Employee Information Station (EIS) Series 1000

Employee Training
Introduction

- Illustrate the functions of the Employee Information Station (EIS) device
- Outline the features for presenting a badge
- Utilize special prompts
- Identify and demonstrate the use of clockings and calendars
- Explain the functionality of Request to Work
- Utilize EdTrack® entries
- Using Employee Self-Service (ESS)
EIS Device

General Announcements

Summer begins
... Summer to begin in the northern hemisphere...

At 106 FM CDT Thursday afternoon... June 21, 2007... the Summer solstice will occur. This is when the sun's apparent annual path is displaced farthest north from the earth's Equator.

Enhancement!
You may now swipe your badge while the 'More' announcements screen is open.

Enhancement!
The calendar control on Non-Productive entries has been improved. Please try it out.

Employee Information

20

Non-Productive Time

Request to Work

EdTrack@ Entry

Swipe Badge or Select a Function Above

More
EIS Device & Main Screen

Display Screen
Displays fields, buttons and messages. Touch screen to interact.

General Announcements

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Enhancement!
You may now swipe your badge while the 'More' announcements screen is open.

Enhancement!
The calendar control on Non-Productive entries has been improved. Please try it out.

Swipe Badge
or
Select a Function Above
EIS Device & Main Screen

Present badge by swiping. Insert the badge with the strip facing the blue arrow.
EIS Device & Main Screen

iCLASS® and Proximity Sensor
Present badge by holding to sensor.
Fingerprint Sensor
Verify identity by placing fingertip on sensor.
EIS Device & Main Screen

**General Announcements**
Displays company- and facility-wide messages.

**More Button**
Touch to view additional announcements.
Employee Information Button
Access the Employee Self-Service function to view employee data.
Non-Productive Time Button
Access the non-productive time function to enter calendars.
EIS Device & Main Screen

Request to Work Button
Access the Request to Work scheduling function.
EdTrack® Entry Button
Access the EdTrack class attendance entry function.
EIS Device & Main Screen

Device Number & Description
Unique identifier for the device.
Presenting a Badge

- **Required to:**
  - Record Clockings
  - Record Calendars
  - Access Request to Work functionality
  - Access EdTrack functionality
  - Access Employee Self-Service (ESS)

- Identifies your home labor distribution
Barcode Badge

Insert badge with barcode facing the blue arrow.
Barcode Badge

Slide badge smoothly through the badge slot.
If successful:

- Message **What would you like to do?** appears.
- For standard clocking, message **Thank you, (name). Transaction Accepted.** appears after ten seconds and “Thank You” voices.
Barcode Badge

Message What would you like to do? appears.
Barcode Badge

Thank you, (name). Transaction Accepted. appears after ten seconds and “Thank You” voices.
Magnetic Badge

Insert badge with strip facing the blue arrow.
Magnetic Badge

Slide badge smoothly through the badge slot.
Magnetic Badge

- If successful:
  - Message **What would you like to do?** appears.
  - For standard clocking, message **Thank you, (name). Transaction Accepted.** appears after ten seconds and “Thank You” voices.
Magnetic Badge

Message **What would you like to do?** appears.
Magnetic Badge

Thank you, (name). Transaction Accepted. appears after ten seconds and “Thank You” voices.
Hold badge flat in front of the sensor.
iCLASS® and Proximity Badge

- If successful:
  - Message **What would you like to do?** appears.
  - For standard clocking, message **Thank you, (name). Transaction Accepted.** appears after ten seconds and “Thank You” voices.
iCLASS® and Proximity Badge

Message **What would you like to do?** appears.
Thank you, (name). Transaction Accepted. appears after ten seconds and “Thank You” voices.
Unsuccessful Badge Presentation

Message **Invalid Badge Presented**. appears and “Invalid Badge” voices.

Invalid Badge Presented

Please try again or contact your supervisor.
Fingerprint Sensor

Scans your fingerprint to verify your identity.
Fingerprint and Badge

- Present badge first.
- Window will display on EIS with message: Information needed… Please place finger on pad.
1. Slide finger (to first joint) across ridge below sensor.
2. Apply even, moderate pressure to the sensor.

