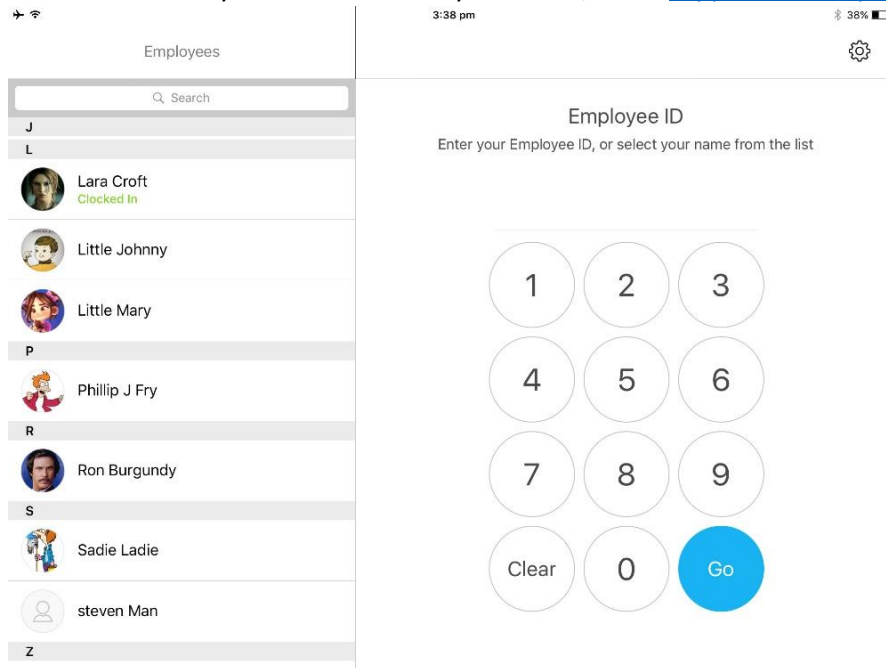
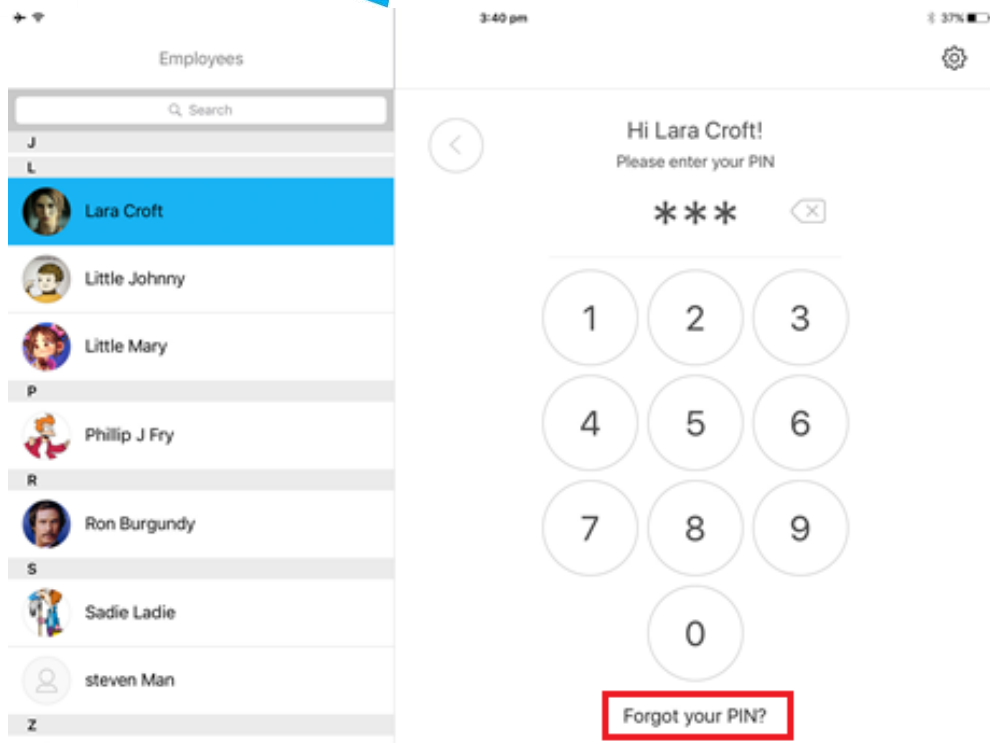


## How to clock in

1. **Select your name from the list.** If you can't see your name, *swipe down from the top* to refresh the list. If you still cannot see your name, email [support@touchpointhcm.com.au](mailto:support@touchpointhcm.com.au)

The image shows two side-by-side screenshots from a mobile application. The left screenshot, titled "Employees", displays a list of employees with their names and profile pictures. The list is organized by initials: J (Lara Croft, marked "Clocked in"), L (Little Johnny, Little Mary), P (Phillip J Fry), R (Ron Burgundy), S (Sadie Ladie), and Z (steven Man). A search bar is at the top. The right screenshot, titled "Employee ID", prompts the user to "Enter your Employee ID, or select your name from the list." It features a numeric keypad with buttons for digits 1-9, 0, a "Clear" button, and a blue "Go" button. The status bar at the top of both screens shows the time as 3:38 pm and a battery level of 38%.

2. **Enter your PIN.** If you have forgotten your PIN or you do not know your PIN, click the link "Forgot your PIN?". You will be sent an email with a new PIN.



*If you do not clock-on or forget to clock-off, you must **notify your MANAGER**.*