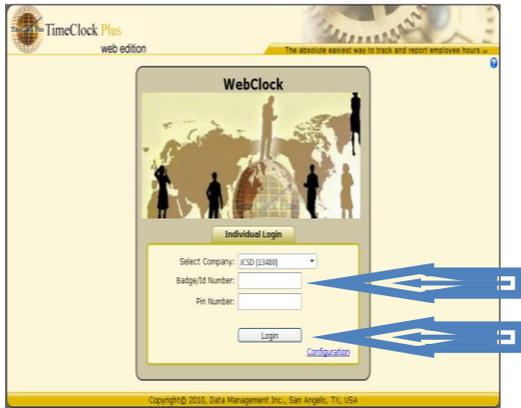


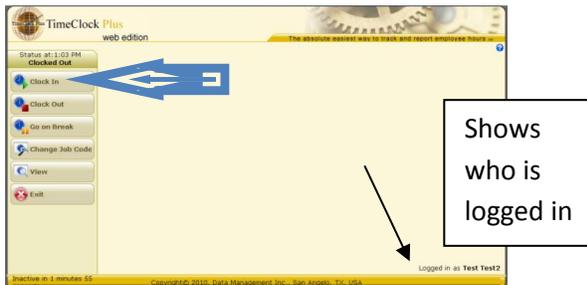
This is the address for the web clock on any computer. <http://192.168.17.8/WebClock30/Login.aspx>

In this document the Name "Test Test2" will be replaced with your name when you are logging onto the time clock.

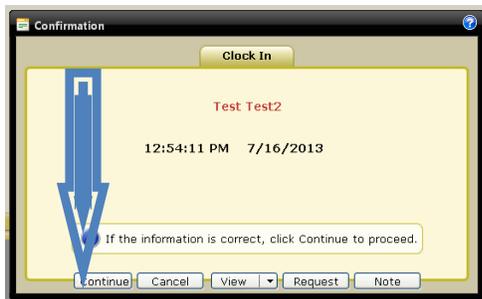
This Section is for a normal clock in .This is the screen you will see when you clock in.



Enter your 4 digit ID number and hit enter. (With the mouse click "Login"). There should be an orange frame on the "Clock In" tab, if so clicks "enter". If not click it with the mouse.

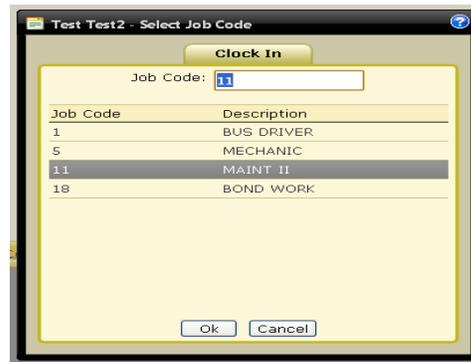


This just verifies who you are. Hit "Enter", or click on "Continue" if this is you.



In this window your default or main job with code should be highlighted as well as in the box. Just hit the Enter button/ click ok.

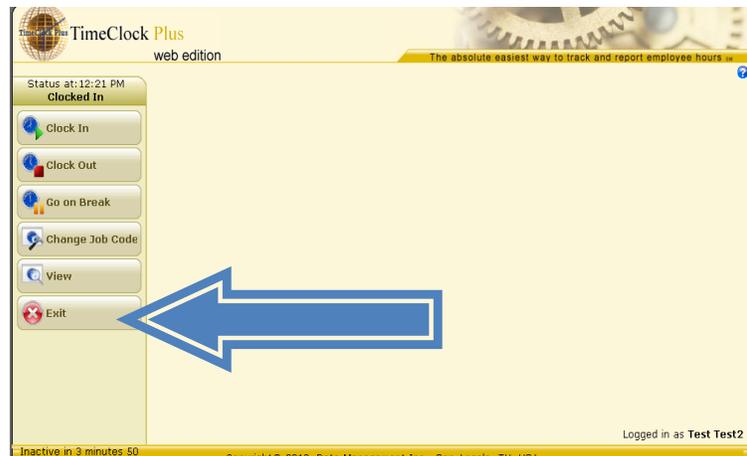
If not type it into the box or select it with the mouse.