For standard clocking, **Thank you, (name). Transaction Accepted.** appears after ten seconds and “Thank You” voices.
Employee Notification Messages

- Appear after badge is presented.
- Identify when you have a notification message generated from an event subscription set in the API Healthcare solution.
- Identify the severity level of the message.
Employee Notification Messages

**Critical Message** – Problem with an employee’s record that must be addressed immediately with his/her supervisor. **NOTE:** The system does not record the clocking.

Click **View Messages** to access the Messages screen.
**Warning Message** – Issue with an employee’s record that must be addressed with his/her supervisor or an action the employee may have to address. The clocking is recorded.

Click **View Messages** to access the Messages screen. Click **Ignore** to continue with transaction.
Employee Notification Messages

**Information Message** – Issue with an employee’s record or an action that may require attention. The clocking is recorded.

Click **View Messages** to access the Messages screen. Click **Ignore** to continue with transaction.
Float Confirmation

- Appears after badge is presented when you are scheduled to work in a labor distribution other than your Home to confirm where you’ll work.
- You select to confirm alternate schedule or to deny alternate and work elsewhere.
Personal User History

- Entries made in various fields while using the EIS build your user history.
- Your history will suggest previously used entries when returning to the same fields.
- Reduces your time spent at the EIS devices.
- You can clear your history at any time.
Identifying an In Clocking

1. Present badge.
   
   **Message** What would you like to do? appears.

2. Touch **In Clocking** icon.
   
   **Message** Thank you, (name). Transaction Accepted. appears and “Thank You” voices.
Identifying an Out Clocking

1. Present badge.
   Message *What would you like to do?* appears.

2. Touch **Out Clocking** icon.
   Message *Thank you, (name). Transaction Accepted.* appears and “Thank You” voices.
Clocking Using Fields

- Working non-standard shift or different labor distribution than home distribution.
  - Special code
  - Labor distribution

- Fields that use codes display a menu of the codes. Touch applicable code to automatically fill a field.

Note: Actual order and text of fields may vary from what is shown here.
Special Code Field

- Identify a special work condition for a shift.
- Recorded during:
  - In Clocking Only
  - Out Clocking Only
  - Both In and Out Clockings
  - Either In or Out Clocking
- Up to five special codes can be entered in consecutive fields.
1. Present badge.
   Welcome screen appears with message **What would you like to do?**

2. Touch **Productive Time** icon.
   **Please enter your productive time.** appears with applicable fields.

3. Select applicable **Special Code** from the menu to automatically fill the Special Code 1 field.
   OR

   Touch **Show Keypad** button and key in special code in the Special Code 1 field.
4. When information entry is done, touch the **Finish** button.

   **To submit transaction press Complete.** appears with summary of information entered.

5. Touch **Complete Entry** icon to submit the transaction.
Message **What would you like to do?** appears.

1. Touch **Productive Time** icon.
2. Touch applicable **Special Code** from the menu.
3. Touch **Finish** button.
4. Touch **Complete Entry** icon to submit the transaction.
Using the Show Keypad Button

- Can access for any field that uses a code or numeric value.
- Can use instead of the available code menu.
- To use for a field:
  1. Touch **Show Keypad** button.
     Keypad appears.
  2. Key in code or value.
  3. Touch **Enter** key.
Using the Show Keypad Button

1. Touch **Show Keypad** button.
Using the Show Keypad Button

2. Key in applicable code.
3. Touch **Enter** key.
Labor Distribution Fields

- Working shift for a labor distribution other than home distribution.
- Used only at the beginning of a shift.
- When transferring back to home labor distribution, must enter corresponding codes.
1. Present badge.

   Welcome screen appears with message **What would you like to do?**

2. Touch **Productive Time** icon.

   **Please enter your productive time.** appears with applicable fields.

3. Touch **Next** button to access additional fields.

4. Touch **Department** field.
5. Select applicable **Department** from the menu to automatically fill the Department field.

   OR

   Touch **Show Keypad** button and key in department number in the Department field.

