

## Manually Clocking an Employee ON

- Select TRIM.
- Select Clock Employees on.
- Enter the employee code or click the magnifying glass to list and then double click on the required employee to select.
- Press the enter key to move into the time field.

Branch Code	<input type="text" value="A"/>	
Employee Code	<input type="text" value="AB01"/>	<input type="text" value="ANDREW BAXTER"/>
Clock On time	<input type="text" value=""/>	<input type="text" value=""/>

- Insert the time that the employee should have clocked in. The time should be entered using the 24 hour clock format.

Branch Code	<input type="text" value="A"/>	
Employee Code	<input type="text" value="AB01"/>	<input type="text" value="ANDREW BAXTER"/>
Clock On time	<input type="text" value="08:00"/>	<input type="text" value=""/>


- Press the enter key again to confirm the time and then click the tick to accept.
- Click the door to exit from the screen.

## Manually Clocking an Employee OFF

- Select TRIM.
- Select Manually Clock off employees.
- Enter the employee code or click the magnifying glass to list and then double click on the required employee to select.

Employee Code	<input type="text" value="BW01"/>	<input type="text" value="Brian Wood"/>
Date Clocked On	<input type="text" value="15/03/2007"/>	
Time Clocked On	<input type="text" value="07:34"/>	
Current Status	<input type="text" value="Employee Clocked On &amp; Is Locked"/>	
Clock Off Date	<input type="text" value=""/>	
Clock Off Time	<input type="text" value=""/>	Duration Clocked On <input type="text" value=""/>



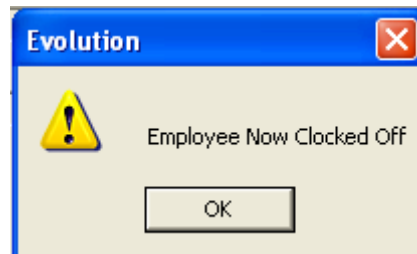
- Click .
- Press enter to move to the time field.
- Enter the time that the employee should have clocked off. This should be entered using the 24 hour clock format.

Clock Off Date	<input type="text" value="15/03/2007"/>
Clock Off Time	<input type="text" value="17:30"/>

- Press enter to accept and display the duration on the right hand side of the screen

Duration Clocked On

- Click the tick to display the following.



- Click OK and then click the door to exit from the screen.