


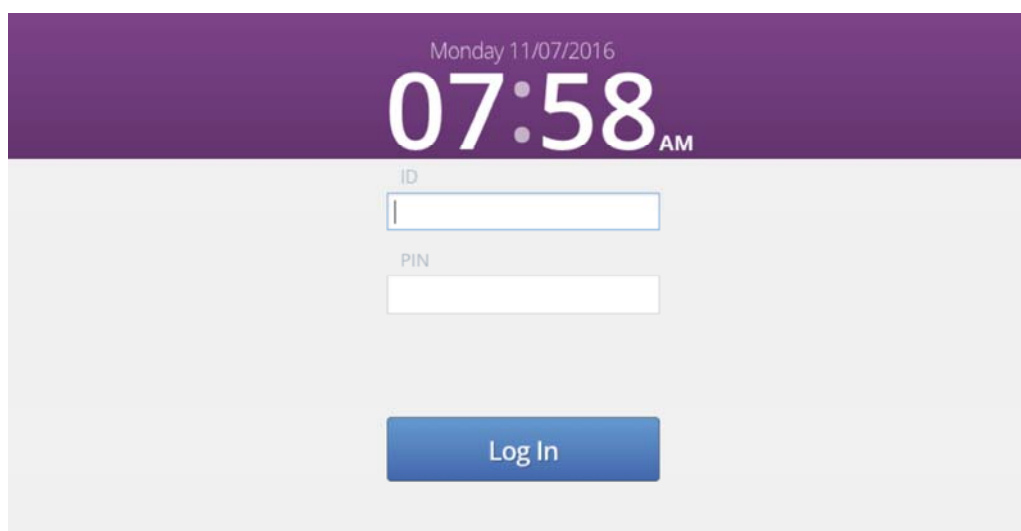
Using a Time and Attendance Kiosk

 time-help.frontlineeducation.com/hc/en-us/articles/115003455147-Using-a-Time-and-Attendance-Kiosk

Welcome! **How can we help?**

Using a Kiosk is easy! First, scan your barcode at the kiosk or enter your ID & PIN. Then, click the **Login** button.

On some kiosks, you may need to click the "Use ID/PIN" button in order to manually enter your credentials.



Monday 11/07/2016
07:58 AM
ID

PIN

Log In

Then, if you have multiple positions or you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the **Green Button** to sign in or out depending on your current status.

As an employee, if your sign in was successful, you will see a "Success!" message with the location and job type you are working.

As a substitute, if your sign in was successful, you will see a "Success!" message with information about who you're filling in for, the location, the job type, and the confirmation numbers.

If the sign in was unsuccessful, an error message will appear.

If you receive an error message, please report the exact wording of the message to your Administrator.

When you are ready to sign out, follow the same steps as shown above.

