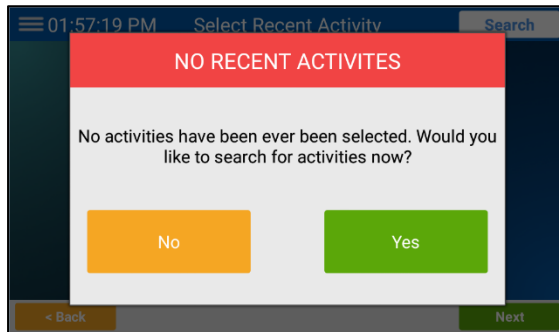


RUNNING AN ACTIVITY ROUTE (FIRST TIME):

NOTE: You must have version 2020.02 or higher in order to log in to perform an activity.

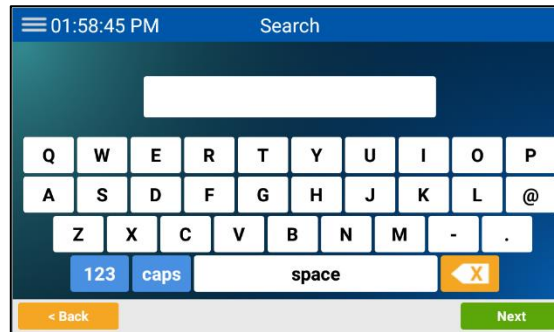
1.) Log in as usual, selecting your employee type and the job type for the activity. If this is the first time you've run one, the No Recent Activities dialog box will appear.



2.) Tap Yes.

The Search screen will appear.

3.) Type part of the name of the activity (or one of its *tags* — keywords related to the activity, such as “museum” for an art museum field trip).



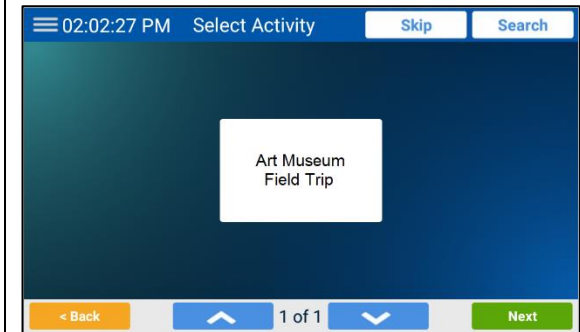
4.) Tap Next.

The Select Activity screen will appear and display activities matching your search criteria.

5.) Tap the name of the activity you want to perform.

6.) Tap Next.

The Authenticating screen will appear.

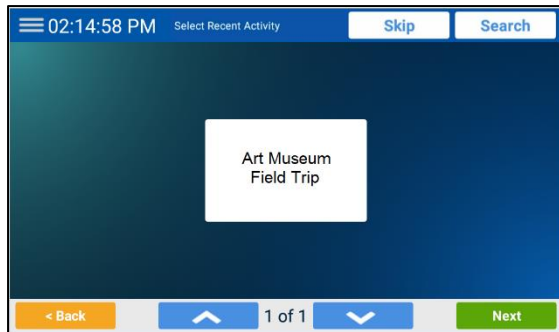


From there, you can continue normal MDT use.

RUNNING AN ACTIVITY ROUTE**(SUBSEQUENT TIMES):**

1.) Log in as usual, selecting your employee type and the job type for the activity.

If you've previously run an activity, the Select Recent Activity screen will appear.



2.) If the activity you are performing is listed, tap its name.


3.) Tap Next.

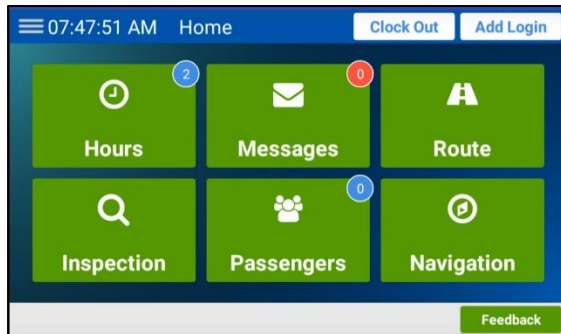
The Authenticating screen will appear.

From there, you can continue normal MDT use.