6. When information entry is done, touch **Finish**. **To submit transaction press Complete.** appears with summary of information entered.

7. Touch **Complete Entry** icon to submit the transaction.
Department Field

Message What would you like to do? appears.
1. Touch Productive Time icon.
2. Touch **Next** button.
3. Touch **Department** field.
4. Touch applicable **Department** from the menu.
5. Touch **Finish** button.
6. Touch **Complete Entry** icon to submit the transaction.
1. Present badge.
   Welcome screen appears with message **What would you like to do?**

2. Touch **Productive Time** icon.
   **Please enter your productive time.** appears with applicable fields.

3. Touch **Next** button to access additional fields.

4. Touch **Job Class** field.
5. Select applicable **Job Class** from the menu to automatically fill the Job Class field.

   OR

   Touch **Show Keypad** button and key in job class number in the Job Class field.

6. When information entry is done, touch **Finish**.

   **To submit transaction press Complete.** appears with summary of information entered.

7. Touch **Complete Entry** icon to submit the transaction.
Job Class Field

Message *What would you like to do?* appears.

1. Touch *Productive Time* icon.
2. Touch **Next** button.
3. Touch **Job Class** field.
Job Class Field

4. Touch applicable **Job Class** from the menu.
5. Touch **Finish** button.
6. Touch **Complete Entry** to submit the transaction.
Facility Field

1. Present badge.
   Welcome screen appears with message **What would you like to do?**

2. Touch **Productive Time** icon.
   **Please enter your productive time.** appears with applicable fields.

3. Touch **Next** button to access additional fields.

4. Touch **Facility** field.
Facility Field

5. Select applicable **Facility** from the menu to automatically fill the Facility field.
   
   OR

   Touch **Show Keypad** button and key in facility number in the Facility field.

6. When information entry is done, touch **Finish**.

   **To submit transaction press Complete.** appears with summary of information entered.

7. Touch **Complete Entry** icon to submit the transaction.
Facility Field

Message **What would you like to do?** appears.

1. Touch **Productive Time** icon.
Facility Field

2. Touch **Next** button.
Facility Field

3. Touch **Facility** field.
Facility Field

4. Touch applicable **Facility** from the menu.
5. Touch **Finish** button.
6. Touch **Complete Entry** icon to submit the transaction.
Quick Codes

- Identify employee-specific shift configuration.
- Use one field, instead of multiple fields.
Quick Codes

1. Present badge.
   Welcome screen appears with message
   What would you like to do?

2. Touch **Productive Time** icon.
   Please enter your productive time.
   appears with applicable fields.

3. Touch **Next** button to access additional fields.
Quick Codes

5. Key in **Quick Code** number using the keypad.

6. When information entry is done, touch **Finish** button.

   **To submit transaction press Complete.** appears with summary of information entered.

7. Touch **Complete Entry** icon to submit the transaction.
Quick Codes

Message **What would you like to do?** appears.

1. Touch **Productive Time** icon.
Quick Codes

2. Touch **Next** button.
Quick Codes

3. Touch **Quick Code** field.
Quick Codes

4. Key in **Quick Code** number using the keypad.
5. Touch **Finish** button.
Quick Codes

6. Touch **Complete Entry** icon to submit the transaction.
Additional Fields for Clockings

- Hours Field – used with a Special Code
  1. Present badge.
     Welcome screen appears with the message **What would you like to do?**
  2. Touch **Productive Time** icon.
     **Please enter your productive time.** appears with the applicable fields.
  3. Select applicable **Special Code** from the menu to automatically fill the Special Code 1 field.
     OR
     Touch **Show Keypad** button and key in Special Code in the Special Code 1 field.
Addtional Fields for Clockings

- Hours Field – used with a Special Code
  4. Touch **Next** button to access additional fields.
  5. Touch **Hours** field.
  6. Key in number of hours for the shift using the keypad.
  7. When information entry is done, touch **Finish** button.

