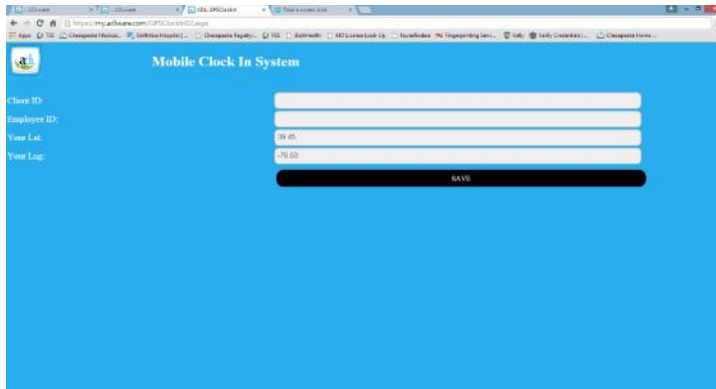


## ADLware Mobile Clock In/Out

### Clock In:

- Please make sure Location Services are turned ON (can be found in settings on most phones)
- Go to [timereporter.adlware.com](http://timereporter.adlware.com)
- Click on “clock in” button
- This is the screen you’ll see on your phone

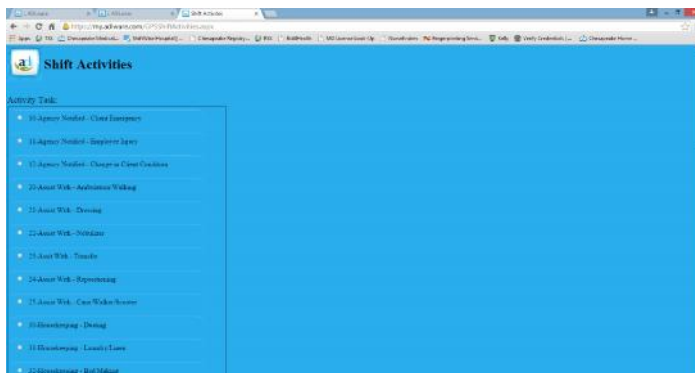


The screenshot shows a web browser window with the URL <http://timereporter.adlware.com/ClockInClockOut.aspx>. The page title is "Mobile Clock In System". It features a blue background with white text and input fields. The form includes labels for "Client ID:", "Employee ID:", "Year Lat:", and "Year Long:". The "Year Lat:" field contains the value "39.85" and the "Year Long:" field contains "76.63". A black "SAVE" button is positioned below the input fields.

- Enter client ID, then your (Employee ID). Longitude and latitude will always be there because of location services being turned on. SAVE.

### Clock Out:

- [Timereporter.adlware.com](http://timereporter.adlware.com)
- Same screen shows up, this time you choose Clock Out
- Enter Client ID, Employee ID (lat and lng there), SAVE
- Screen with Task Codes shows up next. (You must enter task codes when you’re clocking out in order to get paid for that shifts. It’s also the best to do it right then and there because your memory is fresh, you know exactly what happened). Click on the ones you performed, and go all the way to the bottom. Make sure you click SAVE.



The screenshot shows a web browser window with the URL <http://timereporter.adlware.com/ClockInClockOut.aspx>. The page title is "Shift Activities". It features a blue background with white text. The form includes a label "Activity Task:" followed by a list of activity codes and descriptions. The list includes: "10 Approx. Travel - Client Inspection", "11 Approx. Travel - Employee Injury", "12 Approx. Travel - Corporate Client Onsite", "20 Asset Work - Architectural Work", "21 Asset Work - Cleaning", "22 Asset Work - Installation", "23 Asset Work - Transfer", "24 Asset Work - Repainting", "25 Asset Work - Case Worker Review", "30 Documenting - Detail", "31 Documenting - Load/Unload", and "32 Documenting - Roll Making".

- Then you get to the Mileage and Expenses page. Please enter any mileage and report expenses (if you have any). If not, click SAVE and move on.
- You are fully clocked out once you get to this page.

