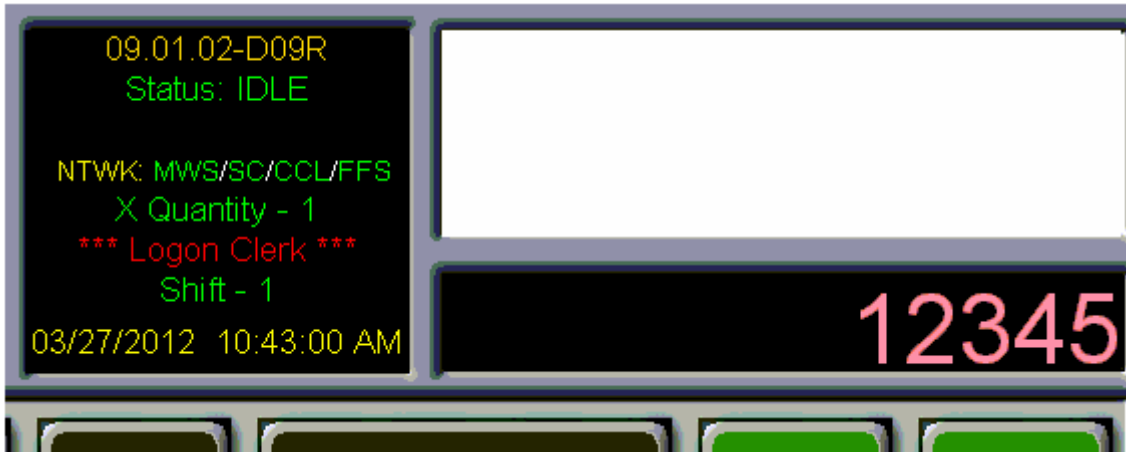


# How Do I Clock In on the Register?

This lesson will teach you how to clock in 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 In



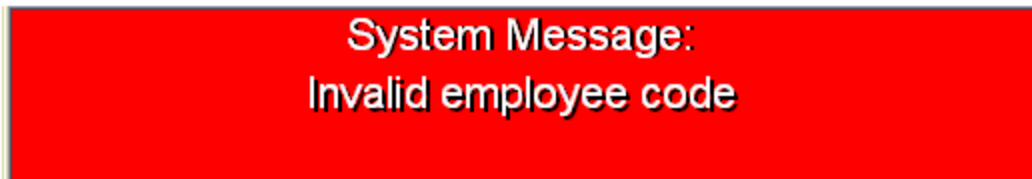
Next, touch the **"Clock In"** button.

## 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 In.

## 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.