

## How to Clock In and Out via Kiosk

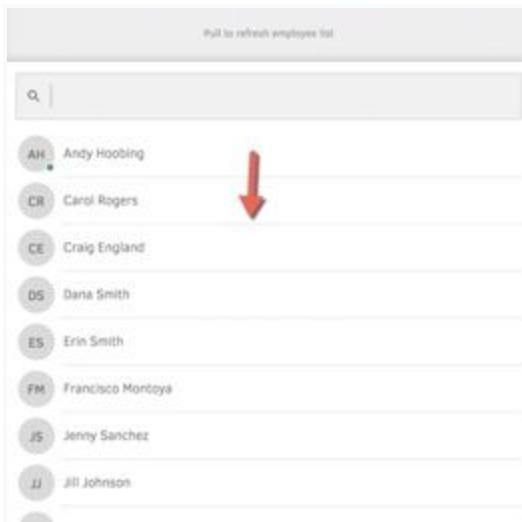
How to:

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Note: If you have a keyboard connected to your device, you can also use the up and down arrow keys to navigate the employee list, and the numbered keys to enter your PIN.

### How to Clock In

1. In the search bar (🔍), enter the first letters of your name, and select it from the list.  
Note: If you are a new employee, and your name is not in the list, to refresh the list, scroll to the top of the list, and pull it downward. Your name will now display in the list. Also, if someone clocks in right before you, the list will refresh.



2. On the greeting screen, do one of the following:
  - Enter the PIN that was provided to you by your account administrator. If your PIN has not yet been set up, you will be directed to set one yourself.
  - If you have forgotten your PIN, click **I Forgot**, and you will be directed to create a new PIN. (Note: For both the initial PIN setup or PIN reset processes, you will

need your TSheets username and password, or your administrator must have entered your text-capable phone number into TSheets.)

3. After signing in, do one of the following:
  - If no jobs or customers display: Tap **Clock In**.
  - If you want to clock in to your last job/customer: Tap the green button.
  - If you are required to clock in to a specific job/customer: Tap **Select Job/Customer**, make your selection, and tap **Clock In**. (If needed, at the right, tap the arrow to drill down to the correct sub-job.)
4. If required or if you want to: Add notes. (You may need to tap, "Wait, I'm not done.")
5. In the "You're clocked in" window, tap **Sign Out Now**.

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## How to Switch Jobs or Customers

1. On the home screen, locate your name, and tap it.
2. On the greeting screen, enter your PIN.
3. Locate the correct job, and tap **Switch**. (If needed, on the right, tap the arrow to drill down to the correct sub-job.)
4. In the "You're clocked in" window, tap **Sign Out Now**.

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## How to Take a Break

1. On the home screen, locate your name, and tap it.
2. On the greeting screen, enter your PIN.
3. Tap **Take Break**, and select a break type (if shown).
4. In the "You're now on break" window, tap **Sign Out Now**.

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## How to Clock Out

1. On the home screen, locate your name, and tap it.
2. On the greeting screen, enter your PIN.
3. Tap **Clock Out** > **Sign Out Now**.