**To submit transaction press Complete.** appears with a summary of the information entered.

8. Touch **Complete Entry** icon to submit the transaction.
Additional Fields for Clockings

- Start Time Field – used with a Special Code
  1. Present badge.
     Welcome screen appears with the message **What would you like to do?**
  2. Touch **Productive Time** icon.
     **Please enter your productive time.** appears with the applicable fields.
  3. Select applicable **Special Code** from the menu to automatically fill the Special Code 1 field.
     OR
     Touch **Show Keypad** button and key in Special Code in the Special Code 1 field.
Additional Fields for Clockings

- Start Time Field – used with a Special Code
  4. Touch **Next** button to access additional fields.
  5. Touch **Start Time** field.
  6. Key in **Start** or **End** time (as HHMM) using the keypad. Use 24-hour format (e.g. 1400 for 2 pm).
  7. When information entry is done, touch **Finish** button.

  **To submit transaction press Complete.** appears with a summary of the information entered.

  8. Touch **Complete Entry** icon to submit the transaction.
Correcting Mistakes

- To change data in a field, touch the field and select a different code from the menu or touch the **Show Keypad** button and key in new data.
- To clear data from a field, touch **Show Keypad** then the **Clear** button.
- To clear all of the fields, touch the **Clear Form** button.
- To delete an entire transaction, touch the **Cancel** button.
Correcting Mistakes

- Before submitting a transaction, you can touch the **Back** icon to change data in fields or touch the **Cancel Entry** icon to delete the transaction.
- Once a transaction is submitted, it cannot be changed at the device. Correction by a supervisor is required.
Standard Calendars (Non-Productive Time)

- Record time off – paid or unpaid.
- First four fields required.
- Last two fields require supervisor approval.
  Note: Actual order and text of fields may vary from what is shown here.
- Non-Productive Time function disabled during peak usage times.
  - 06:45 – 07:30
  - 11:00 – 12:30
  - 14:45 – 15:15
Accessing Non-Productive Time Function

1. Touch **Non-Productive Time** button.

   **Non-Productive Entry. Please Swipe Badge to Continue** appears.

2. Present badge.

   **OR**

1. Present badge.

   Welcome screen appears with message **What would you like to do?**

2. Touch **More Options** icon.

3. Touch **Non-Productive Time** icon.

   **Please enter your calendar time.** appears with the applicable fields.
Accessing Non-Productive Time Function – Method 1

1. Touch **Non-Productive Time** button.
Non-Productive Time. Please Swipe Badge to Continue appears.

2. Present badge.
Accessing Non-Productive Time Function – Method 2

1. Present badge. Welcome screen appears with message **What would you like to do?**
2. Touch **More Options** icon.
1. Touch **Non-Productive Time** icon.
Standard Calendars

1. Select applicable **Date(s)** from the calendar for the Enter Date field and touch the **Done** button.
2. Touch applicable **Pay Code** from the menu for the Enter Pay Code field.
3. Key in number of **Hours** for the entry in the Enter Hours field and touch the **Enter** key.
4. Key in **Start Time** for the entry in the Enter Start Time field. Use 24-hour conversion format. Touch the **Finish** button.
5. Touch **Complete Entry** icon to submit the transaction.
Additional Fields for Calendars

- Department Field – Requires supervisor approval
  1. Complete the first four required fields.
  2. Select applicable Department from the menu to automatically fill the Department field.

  OR

Touch Show Keypad button and key in department number in the Department field.

3. When information entry is done, touch Finish button.

   To submit transaction press Complete. appears with a summary of the information entered.

4. Touch Complete Entry icon to submit the transaction.
Additional Fields for Calendars

- Job Class Field – Requires supervisor approval
  1. Complete the first four required fields.
  2. Touch **Next** button for additional fields.
  3. Select applicable **Job Class** from the menu to automatically fill the Job Class field.
     OR
  Touch **Show Keypad** button and key in job class number in the Job Class field.
  4. When information entry is done, touch **Finish** button.
     **To submit transaction press Complete.** appears with a summary of the information entered.
  5. Touch **Complete Entry** to submit the transaction.
Additional Fields for Calendars

- Facility Field – Requires supervisor approval
  1. Complete the first four required fields.
  2. Touch **Next** button for additional fields.
  3. Select applicable **Facility** from the menu to automatically fill the Facility field.

