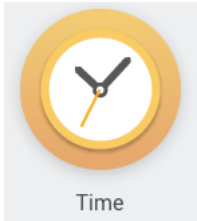


## Check In and Check Out (For AVI Staff)

To Check In

1. Click the **Time** worklet.



2. Under Time Clock, click **Check In**

### Time Clock

Check In

Check Out

3. In the next window, click the yellow **OK** button. A comment is optional.

### Check In

You are checking in. Please enter your work details.

**Worker** \* [Redacted]

**Date** \* 10/31/2016

**Time** \* 09:15 AM

**Time Zone** GMT-05:00 Eastern Time (New York)

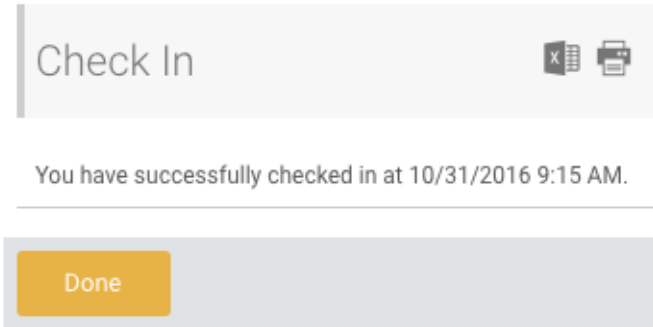
**Time Type** \*

**Details**

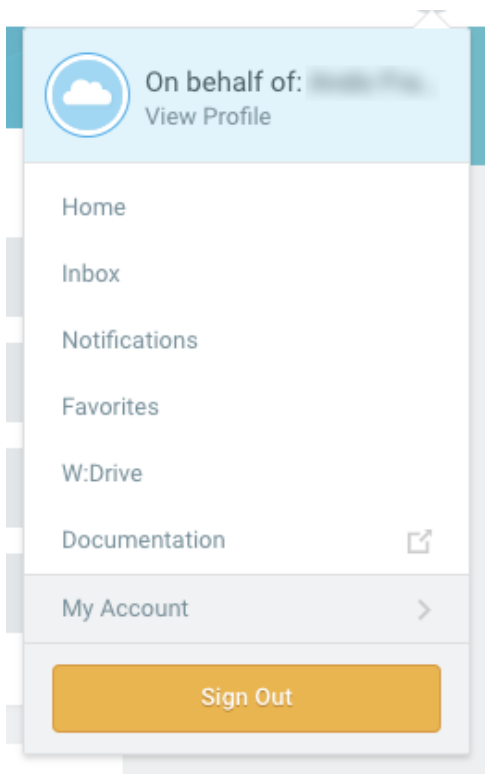
**Comment**

**OK** **Cancel**

4. Click the yellow **Done** button.

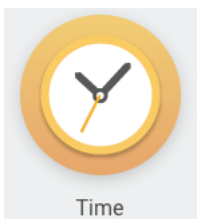


5. When you're finished, click the Profile icon  in the upper left and choose **Sign Out**.



### *To Check Out*

1. Click the **Time** worklet.



2. Under Time Clock, click **Check Out**

## Time Clock



3. Choose **Meal** or **Out**. A comment is optional. Click **OK**.

Check Out

Please select a reason for checking out. You will be checked out once you click OK.

Worker \* [Redacted]

Date \* 10/31/2016

Time \* 09:16 AM

Time Zone GMT-05:00 Eastern Time (New York)

Reason

Break

Meal

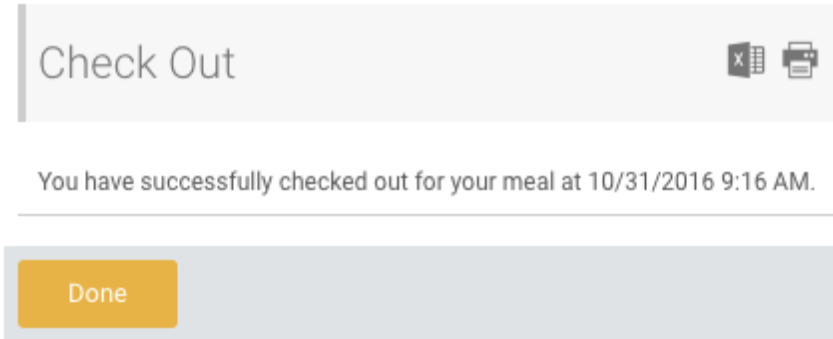
Out

Details

Comment

OK Cancel

4. Click the yellow **Done** button.



5. When you're finished, click the Profile icon  in the upper left and choose **Sign Out**.

