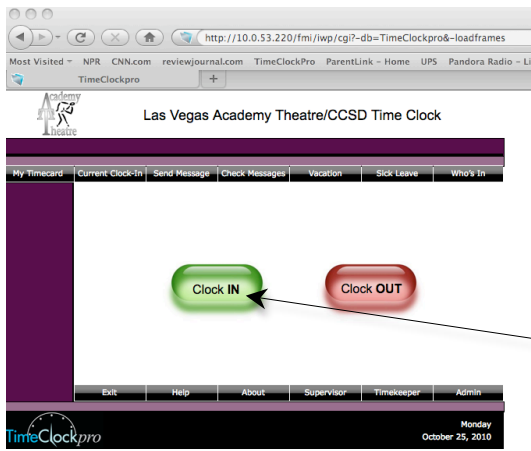


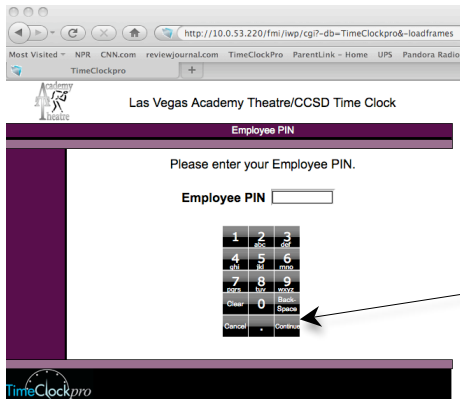
Using TimeClockpro

Punching takes only a few seconds and is easy if you **Follow these instructions exactly.**



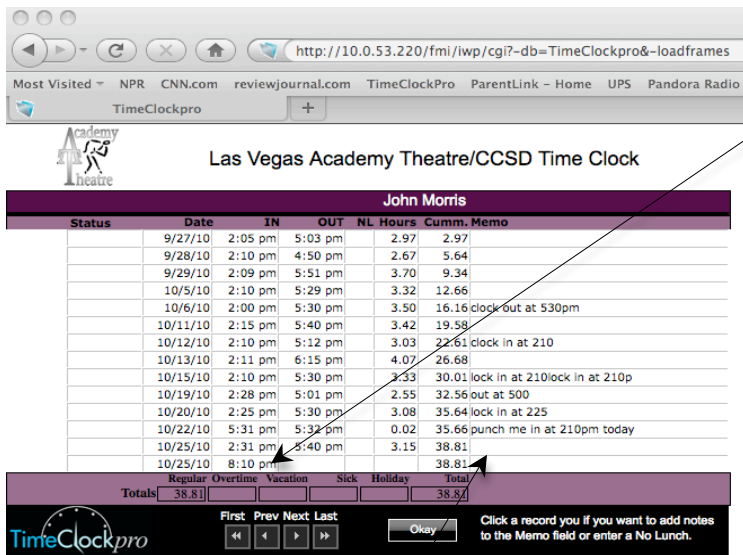
TO PUNCH IN: Use **the mouse** to click on the **Clock IN** button.

You will then see this screen:



Use the 10-KEY area of the keyboard to *carefully key in* your PIN number (student number). You *will not* see numbers in the PIN window. Then click **CONTINUE** with **the mouse**. **DO NOT HIT RETURN OR ENTER ON THE KEYBOARD!**

You will then see this screen:



If you punched correctly you will see a punch-in time in the window. Verify that you have punched in then **use the mouse** to click "Okay."

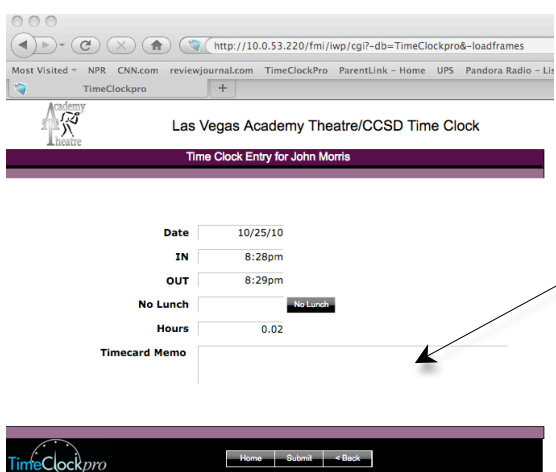
DO the same thing to Clock OUT, using the **Clock OUT** button, of course.

Be sure to click the "okay" button after punching in or out to clear your information off the clock and make it ready for the next person.

IF YOU FORGET TO PUNCH IN OR OUT:

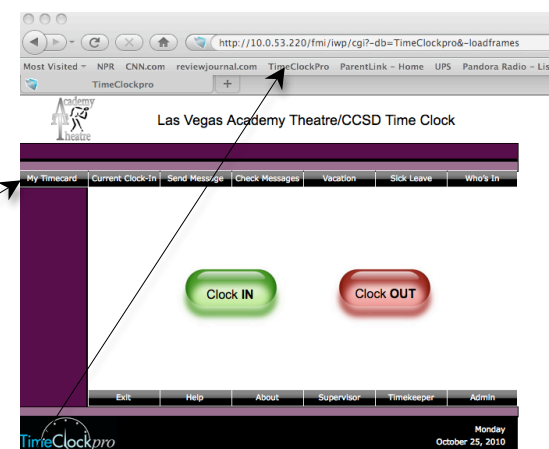
The system will remind you when you attempt to punch in or out the next time. You may leave a note for the shop steward to adjust your time card to a particular punch-in or -out time. Click on the "Memo" line next to the time in question.

You will then see this screen:



Type your message in the **Timecard Memo** space, click "Submit" then click "Home". **DO NOT CLICK "Back"**. If you do, you will need to quit out of the browser, reopen it and restart TimeClockpro.

FOR A PRINTED RECORD OF YOUR TIME CARD (FOR TIMECARD TUESDAY) click "My Timecard" from the main Window, enter your PIN, click the "View/Print Timecard" button and print to the nearest networked printer. Your major teacher can tell you where that is.



If you get a long, rambling error message, simply click the TimeClockpro button on the browser's bookmarks bar to refresh TimeClockpro. If all else fails, quit out of the browser, launch it again, click the TimeClockpro bookmark on the bookmarks bar and try punching again.

If you still have problems, consult your crew head or stage manager.