
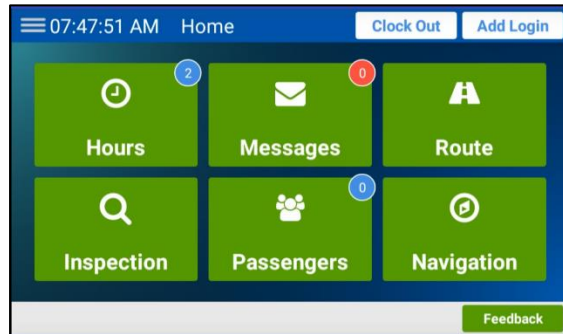


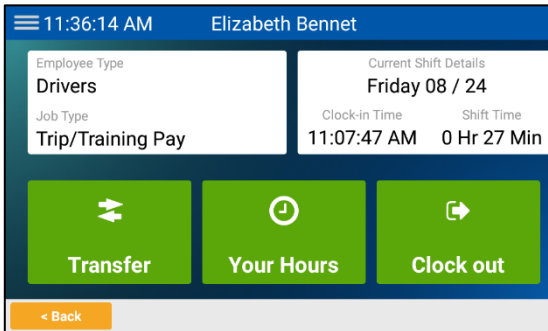
TRANSFERRING FROM ONE JOB TO ANOTHER

ON THE SAME VEHICLE: 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.

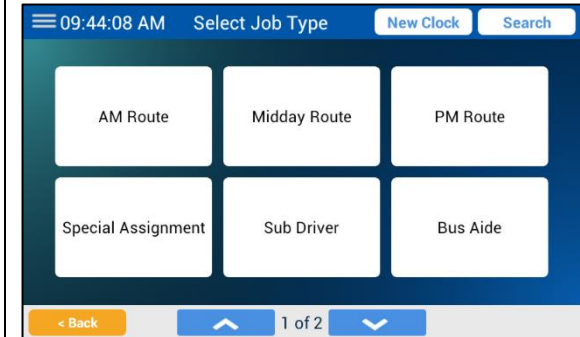
2.) Tap Transfer.



The Select Job Type screen will appear.

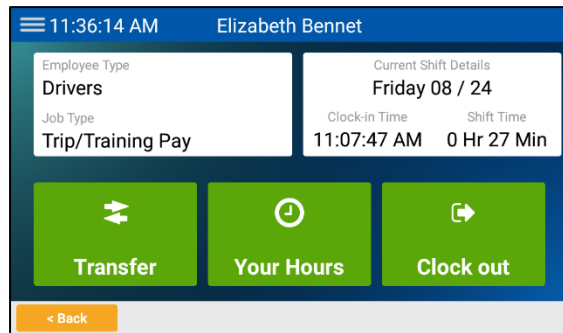
3.) Tap the new job type.

(You can use the down arrow if needed to access other job types.)



NOTE: Your time card will show the second shift starting immediately after the first, with the second job type.

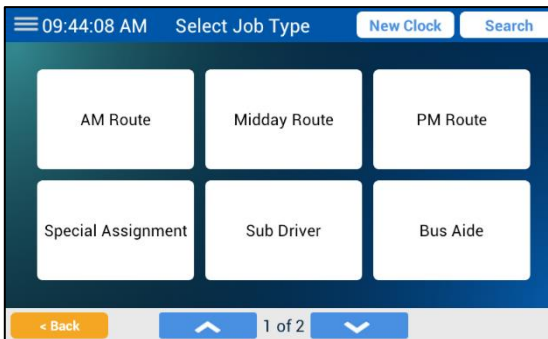
TRANSFERRING FROM ONE VEHICLE TO ANOTHER: 1.) From Hours, tap Transfer.



The Select Job Type screen will appear.

2.) Tap New Clock at the top right.

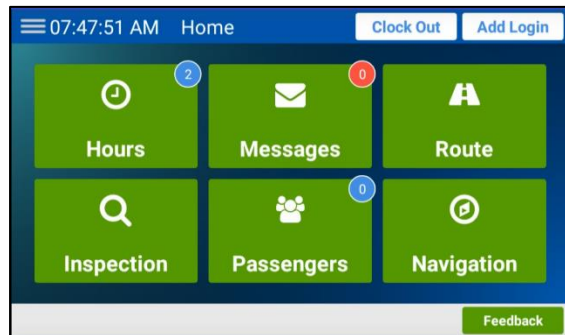
3.) Go to the new vehicle and log in on it.



NOTE: Your time card will show the second shift starting immediately after the first.

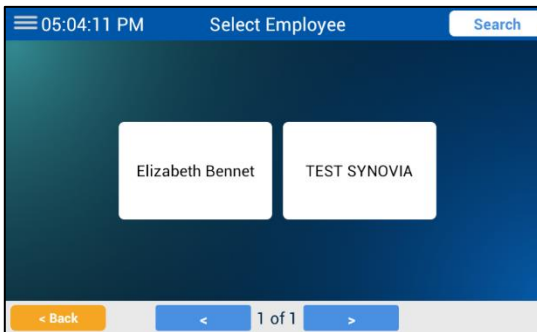
TRANSFERRING WITH TWO EMPLOYEES

LOGGED IN: 1.) On the Home screen, tap Hours.



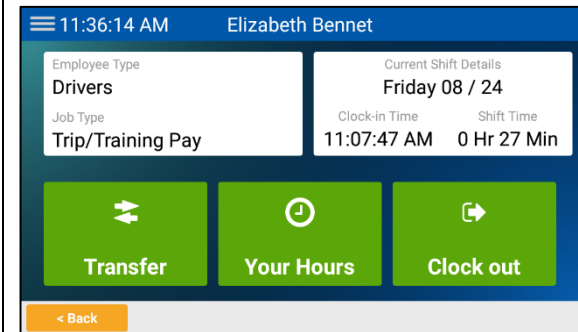
The Select Employee screen will appear.

2.) Tap the name of the employee who is transferring.



The Hours screen will appear.

3.) Tap Transfer.



4.) Start with step 3 or 2 from one of the two preceding sections, depending on the type of the transfer.