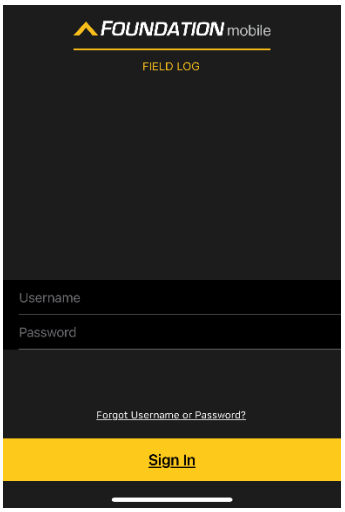
Every day, you need to do all three steps to make sure you have clocked in, clocked out, and submitted your time.

**When you install the application on your phone, **make sure that the location services are turned on**. You will need to clock in and out from the jobsite.*

## First Step - To Clock In:

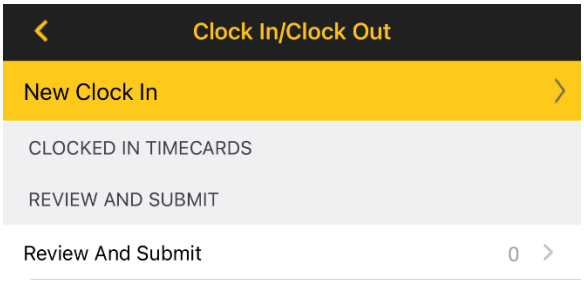
1) Open and login to the application



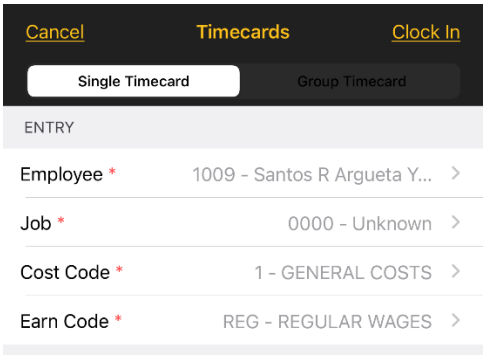

2) Click on the "Clock In/Out" button




3) Click on the "New Clock In" yellow bar




4) Click on the "Clock In"

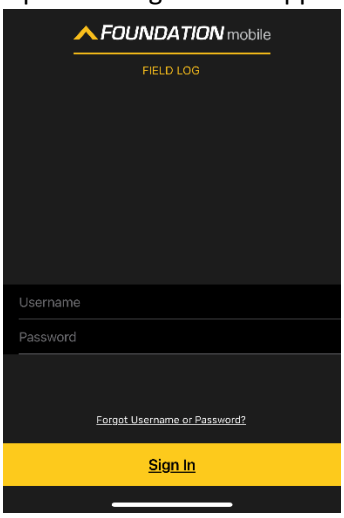



5) Done. You can exit out of the application or hit the "Home" button at the bottom of the application.




