



# Switching jobs with TimeTablet

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To switch between different *Projects* and/or *Activities* within a shift, swipe the employee key fob or ID card at a TimeTablet device. If they're already clocked *IN*, this action will automatically clock them *OUT*, however tapping in the middle of the red *OUT* screen on the TimeTablet device will change the entry to an *IN* which will display the available *Project* and/or *Activity* prompts on the screen.

**Note:** It is not necessary to clock *OUT* first when switching jobs. The system will automatically calculate the allocated time from the previous *IN* entry.



**Example:**

*An employee's raw clock entries for a shift*

Action	Time	Tags
<b>IN</b>	8:00am	Project A Assembly
<b>IN</b>	11:00am	Project A Finishing
<b>IN</b>	2:30pm	Project B Site Inspection
<b>OUT</b>	4:00pm	