

# How to clock in & out

It takes 3 taps. Here's everything you need to know.

1



## Tap your name

Find yourself in the list on the clock station and tap your name.

2



## Enter your PIN

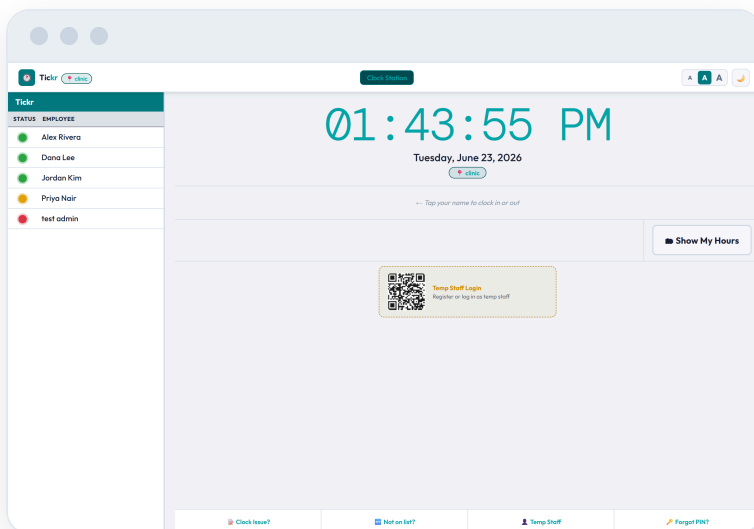
Type your personal 4-digit PIN on the keypad.

3



## Pick an action

Choose Clock In, Clock Out, or Break. You'll see a confirmation — done!



## Reading the status dots

-  **Green** — you're clocked in
-  **Amber** — you're on a break
-  **Red** — you're clocked out

## Taking a break?

Tap your name and choose **Break** when you step away, and **Clock In** again when you're back. This keeps your hours accurate.

**Forgot to clock out?** Don't worry — just let your manager know, or use the **Clock Issue?** button at the bottom of the station. They can fix your time.

**Forgot your PIN?** Tap **Forgot PIN?** at the bottom of the station, or ask your manager to resend it to you.

Your PIN:  (write it here & keep it private)