Kronos InTouch® DX SmartLanding
Employee Punching, Common Error Messages, and Soft Keys

This job aid provides how to punch at the Kronos InTouch DX terminal, sample errors, and soft keys.

Employee Punching

When approaching the timeclock to punch, use these steps:

1. Tap Employee Login (or an equivalent soft key)

2. Insert the badge in the badge reader slot so that the bar code or magnetic strip is facing the badge reader (slide top to bottom) or place the badge near the proximity reader. Optionally, you can tap your badge on the card reader (right side of the) timeclock.

3. If the punch is successful, the indicator light flashes green and a tone is heard.

   If the punch is rejected, the indicator light flashes red and a different tone is heard. Look for an error message on the timeclock display. Wait until the message times out or tap the X to close the message. Then re-attempt the badge read.

4. Enter your password.
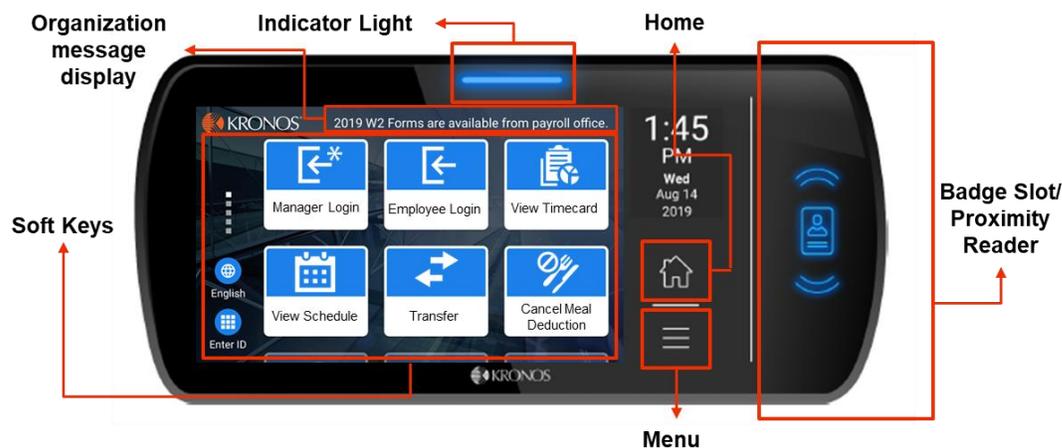
Error Messages

1. **Error 01-1: Error reading badge:** You may not have swiped properly. Try again, following these steps. If you get the same message, see your Supervisor.

2. **Error 04-1: Rejected:** You have already successfully swiped, or— if you are attempting to enter another punch— not enough time has gone by since entering the previous punch. Wait a moment or two, then try again.

3. **Error 06-2: Unknown home employee:** See your Supervisor.

How to use Soft Keys

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

To use a Soft Key, perform the following:

1. 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.
2. 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.

Community Profile

The InTouch DX offers two home page options: Community profile and Individual profile. An InTouch DX that is configured with a Community profile displays a home page that is not employee-specific. You must enter your credentials for each transaction performed at the timeclock.

Individual Profile

An InTouch DX timeclock can also be configured with an Individual profile, which provides one or more home employees with a personal home page and may contain the employee's picture and a set of configurable soft keys.

You enter your credentials once, and can then perform many transactions. You can also access your personal home page from an InTouch DX that is configured with a Community profile, by tapping the **Employee Login** soft key (see above), and entering your credentials.
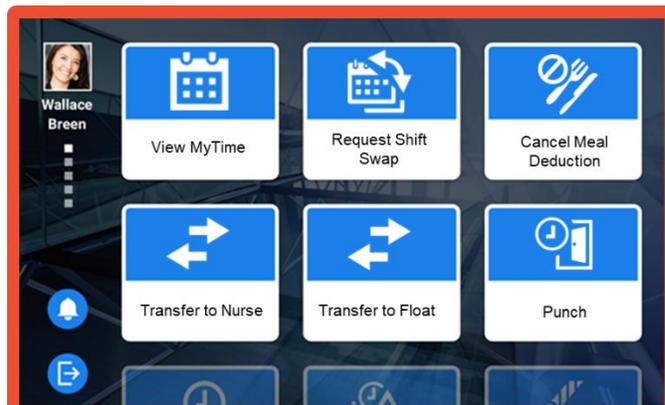
About SmartLanding

The SmartLanding feature is available on timeclocks that are configured with an Individual profile. It displays your most recent unread messages from the Message Center (Smart View) transaction. The messages are formatted as a set of up to five cards that you can view by swiping.

SmartLanding Navigation

1. The message in the leftmost position is considered open. Tap the message to view its details in the Message Center. To close it and mark it as read, tap Close. You can close only messages that are in the leftmost position. To view other messages, swipe right, left, up, or down (the messages are still considered unread).

2. If you tap the logout button on any message card, the system logs out of the entire set of cards. The messages are considered unread, and will appear in the message Center.
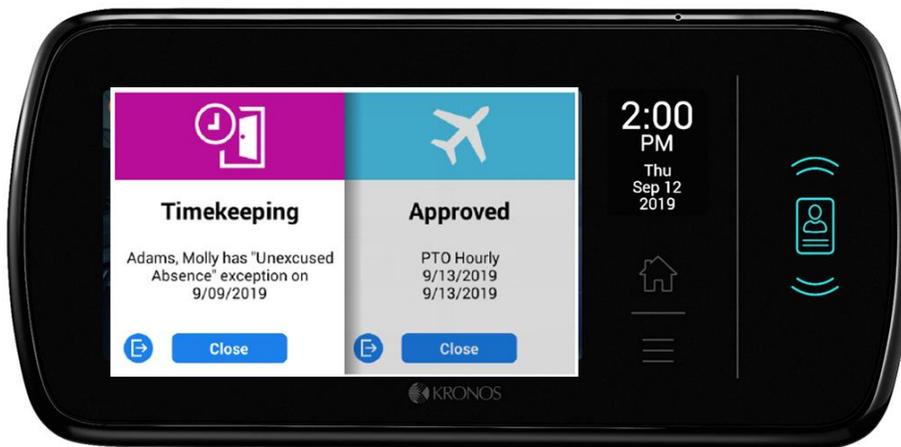
3. When you swipe left on the last open message, SmartLanding closes. If there are more than five unread messages, you are prompted to go to the Message Center to view them.