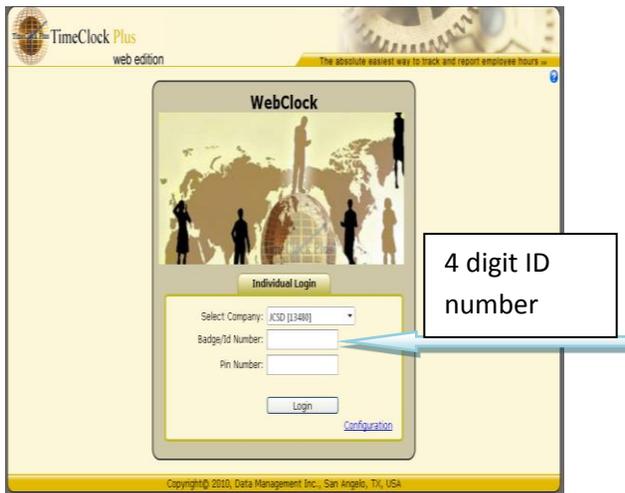
Almost done Hit enter or click "OK"



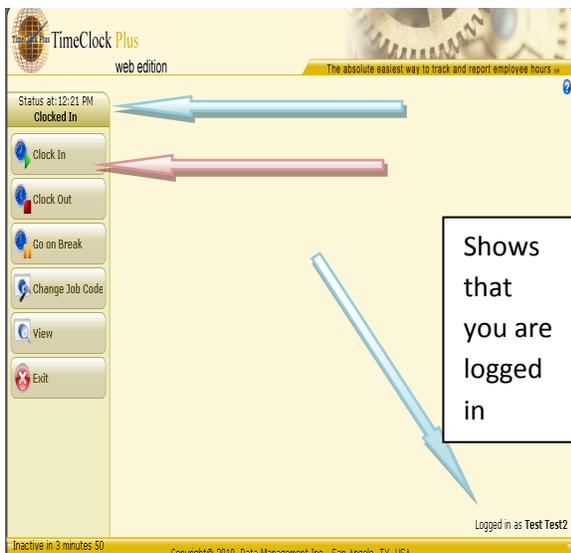
Last window here you need to use the mouse and click "Exit" to close your login session. If you see this screen when you go to clock in it means the person ahead of you did not close out his session, just click the "Exit" button, this takes you back to the first screen to let you login.



This section is for clocking in with a missed clock out punch.

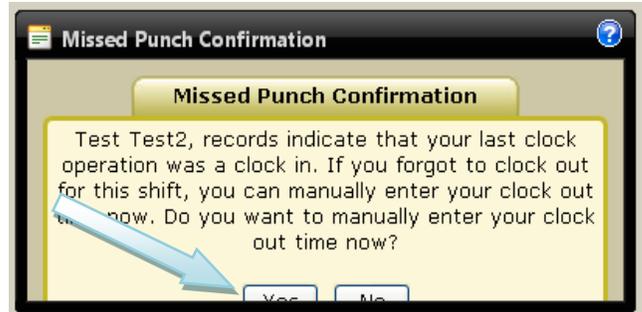


Login as usual.

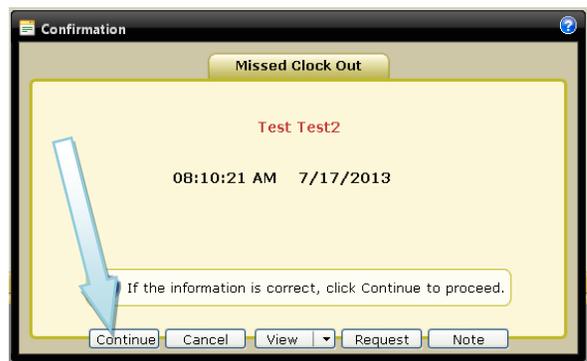


It shows that you are clocked in already don't worry about it you are going to be able to fix it.

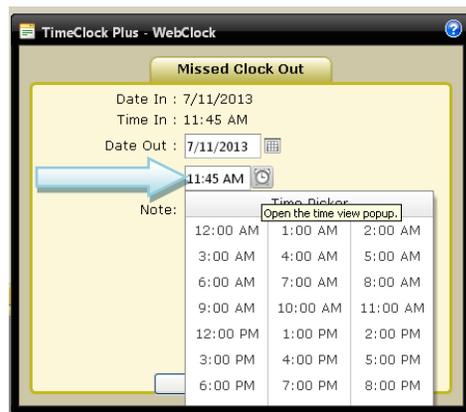
Go ahead and click on "Clock in" button and you will get the following message. Be sure to read.



