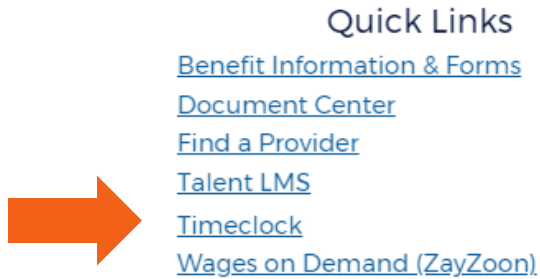


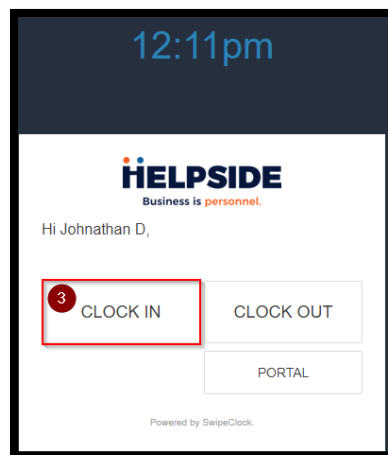
Clocking In

Step 1: Login to tools.helpside.com.

Step 2: Under **Quick Links**, click on **Timeclock**



Step 3: Click on **Clock In**.



Step 4: If your company requires additional information at clock in, enter the requested information. Click **Finish Punch**.

i More information needed:

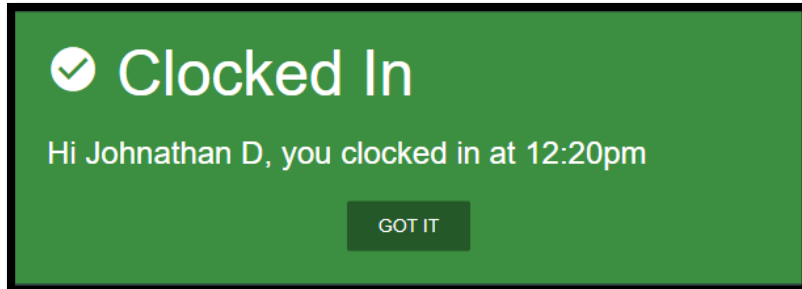
Job (Optional)

Project (Optional)

Customer (Optional)

4 FINISH PUNCH CANCEL PUNCH

You will receive a confirmation screen once you have successfully **Clocked In**.



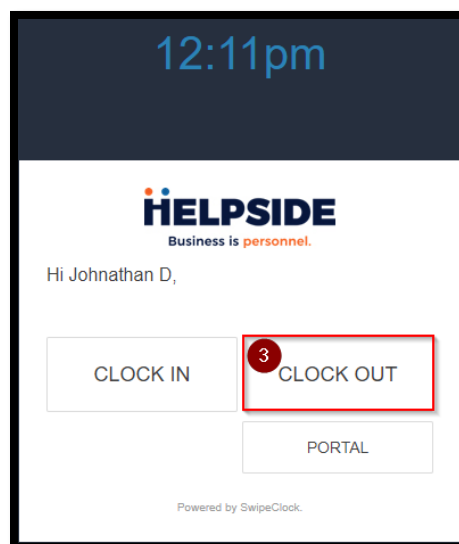
Clocking Out

Step 1: Login to tools.helpside.com.

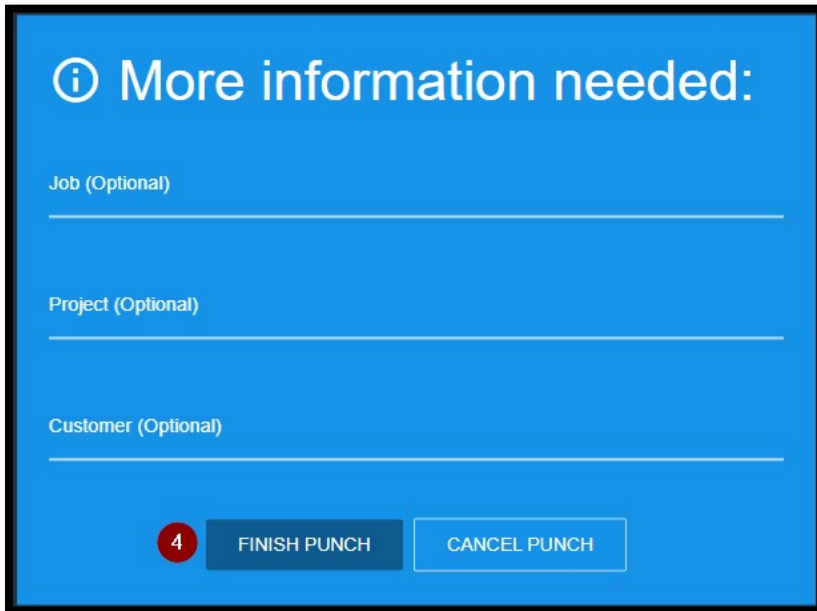
Step 2: Under **Quick Links**, click on **Timeclock**



Step 3: Click on **Clock Out**.



Step 4: If your company requires additional information at clock in, enter the requested information.
Click **Finish Punch**.



i More information needed:

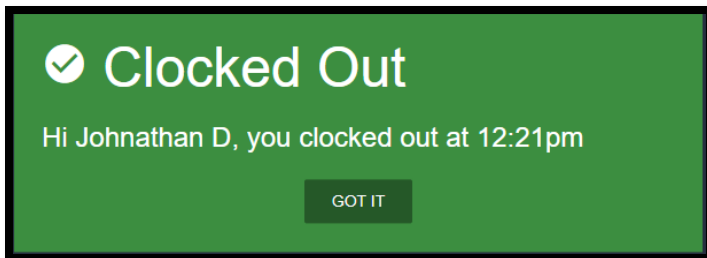
Job (Optional)

Project (Optional)

Customer (Optional)

4 FINISH PUNCH CANCEL PUNCH

You will receive a confirmation screen once you have successfully **Clocked Out**.



✓ Clocked Out

Hi Johnathan D, you clocked out at 12:21pm

GOT IT