

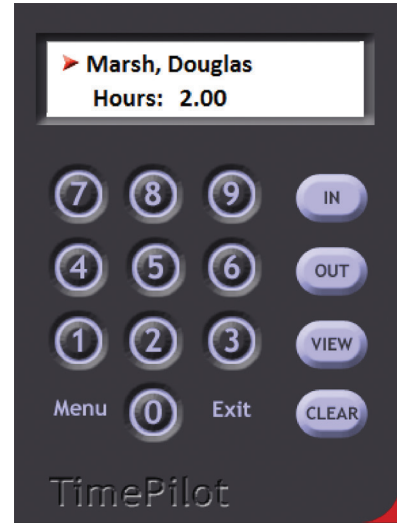
This is a "cheat sheet": Circle your clock-in method, make copies and distribute to your employees!



TimePilot PC: 3 Ways to Clock in and Out

1 Basic Method

1. Using your mouse to click the keys on the TimePilot PC clock, enter your employee ID number.
2. Your name will appear on the TimePilot PC screen, and the "In," "Out," "View" and "Clear" buttons will appear down the right side of the clock.
3. Click the "In" or "Out" button to clock in or out. Clicking the "View" button will show you your clock-ins and clock-outs for the current pay period.

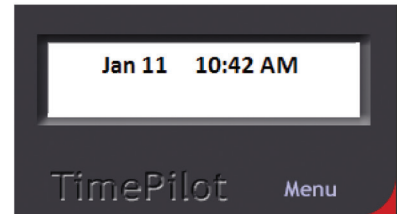


TimePilot PC with keypad.

2 Keyboard Method

(This method works whether or not there is a keypad shown on your TimePilot PC clock.)

1. Click the TimePilot PC clock to make it active, then enter your employee ID number using either the number keys above the letters on the computer keyboard or the keypad at the right side of most full-sized keyboards.
2. Your name will appear on the TimePilot PC screen.
3. Press the keyboard's "+" (plus) key to clock in or the "-" (minus) key to clock out. Clicking the "View" button will show you your clock-ins and clock-outs for the current pay period.



TimePilot PC with keypad turned off.

3 iButton Method

If your system has been set up to work with iButtons and the Blue Dot Receptor, here's how to clock in:



1. Tap your iButton to either of the blue iButton probes on the Blue Dot Receptor. Your name will appear on the TimePilot PC screen.
2. Use your mouse to click the "In" or the "Out" button on the screen.
Or
Press the "+" (plus) key on the computer's numeric keypad to clock in or the "-" (minus) key on the keypad to clock out.



Blue Dot Receptor. You can touch your iButton to either of the two blue probes.