You need to click on the yes tab. It will go ahead and clock you in, but gives you a chance to enter the time you clocked out.

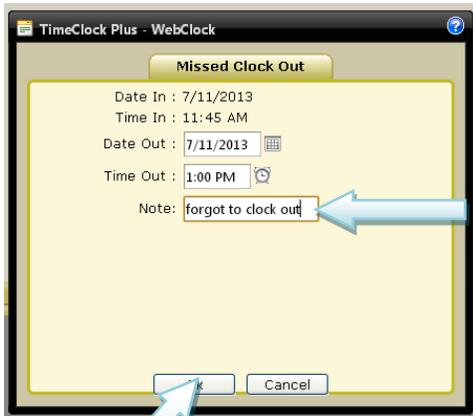


This screen just verifies who you are and what you are going to fix. Click on "Continue" tab .

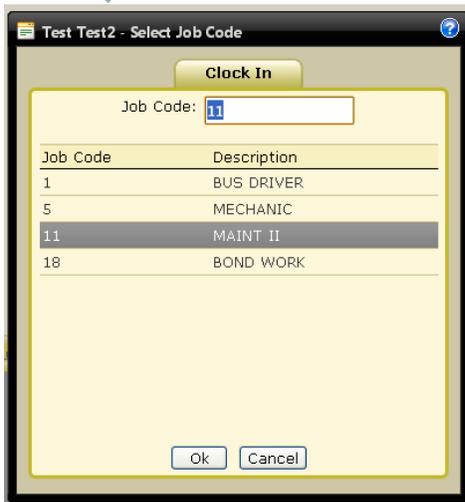


You don't need to worry about the date. Click in the time out box and enter your clock out time in the format (00:00 am/pm). You can click on the clock and select the closest hour and then you can high light the minutes and enter the minutes.

You are required to leave some kind of a simple note for your supervisor as shown in the next screen.



Click ok

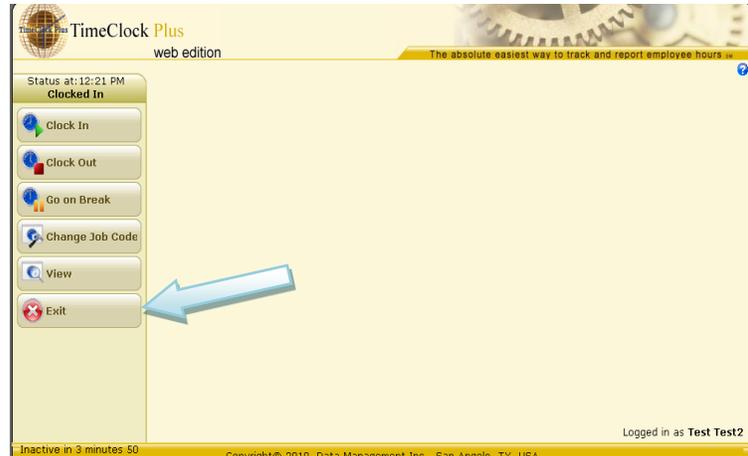


Make sure the job code is correct and click "OK"



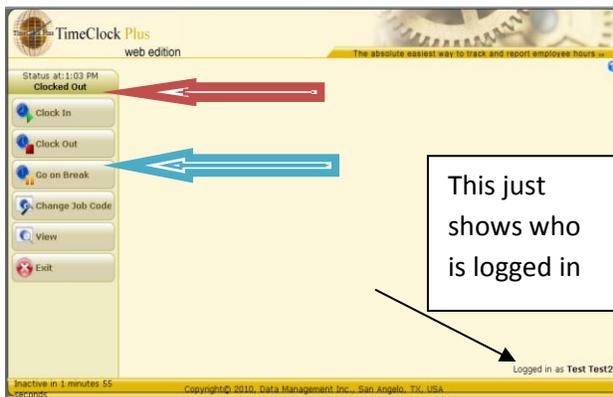
Congratulations you fixed your time card and are now done.