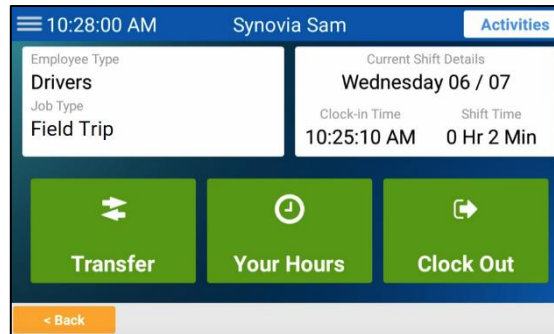
NOTE: If the Select Recent Activity screen doesn't show the activity you need, tap Search at the top right and pick up from step **3** in the preceding section.

VIEWING THE ACTIVITY YOU'RE

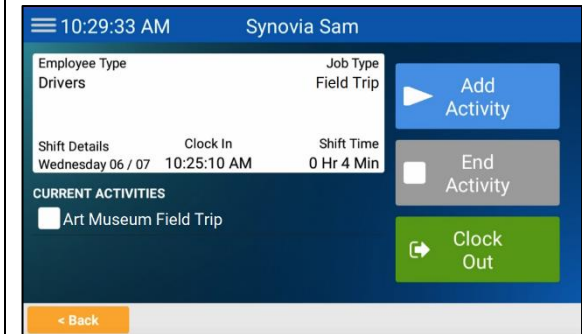
PERFORMING: 1.) On the Home screen, tap Hours. (**NOTE:** You can access the Home screen by tapping  and then Home.)



The Hours screen, with your name in the title bar, will appear. (If two employees are logged in, tap your name first.)



The name of the activity you are performing will appear below Current Activities at the bottom left.

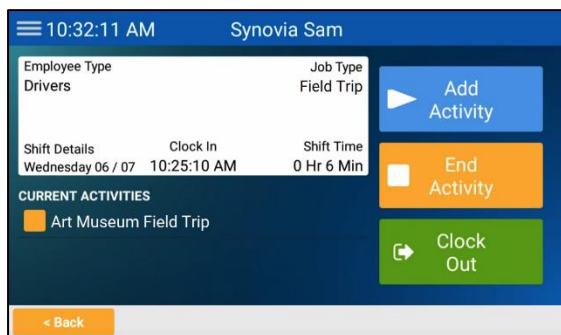


2.) Tap Activities at the top right.

ENDING AN ACTIVITY BUT STAYING CLOCKED

IN: 1.) Perform steps **1** and **2** in the preceding section.

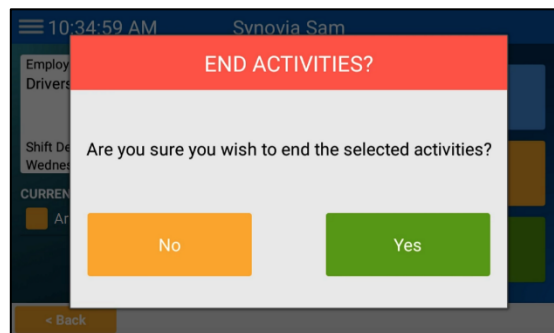
2.) Tap the check box of the activity route you are running to select it.



The End Activity button will become enabled.

3.) Tap End Activity.

The End Activities? dialog box will appear.

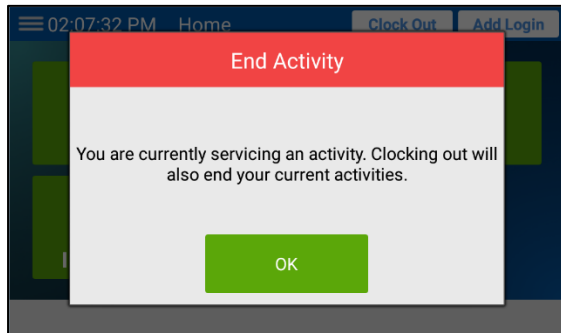


4.) Tap Yes.

ENDING AN ACTIVITY AND CLOCKING OUT:

1.) On the Home screen, tap Clock Out.

The End Activity dialog box will appear.



2.) Tap OK.

The Clock Out dialog box will appear.

3.) Tap Yes.

