

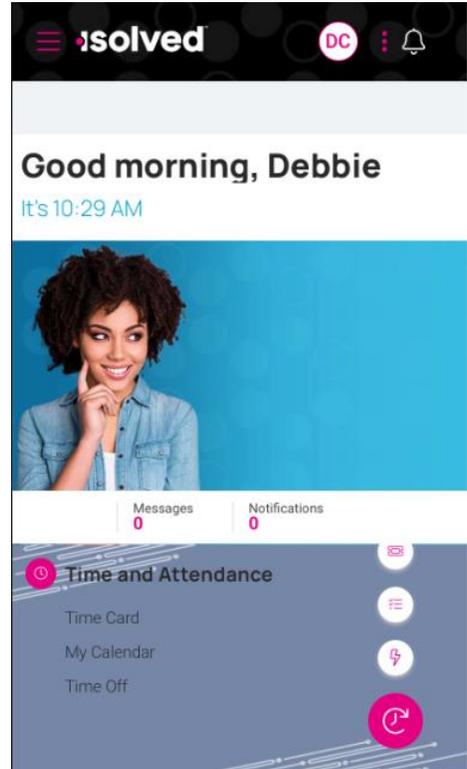


Clocking In/Out on Mobile in Adaptive (AEE)

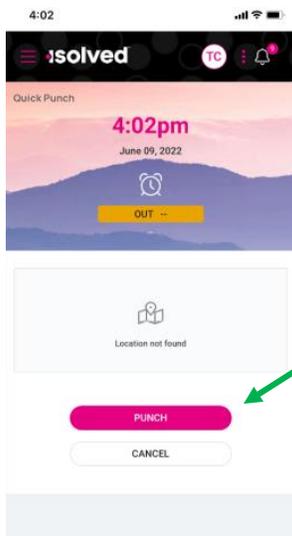
1. Click on the pink clock in the lower right-hand corner



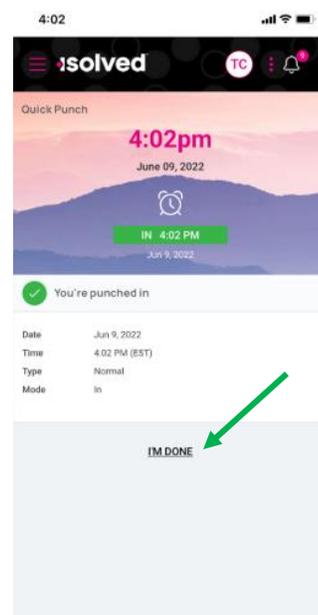
2. Click the lightning Bolt icon to Quick Punch, the Checklist to create a Detailed Punch, or the ticket icon to submit a missing punch if the options is available



3. For Quick Punch click the pink Punch button



4. The punch will be saved – you will see a summary of the punch. Click I'm done at the bottom



5. Detailed Punch - Record any required information (If necessary). Click the pink Save button at the bottom to record your punch

Detail Punch

9:47 am
June 14, 2022

IN 9:46 am
Jun 14, 2022

Add detail GET LABOR

Location not found

Date 06/14/2022 Time 9:47 am

Type Normal

Mode Auto

Location not found

Date 06/14/2022 Time 9:47 am

Type Normal

Mode Auto

Labor group

No labor groups are associated with this time card entry.

SAVE

CANCEL

6. Submit Missing Punch (optional feature) – enter the date and time then click Save

Add Record

Missing Punch GET LABOR

Date 06/14/2022 Time 09:48 am

Type Normal

Mode Auto

Do not round time

Labor group

No labor groups are associated with this time card entry.

SAVE

CANCEL