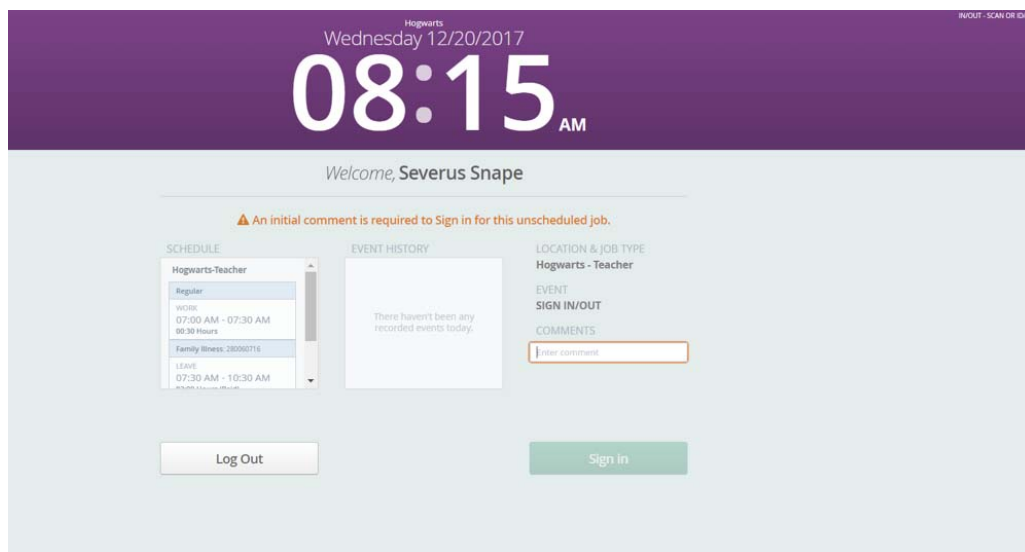
Adding Comments

You may swipe your bar code or enter your ID & Pin. If comments are required, the message “An initial comment is required” is presented. If comments are not required, then they may or may not be entered.

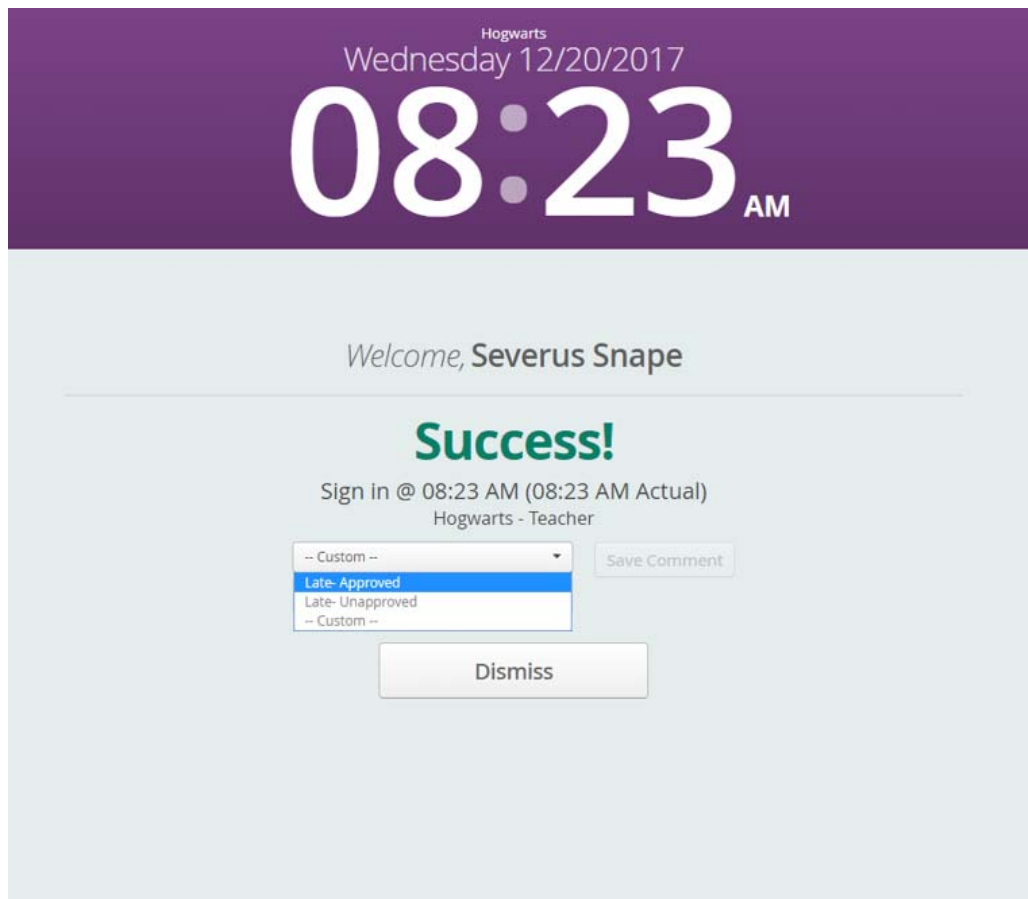
There are three types of comment options that you may encounter.

1. Custom - Open text box allowing the employee to enter their own comment.
2. Pre-defined – Options are limited to pre-defined comments created by the District. These are visible via a drop-down menu.
3. Both – Employee has the option to choose the pre-defined comments or chose “Custom” and enter their own comment.

The following image depicts and example of a custom comment box.



The following image depicts and example of a predefined comment box.



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