

Change Job Code by Web Clock



5/9/2014 02:33:27 PM Hello Mandy Nelson [Not you?](#)

Select Job Code

Search

Id	Description
6	Shop
8	Maintenance
10	Training

Back Cancel **Continue**

When you switch tasks or jobs, you may have to use the **Change Job Code** button. Changing job codes will switch you to the new job code and tie the two segments together. This allows the system to track each job you worked, and when you worked them.

How to Change a Job Code

1. Once you are logged into **WebClock** and clocked in, select **Change Job Code**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
3. You will be given a list of your available job codes. Select the job code you are changing to, and click **Continue**.
4. Click **Ok** on the "**Clock operation successful**" window. You can now see the new segment tied to the old one in the **View Hours** screen (if enabled).