InTouch® Terminal

Job Aid

This job aid covers how to navigate and use the InTouch terminal.

D

When using the Badge Slot/Proximity Reader, insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader (slide top to bottom) or place badge near proximity reader. Optionally, you can tap your badge number on the touch screen.

D

When using the Biometric Device, position the first joint of your finger against the ridge lock. Then, drop your finder on the sensor.

E

F

A	Navigation buttons
B	Soft Keys
C	Language
D	Indicator Lights
E	Biometric device
F	Badge Slot/Proximity Reader
G	Keyboard

Note: The names of soft key labels are customizable. The names used by your organization could be slightly different. But your organization could choose to call it the Add a Punch soft key. Names will likely be similar but not identical.

Common Tasks

Punch In/Out	1 Tap **Punch In** (or **Punch Out**). 2 Enter your badge ID or use your badge. 3 Tap **Enter**.
View Punches	1 Tap **View Punches**. 2 View punch information.
Enter a Transfer	1 Tap **Transfer**. 2 Enter your Badge ID or use your badge. 3 Tap **Enter**. 4 Select the item that represents where you need to be transferred 5 Click **Submit**.
Request Time Off	1 Tap **Request Time Off**. 2 Enter your badge ID or use your badge. 3 Tap **Enter**. 4 Optional: Select comment code. 5 Use calendar to select the date. 6 Use keypad to enter hours or Days information. 7 Tap **Enter**. 8 Tap **Submit**.
View Schedules	1 Tap **View Schedule**. 2 Enter your badge ID or use your badge. 3 Tap **Enter**. 4 View schedule data.
View Accrual Balances	1 Tap **View Accruals**. 2 Enter your badge ID or use your badge. 3 Tap **Enter**. 4 View Accrual data.

Handling Common Error Messages

Error 01-1: Error reading badge	Error 06-2: Unknown home employee	Error 04-1 Rejected:
You may not have swiped properly. Try again, following the steps above. If you get the same message, see your supervisor.	Your badge does not match any of the employees loaded in the device. See your supervisor.	You have already successfully swiped, or—if you are attempting to enter another punch—not enough time has elapsed since entering the previous punch. Wait a moment or two, then try again.