

# Kronos® InTouch™



If you are clocking in/out, simply swipe your Doane ID card along the right side of the terminal and go. A green light will flash in the upper left corner, and an audible beep will confirm.

If you want to perform one of the six tasks shown on the screen, touch the appropriate box, and then swipe your ID card. You will not see the green light or hear the beep for these functions. A screen will pop up with the information you requested. Push the “home” button to return to the main menu screen shown.