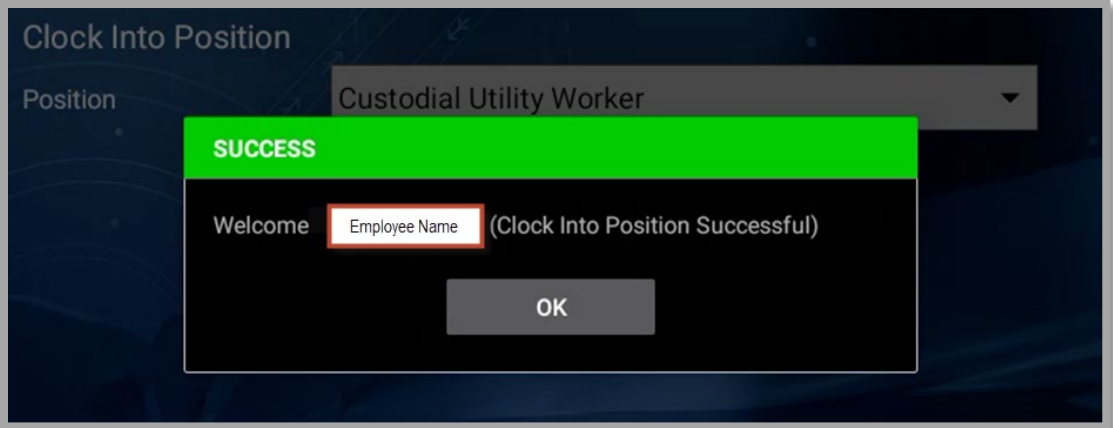


3. Your position will be displayed on the **Clock In Position** screen. Select the **Save** button to continue clocking-in. If you are clocking in for a different position, select the **Position** from the drop down if it is not already displayed and select **Save**.



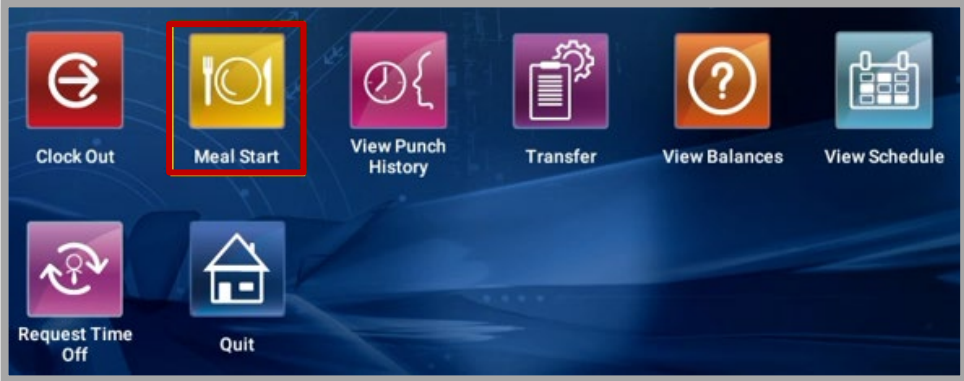
HOW TO CLOCK-IN AND OUT

- 4. A green **Welcome (your name) (Clock Into Position Successful)** message will display to confirm your clock-in time.

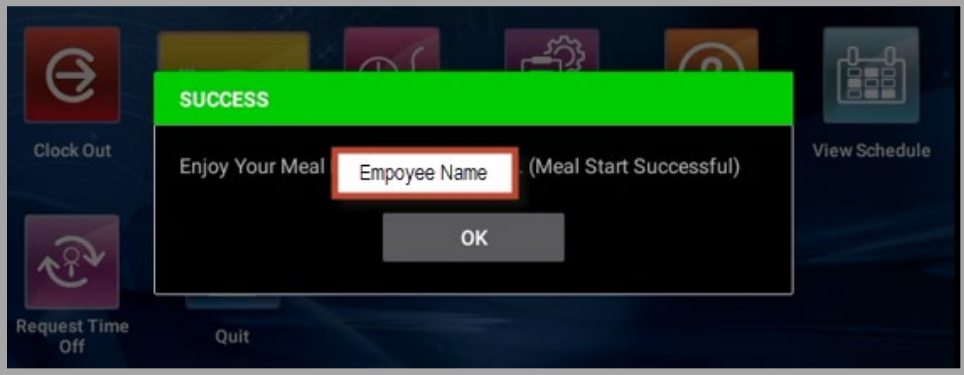


B. Clock Out for Meal Period

- 1. To clock out for your meal, select the **Meal Start** button.



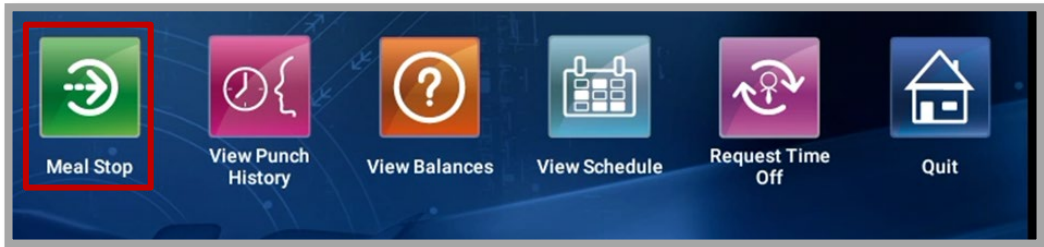
- 2. The green **Enjoy Your Meal (your name). (Meal Start Successful)** message will display to confirm your clock-out time.



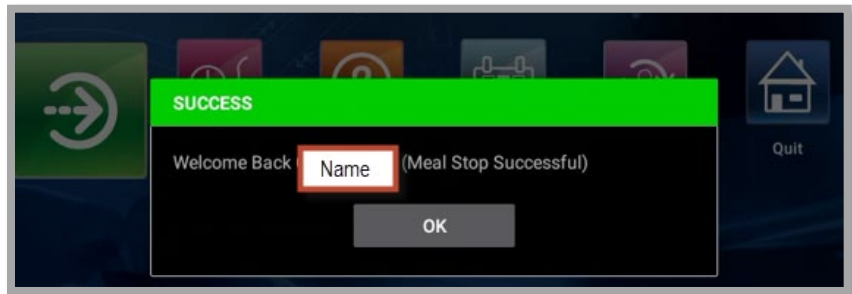
HOW TO CLOCK-IN AND OUT

C. Clock In from Meal Period

1. To clock back in from your meal period, select the **Meal Stop** button.



2. The green **Welcome Back (your name). (Meal Stop Successful)** message will display to confirm your clock-in time.



D. Clock Out Position

1. To clock-out for the day, select the **Clock Out** button.



2. The green **Good Bye (your name). (Clock Out of Position Successful)** message will display to confirm your clock-out time.

