**Clocking In/Out**

* Click the button next to the appropriate Job.
* **Time Keeper**will ask you if you want to log off.

 

* Click **Yes** to exit **Time Keeper** or click **No** to continue working in **Time Keeper***.*
* Click the button to clock out.  The **Clock Out** button will appear next to the Job that was clocked in, if there are multiple jobs.

 

* Time Keeper will again ask you if you want to log off. Click **Yes** to exit **Time Keeper** or click **No** to continue working in **Time Keeper.**