Don't forget to exit out of your session.

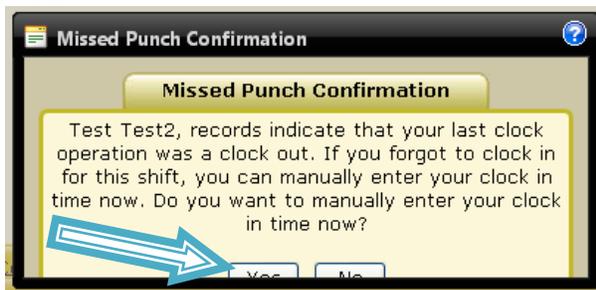


This section is for a missed "Clock in" punch.

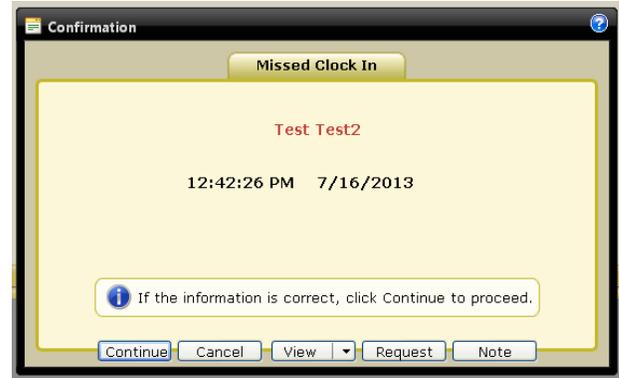
Login as usual



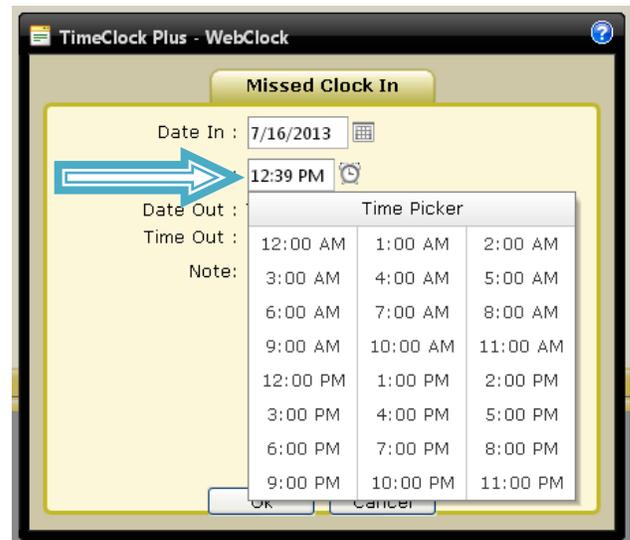
It shows that you are already clocked out; don't worry about it you are going to be able to fix it. Go ahead and click on "Clock Out" button and you will get the following message. Be sure to read.



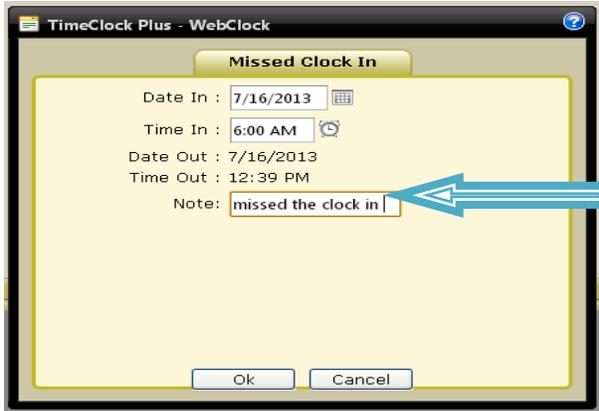
Click on yes



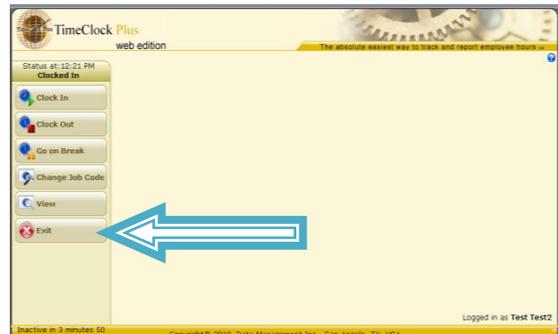
This screen just verifies who you are and what you are going to fix.



