Clocking In/Out

- How to clock in/out using a Function – Employee’s must clock out from their regular job before clocking in for a Function.

- **To Clock In:**
  - Employee pushes F3
  - Enter their full 8 digit ID number and push enter
  - Key in the Function ID number and push enter

- **To Clock Out:**
  - Push the Out key
  - Enter their 8 digit ID number and...