How to Punch In/Out
Mobile Module

Overview

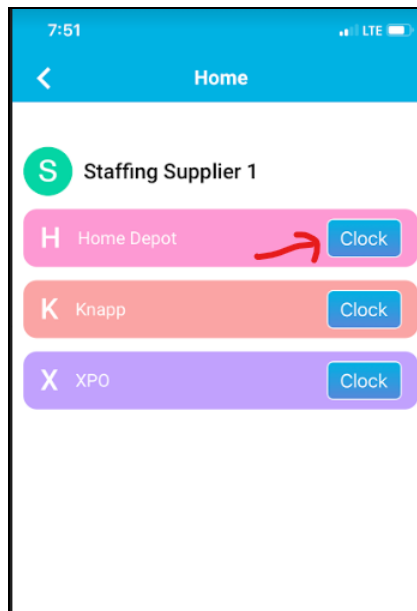This document will help guide you through how to punch in/out for your first day using the Mobile App.

Punching In & Out
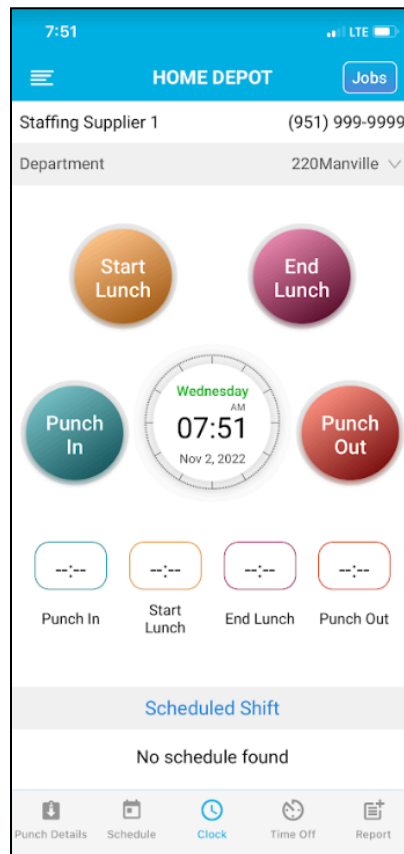---

    I.   Mobile Application

        A.   Sign-in to the mobile app using your login credentials

        B.   Click the "**Clock**" button next to your assignment

        C.   Click on "**Punch In**" to log your first punch within the assignment

        D.   Confirm you punch in the popup window

II. Functions of the 4 buttons:

    A. **Punch In -** Is for clocking in to the job.
    B. **Start Lunch** - When you are going out to lunch
    C. **End Lunch** - Is for when you are coming back from lunch
    D. **Punch Out** - Is when you are leaving for the day

If you have any issues with clocking in or out, please contact your administrator