



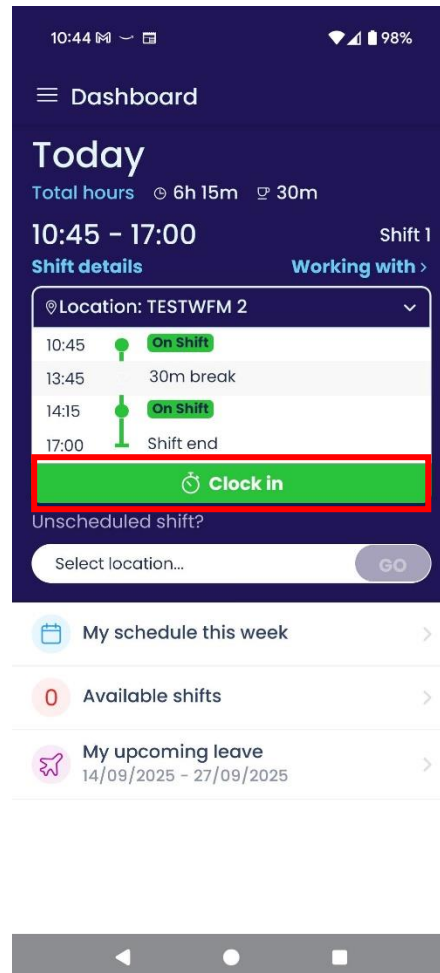
Doing good together

Clocking in and out Mobile Guide



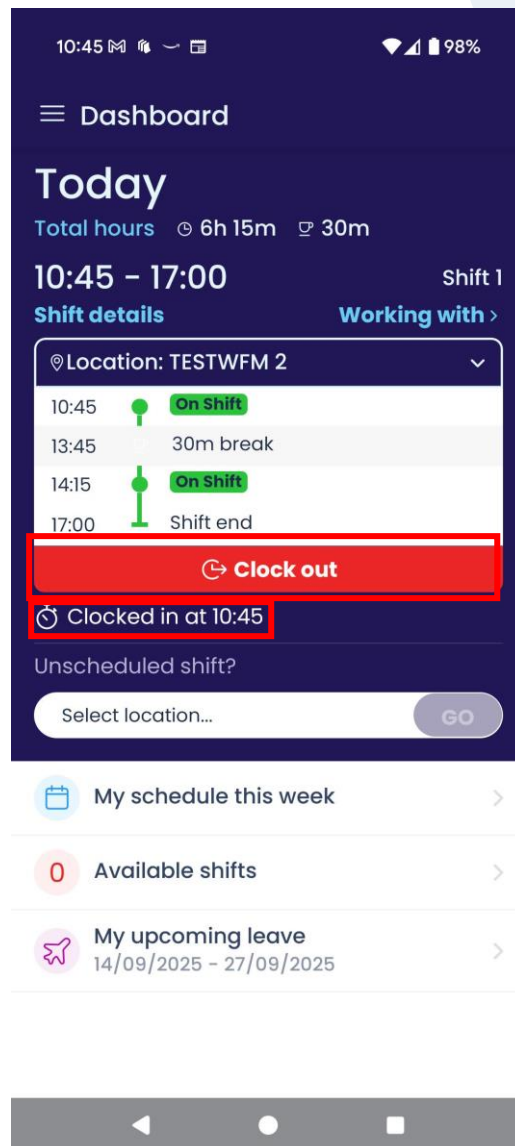
Clocking in and out of scheduled shifts

If you have a scheduled shift, you will be prompted to clock in as soon as you open your app



There is also an option to clock into an unscheduled shift if your shift / work location has changed from your schedule. Click into where it says select location, then either type in the search bar or scroll to find the location you want to clock into.

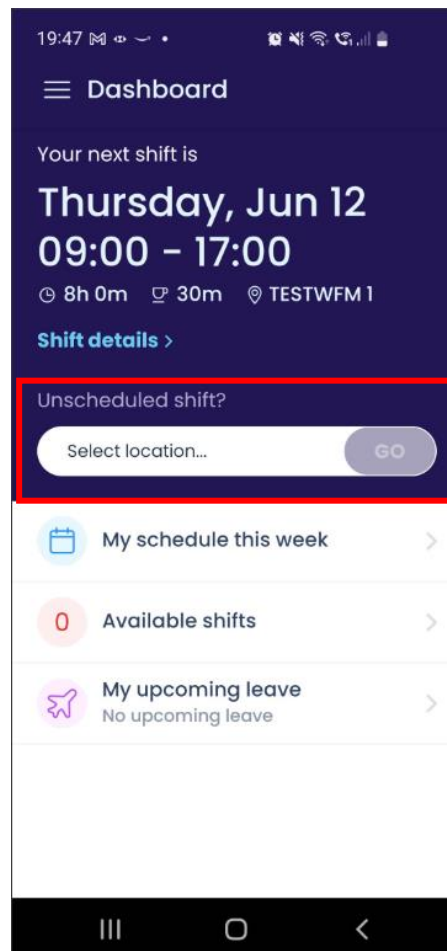
Hit clock in, and you will now see the time you clocked in, and the option has changed to clock out



