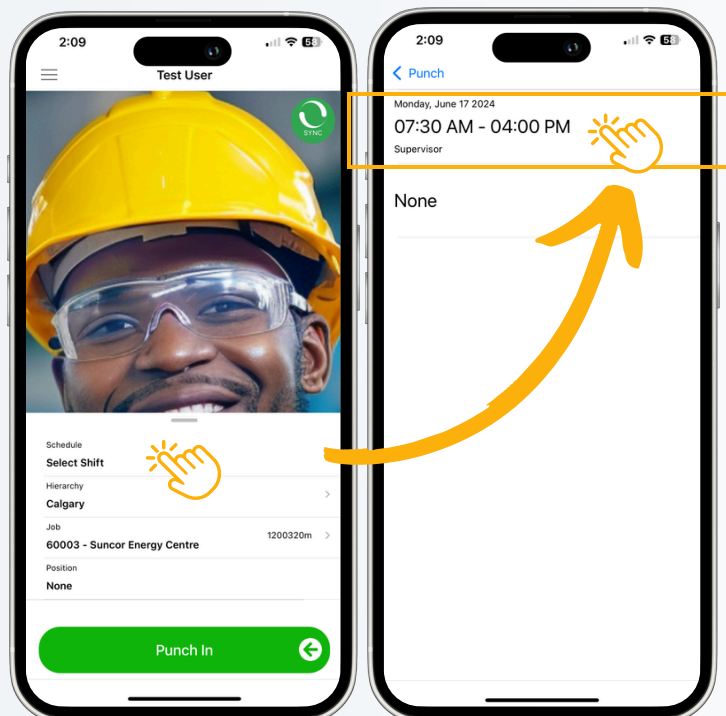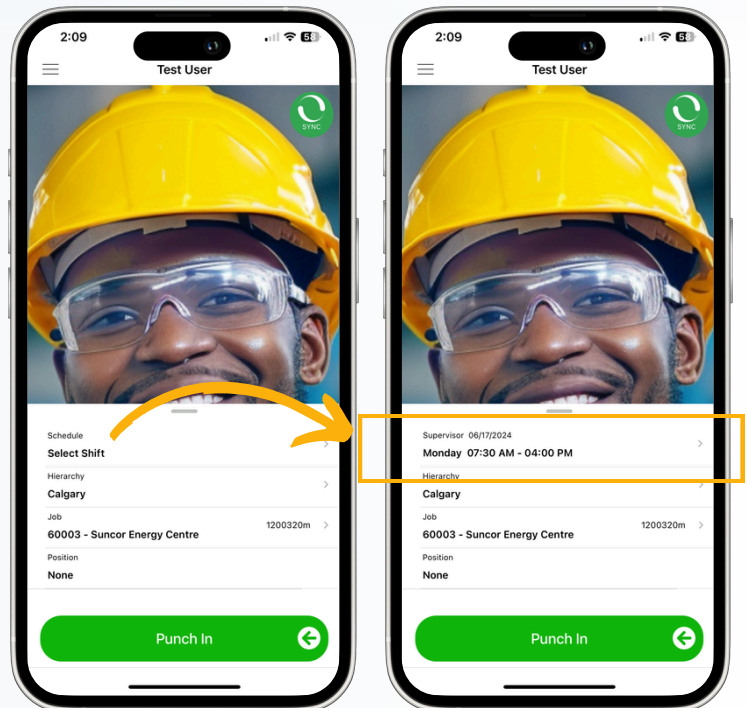# Punching In - Tutorial

If you run into any issues, please notify the Findd representative!

Open Findd Engage

Please open the app to punch in when you are ON SITE. Do not punch in prior to arriving.

Check your shift

Your shift should automatically show up if you are punching in at the correct time. If not, you'll need to select the correct shift manually.

If your shift doesn't show up...

Click "Select Shift", and select the correct shift. Once all the information is correct on the screen, click the green "Punch In" button.
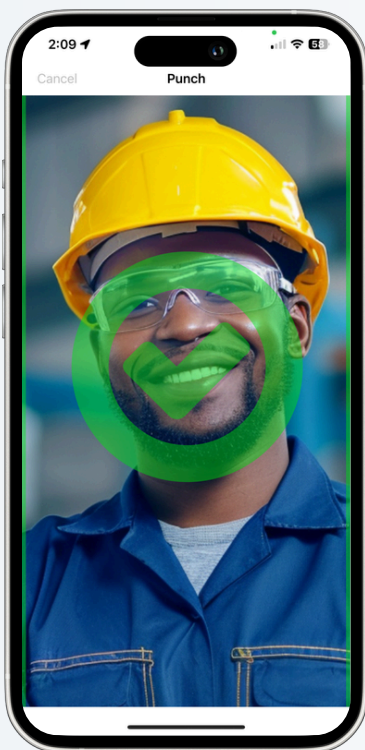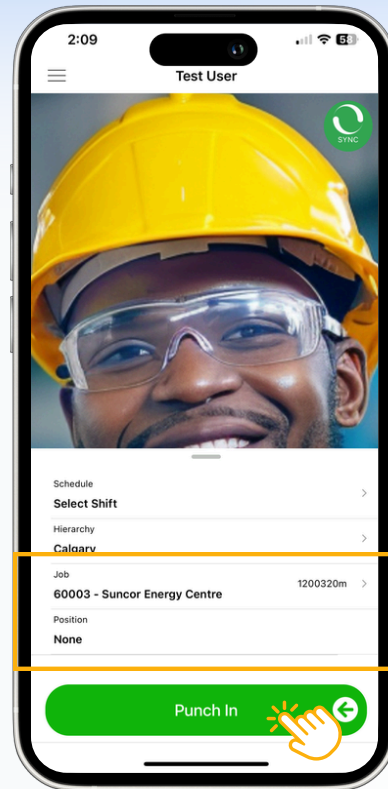

findd

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Punching In - Tutorial

If you run into any issues, please notify the Findd representative!

Check your Unit & Position

A Unit & Position should be populated. **They should not say "None".** If you run into issues:

1. Open the left side menu
2. Click Sync Data
3. Close out of the app
4. Reopen the app

Click Punch In, and capture your biometrics!

Make sure your face is well-lit and centered on the screen. Please take off anything that covers the face such as hats, masks or sunglasses. Once captured, a green checkmark will appear. If it's having a hard time detecting your face, you can click "Take Photo" once the button appears.