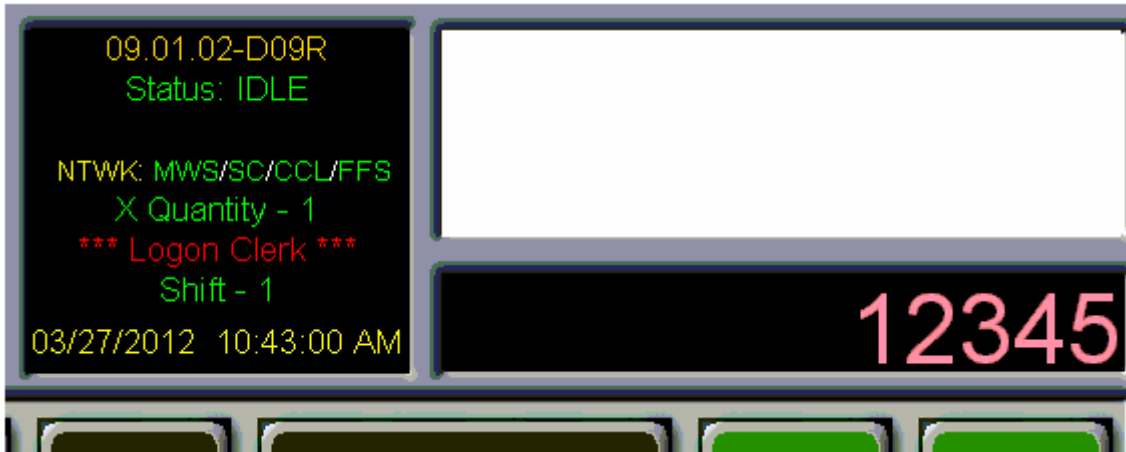


How Do I Clock Out on the Register?

This lesson will teach you how to clock out on the register.

Your Employee ID Number



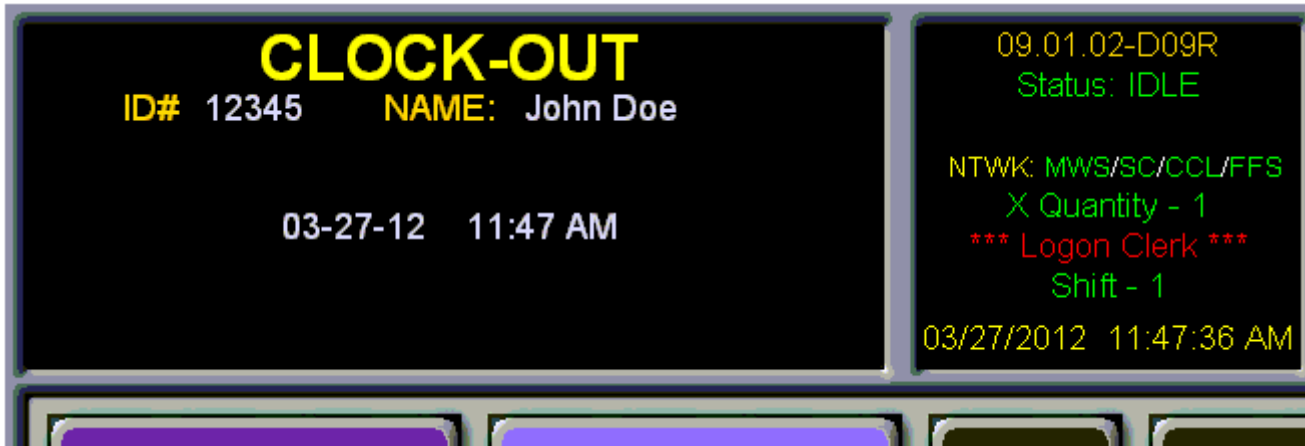
Type in your Employee ID Number using the number pad on the keyboard. Your Employee ID Number is a 5-digit number assigned to you from the Managers Work Station. It is important to note that your Employee ID Number and Cashier Code are two different numbers.

Clock Out



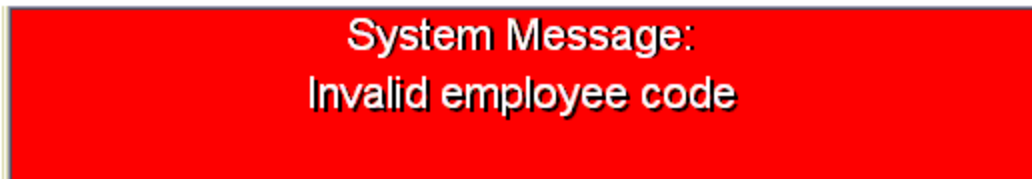
Next, touch the **"Clock Out"** button.

Confirmation



In the top left portion of the screen you should now see your Employee ID Number and Employee Name along with the date and time of the Clock Out.

Invalid Employee Code



If you see this **Invalid employee code** message, please try the following:

- (1) Carefully re-enter your Employee ID Number, making sure to enter the correct numbers.
- (2) If you used the number pad on the keyboard, make sure that "Num Lock" is on.
- (3) Check with your store manager to make sure that your Employee ID Number is correct on the Managers Work Station.