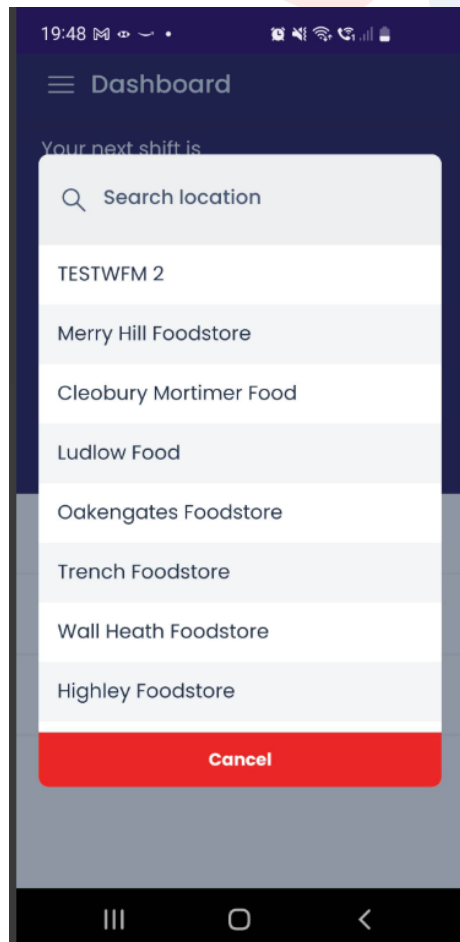
To clock out, simply open your app and hit clock out.

Clocking in and out of unscheduled shifts

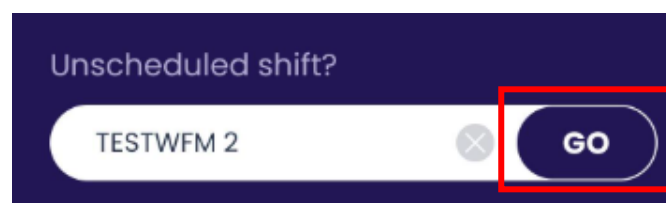
If you do not have a shift scheduled, when you log into the app you will not be prompted to clock, but rather asked if you have an unscheduled shift with an option to select location



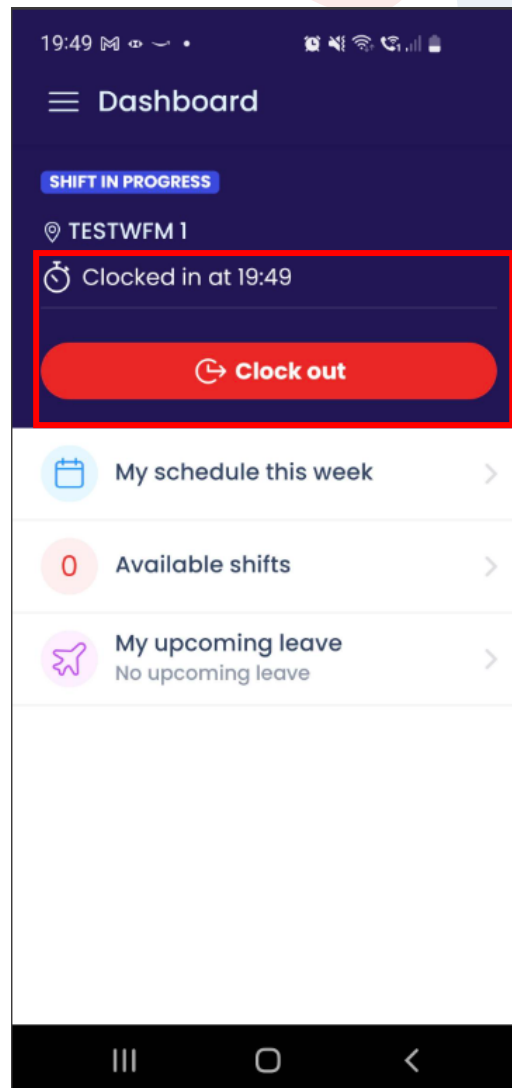
Click into the box and select the location you want to clock into from the list



Then click go



You will then see the time you clocked in, and the option to clock out



Please note that the location shown will be your base location and not the location you just clocked into, but the location you are working will show on the timesheets