You don't need to worry about the date. Click in the "Time in" box and enter your clock in time in the format (00:00 am/pm). You can click on the clock and select the closest hour and then you can high light the minutes and enter the minutes. You are required to leave some kind of a simple note for your supervisor as shown in the next screen.



Don't forget to exit out of your session.



Click OK



Just make sure you are clocking in to the right job code. If not type it into the box or select it with the mouse.



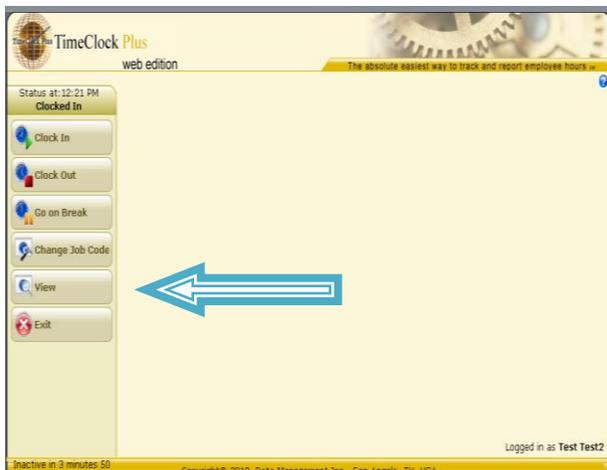
Click ok.

This section is how to view your hrs.

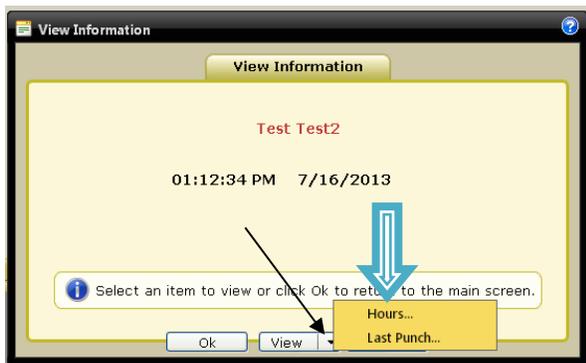
Login as usual with your 4 digit ID number.



Go down to the "View" tab and click it.

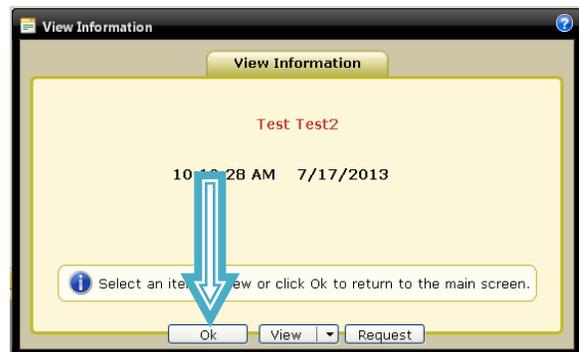
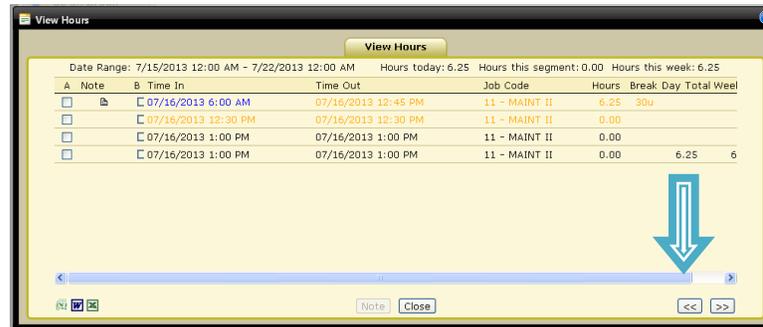


In this window click the black drop down arrow in the view box, and click on "Hours..."



Here you can view all your hrs. By using the arrows in the bottom right corner you can go back to view the previous weeks.

The times in Blue are where you corrected a missed punch. Red means there was an automatic break taken out, like your lunches. When you are done just click the "Close".



Click "OK" and you will be taken back to where you can exit out of the session.

