
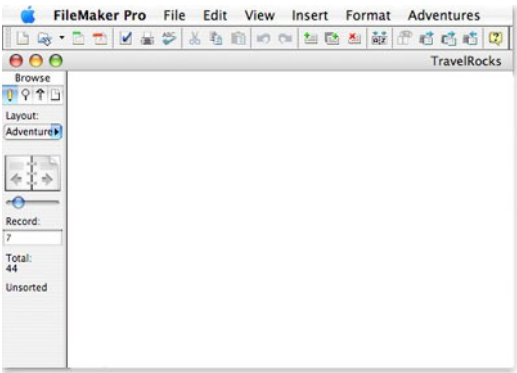
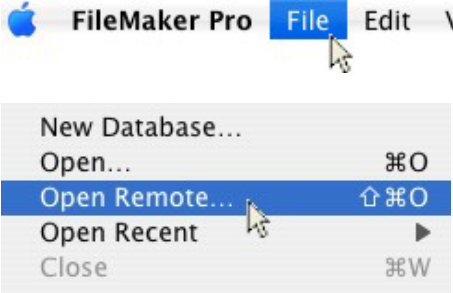
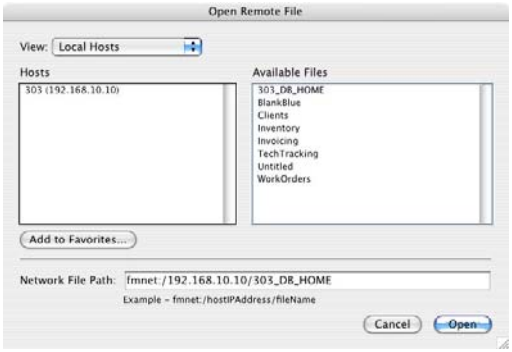
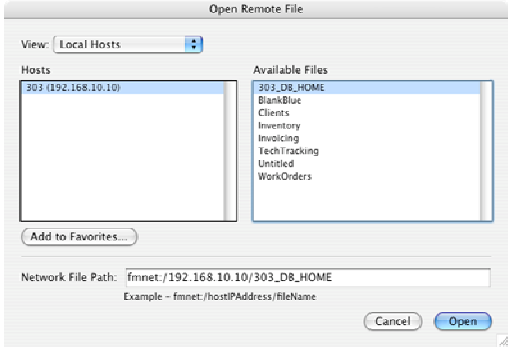


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201 – CLOCKING IN AND OUT

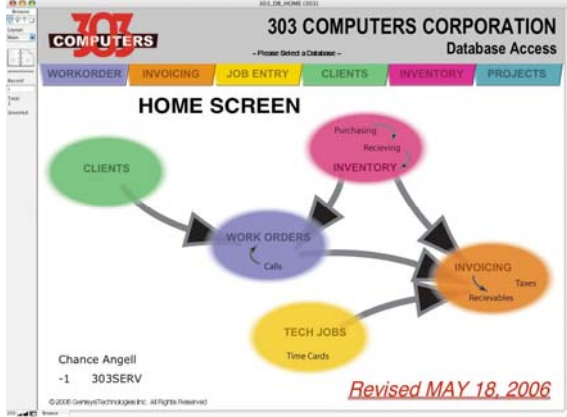

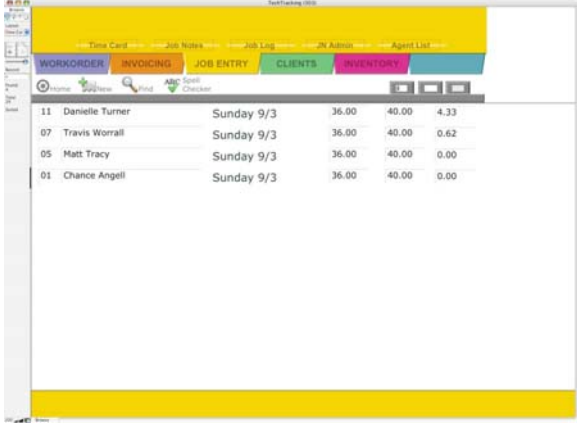

You begin and end your workday at 303 Computers by recording your arrival and departure times. All you need to do is start a FileMaker Pro application and click your name; the system records the time automatically. Do the steps in the following table:

| Action | Result |
|---|--|
| <p>1. If there is a 303_DB_HOME icon on your desktop, open it and skip to step 5.</p> <p>Otherwise, open the FileMaker Pro desktop icon:</p> |   |
| <p>2. From the File menu, click Open Remote:</p> |   |
| <p>3. In the left pane, select the 303 host. In the right pane, select the 303_DB_HOME file.</p> |  |

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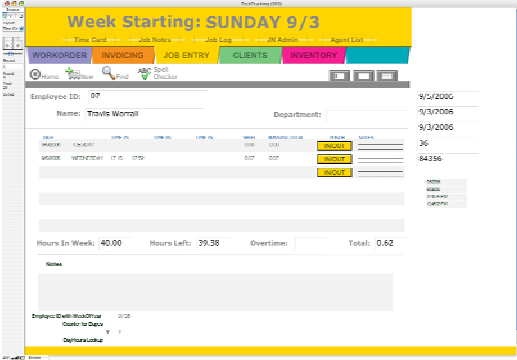




201 – CLOCKING IN AND OUT (cont')

| Action | Result |
|---|--|
| <p>4. Click Open.</p> |  |
| <p>5. Click Time Cards:</p>  |  <p>If you receive the error message <i>No Records match this set of Find Requests</i>, click Cancel. It only means you are the first employee to create a timecard for this week.</p> |
| <p>6. If your name is in the timecard list, skip to step 8.</p> <p>Otherwise, click New:</p>  | <p>Employee ID: <input type="text" value="<SELECT YOUR NAME HERE>"/></p> <p>Name: <input type="text" value="01 Chance Angell"/> <input type="text" value="05 Matt Tracy"/> <input type="text" value="07 Travis Worrall"/> <input type="text" value="11 Danielle Turner"/></p> <p>DATE: <input type="text"/></p> |
| <p>7. Click your name.</p> | <p>The system adds your name to the timecard list.</p> |

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201 – CLOCKING IN AND OUT (cont')

| Action | Result |
|--|---|
| <p>8. Click your name in the timecard list.</p> |  |
| <p>9. If there is already a timecard entry for you for today, skip to step 11.</p> <p>Otherwise, click the first open line in the Date field:</p>  |  |
| <p>10. Enter today's date in the box.</p> |  |
| <p>11. Click In/Out:</p>  | <p>The system records the time. You have completed punching in or punching out.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: If you must make a change to the recorded time, write the change in the Note field at the right of the In/Out button.</p> </div> |