# Kronos® InTouch® Terminal Job Aid

# Punching in and out



Badge Slot/

Proximity

Reader

This job aid applies to the Kronos InTouch Terminal. There are separate job aids for the Kronos InTouch Terminal with Touch ID and the Kronos InTouch Terminal with Touch ID Rus.

- On the screen, tap Punch.
- 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 enter your badge number on the touch screen.
- If the punch is successful, the indicator light flashes green and you hear a tone.

If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.

# Indicator Lights



# Common Error Messages

#### Error 01-1; Error reading badge

What to do:

You may not have swiped properly. Try again, following the steps above. If you get the same message, see your Supervisor.

# Error 06-2: Unknown home employee

What to do

Your badge does not match any of the employees loaded in the device. See your Supervisor.

#### Error 04-1: Rejected

What to do:

You have already successfully swiped, or—if you are attempting to enter another punch—not enough time has elapsed since entering the previous punch. Wall a moment or two, then by again.

# How to Use Soft Keys

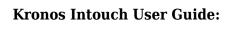
Depending on how your terminal is set up, you may be able to view information (such as your vacation balance) or perform transactions (such as a department transfer.)

#### To use a soft key, do the following:

- On the screen, tap the soft key that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.
- To enter information, follow the instructions on the InTouch screen. To accept information, tap Enter. To enter your badge, swipe your badge through the badge reader or place it near the proximity reader.

# **Kronos Intouch User Guide**

**Tobias Bleicker** 



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# Table of Contents Kronos Intouch User Guide

- 1. Understanding the eBook Kronos Intouch User Guide
  - The Rise of Digital Reading Kronos Intouch User Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Kronos Intouch User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Kronos Intouch User Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Kronos Intouch User Guide
  - Personalized Recommendations
  - Kronos Intouch User Guide User Reviews and Ratings
  - Kronos Intouch User Guide and Bestseller Lists
- 5. Accessing Kronos Intouch User Guide Free and Paid eBooks
  - Kronos Intouch User Guide Public Domain eBooks
  - Kronos Intouch User Guide eBook Subscription Services

- Kronos Intouch User Guide Budget-Friendly Options
- 6. Navigating Kronos Intouch User Guide eBook Formats
  - o ePub, PDF, MOBI, and More
  - Kronos Intouch User Guide Compatibility with Devices
  - Kronos Intouch User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Kronos Intouch User Guide
  - Highlighting and Note-Taking Kronos Intouch User Guide
  - Interactive Elements Kronos Intouch User Guide
- 8. Staying Engaged with Kronos Intouch User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Kronos Intouch User Guide
- 9. Balancing eBooks and Physical Books Kronos Intouch User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Kronos Intouch User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Kronos Intouch User Guide
  - Setting Reading Goals Kronos Intouch User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Kronos Intouch User Guide
  - Fact-Checking eBook Content of Kronos Intouch User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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