MY303.NET – 303 Computers Corporation

all your technology done right™

201 – CLOCKING IN AND OUT

You begin and end your workday at 303 Computers by recording your arrival and departure times. All you need to do is start a FileMaker Pro application and click your name; the system records the time automatically. Do the steps in the following table:

Action		Result
1. If there is a 303_DB_desktop, open it and Otherwise, open the F	HOME icon on your skip to step 5. ïleMaker Pro desktop icon:	FileMaker Pro File Edit View Insert Format Adventures Image: I
2. From the File menu, of FileMaker Provide State Stat	elick Open Remote : o File Edit \ ສວ ສວ ມີສັບ ສິບ	Open Remote File View: Local Hosts Hosts Available Files 303 (192:168.10.10) Solution Available Files Cherds Inventory Invento
3. In the left pane, select pane, select the 303_1	the 303 host. In the right DB_HOME file.	Open Remote File View: Local Hosts Hosts Valiable Files View: Local Hosts Valiable Files View: Standbuck Valiable Files Valiable Files Viewertery Investing Verter Tacking United WorkOrders Verter Valiable V

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201 - CLOCKING IN AND OUT (cont')



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201 - CLOCKING IN AND OUT (cont')

Action	Result
8. Click your name in the timecard list.	Marca Sciences Construction Con
 9. If there is already a timecard entry for you for today, skip to step 11. Otherwise, click the first open line in the Date field: 	DATE TIME IN TIME 9/6/2006 UESDAY 17:15 17:52
10. Enter today's date in the box.	DATE TIME IN TIME 9/5/2006 UESDAY 17:15 17:52 9/7/2006 9/7/2006 17:15 17:52
11. Click In/Out:	The system records the time. You have completed punching in or punching out. Note: If you must make a change to the recorded time, write the change in the Note field at the right of the In/Out button.

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