## Second Step - To Clock Out:

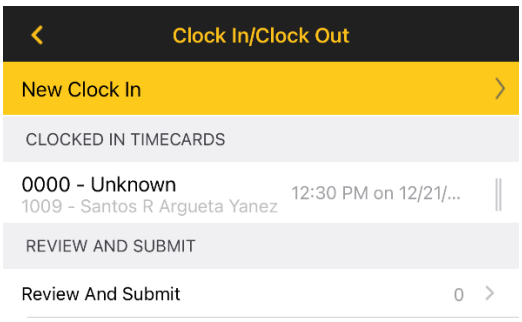
1) Open and login to the application



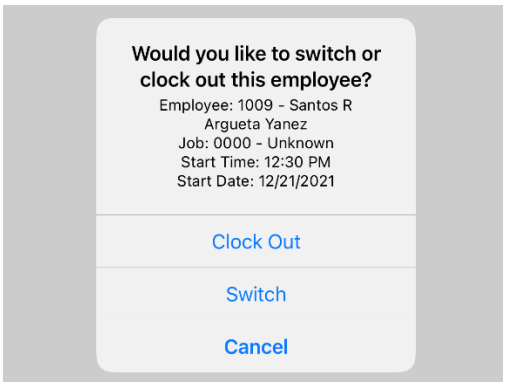

2) Click on the "Clock In/Out" button



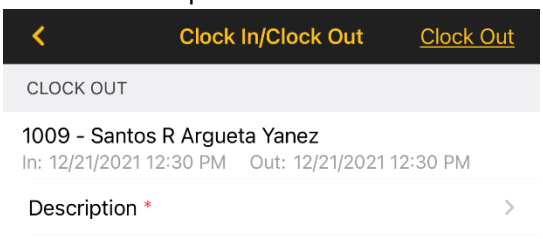
3) Click on the time entry from when you clocked in



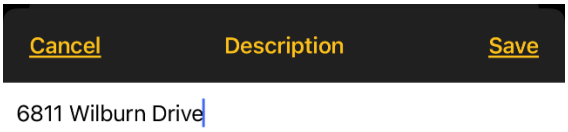

4) Click on "Clock Out"



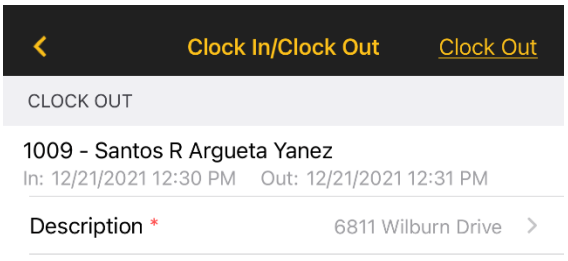

5) Click on "Description"




6) Enter in the address of where you worked for the time/day

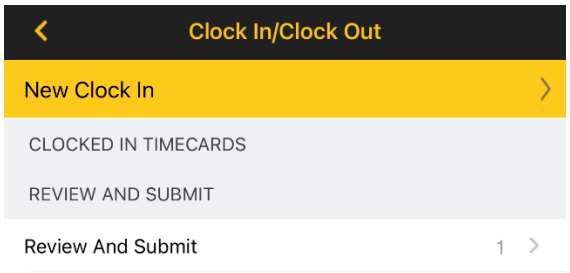



7) Click on the "Clock Out"

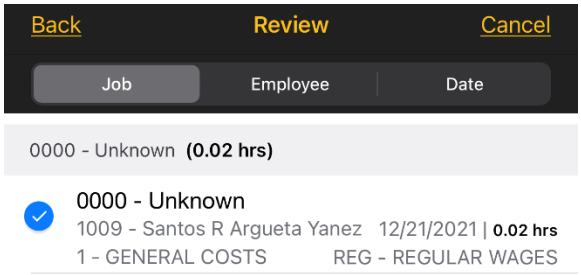



## Third Step - To Submit Time:

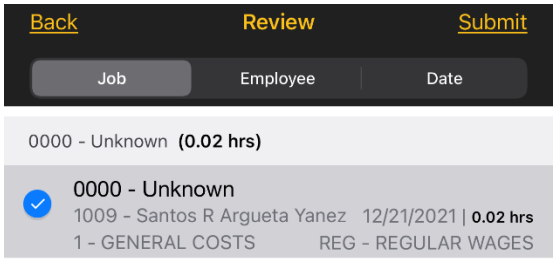
1) Click on the "Review And Submit"




2) Select the time entry



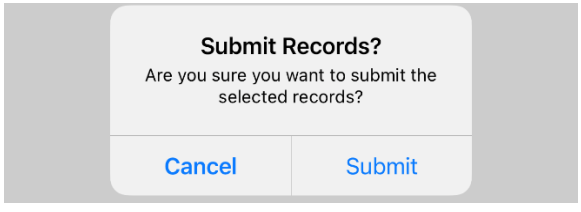

3) Click on "Submit" in the top right corner



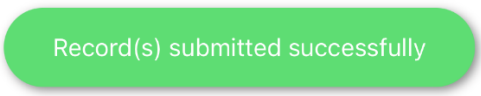

4) Click on "Submit" at the bottom right corner




5) Click on "Submit" on the pop up




6) Make sure you get a green pop up that says "Record(s) submitted successfully"




7) Done