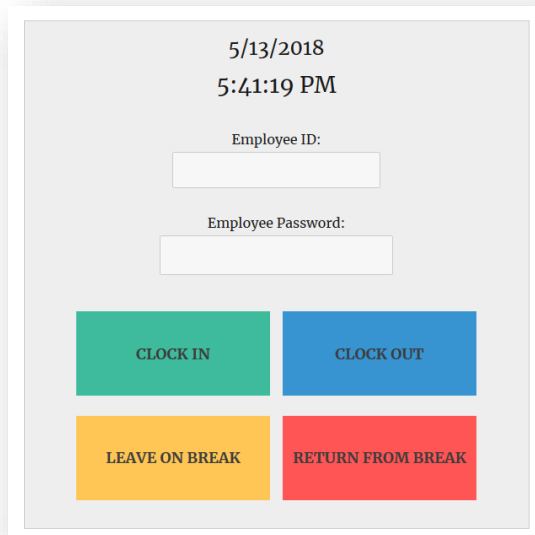


Volunteer Time Tracking

1. Go to the following URL in your web browser.

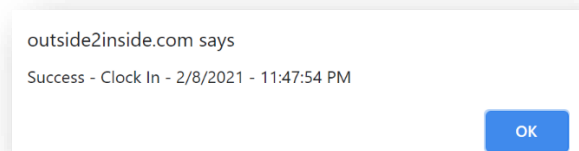
<https://outside2inside.com/volunteer-time-tracking/>

You will see a screen similar to the following. Enter the O2I provided username, password and click on “CLOCK IN” which is typically when you start working for the day. O2I Volunteers would have received the username (Employee ID) and the password (Employee Password) in an email on their first day of joining O2I. Typically, the username is the “First Initial” followed by the “Last Name”. For e.g., if the first name of the volunteer is Vimal and Last Name is Roy, then the username is “vroy”.

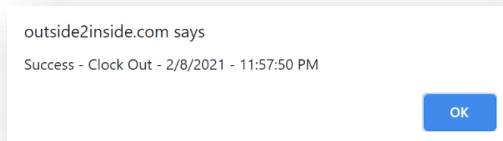


The screenshot shows a web interface for time tracking. At the top, it displays the date '5/13/2018' and the time '5:41:19 PM'. Below this, there are two input fields: 'Employee ID:' and 'Employee Password:'. At the bottom, there are four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (yellow), and 'RETURN FROM BREAK' (red).

2. You will see a pop-up window as shown below with the time recorded as the “CLOCK IN” time. Click on “OK”.



3. To “CLOCK OUT” which is typically when you stop working for the day, go to the same URL which you used earlier to “CLOCK IN”. Enter the required credentials and click on “CLOCK OUT”.
4. You will see a pop-up window similar to the one shown below confirming the recorded “Clock Out” time. Click on “OK”



5. Use the same URL when you take a break and record the break starting time and ending time by clicking on "Leave on break" & "Return from break" respectively.