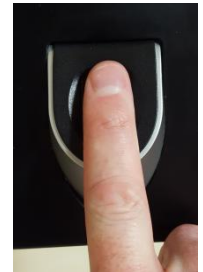


Fingerprint – Clocking in and out via an e Timeclock



Step 1 Place your finger on the scanner. For best results, make sure you place your finger flat and in the middle of the sensor.

If the scan is successful the Finger Detected message appears.



Step 2 The e Timeclock displays your name and gives you the option to clock in.

To clock in, select Clock In.

To clock out, select Clock Out.



N.B. If the name is incorrect, DO NOT clock in or out. Consult your Line Manager Immediately.

Once you have clocked in or out, a success message appears. If you see an error message, consult your Line Manager.

