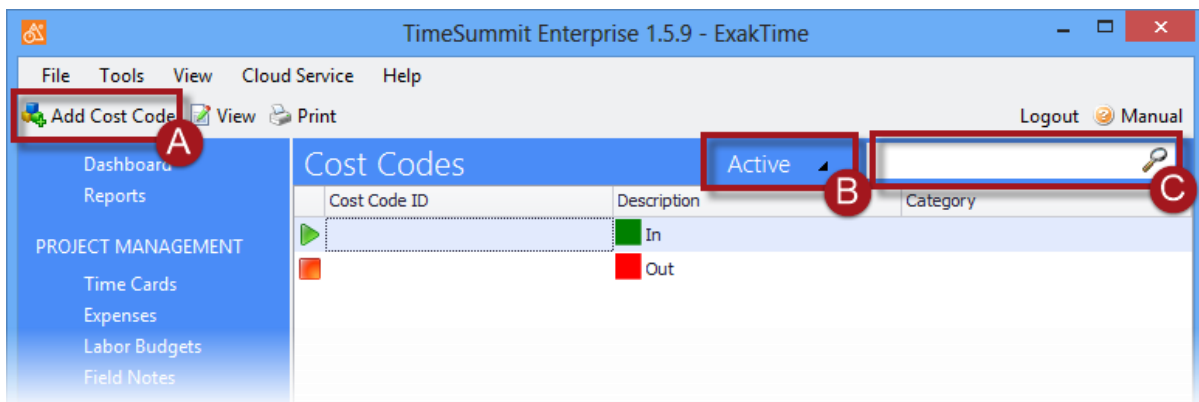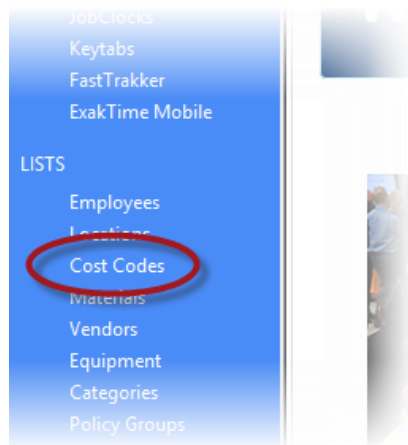Cost codes are used to track what they are doing throughout the day. By default, we include In and Out to get you started. You can add more, but you cannot remove In or Out.

Step 1: Navigate to the **Cost Codes** List on the Navigation pane to the left.

A. Add a new Cost Code.

B. View Active or Inactive Cost Codes.

C. Search for a Cost Code.

Step 2: Click **Add Cost Code** in the upper left corner to add a new location.

Step 3:

1. Enter in the Cost Code name.

2. Enter in the Cost Code ID if you use them (or your accounting package uses them). If not, don't worry, this isn't required.

3. Translate the Cost Code Name to French or Spanish for Users of therespective default language.

When finished, click **Save and New** at the top of the window if you have more employees to add, or **Save and Close** when you are done.