  **OR**

  Touch **Show Keypad** button and key in facility number in the Facility field.

  4. When information entry is done, touch **Finish** button.

  **To submit transaction press Complete.** appears with a summary of the information entered.

  5. Touch **Complete Entry** to submit the transaction.
Request to Work

- Allows you to search for open schedules for which you are qualified and to request to work those schedules.
- Able to review and withdraw current requests to work.
- Requests are reflected in the API Healthcare Staffing and Scheduling solution, where supervisors approve/deny them.
Request to Work

1. Present badge. Message **What would you like to do?** appears.

2. Touch the **Request to Work** button. The Calendar View screen opens showing 4 weeks at a time.

3. When a schedule is available to request, the View Request icon 📅 appears on the appropriate day(s).
Request to Work

Good Morning Tom, touch a date to view shifts available for that day.
Request to Work

- Touch a day with a View Request icon and the Day View screen opens.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Profile</th>
<th>Start Time</th>
<th>Hours</th>
<th>Org Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>RN-3S</td>
<td>06:00</td>
<td>8.00</td>
<td>3700</td>
</tr>
<tr>
<td>Request</td>
<td>RN-3S</td>
<td>06:30</td>
<td>8.00</td>
<td>3700</td>
</tr>
<tr>
<td>Request</td>
<td>RN-3S</td>
<td>08:00</td>
<td>12.00</td>
<td>3700</td>
</tr>
</tbody>
</table>

- Touch the **Request** button.
Request to Work

- Touch the **Submit** button when finished.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Profile</th>
<th>Start Time</th>
<th>Hours</th>
<th>Org Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600-8</td>
<td>RN-3S</td>
<td>06:00</td>
<td>8:00</td>
<td>3700</td>
</tr>
<tr>
<td>0630-8</td>
<td>RN-3S</td>
<td>06:30</td>
<td>8:00</td>
<td>3700</td>
</tr>
<tr>
<td>0800-12</td>
<td>RN-3S</td>
<td>08:00</td>
<td>12:00</td>
<td>3700</td>
</tr>
<tr>
<td>1200-10</td>
<td>RN-3S</td>
<td>12:00</td>
<td>10:00</td>
<td>3700</td>
</tr>
<tr>
<td>1300-10</td>
<td>RN-3S</td>
<td>13:00</td>
<td>10:00</td>
<td>3700</td>
</tr>
<tr>
<td>1500-10</td>
<td>RN-3S</td>
<td>15:00</td>
<td>10:00</td>
<td>3700</td>
</tr>
<tr>
<td>1500-8</td>
<td>RN-3S</td>
<td>15:00</td>
<td>8:00</td>
<td>3700</td>
</tr>
<tr>
<td>2100-10</td>
<td>RN-3S</td>
<td>21:00</td>
<td>10:00</td>
<td>3700</td>
</tr>
<tr>
<td>2230-8</td>
<td>RN-3S</td>
<td>22:30</td>
<td>8:00</td>
<td>3700</td>
</tr>
</tbody>
</table>
EdTrack® Entry

- Allows you to enter your class attendance through the EIS.
- A clocking is not created when entering attendance. If a clocking is required, you will make a separate entry.
EdTrack® Entry

1. Present badge.
   Message **What would you like to do?** appears.

2. Touch the **More Options** button.

3. Touch the **EdTrack Entry** button. The Class Entry screen displays.
EdTrack® Entry

1. Enter the class number or touch the class name on the right.

2. Touch the **Finish** button.
Education Float Confirmation

- If you are scheduled in a class, the Education Float Confirmation appears after badge is presented.
- Select to confirm your class or where you’ll work.

Good Afternoon Tom,
Are you attending this course?
Enter Course Number: 10 - Thermometer Use - Newborns

- Yes, this is correct
- No, I am attending a different course
- No, I am working in my home position
- No, I am working somewhere else

Cancel Entry
Employee Self-Service (ESS)

- View data entered into API Healthcare.
- Must be enabled at EIS device.
- ESS function disabled during peak usage times:
  - 06:45 – 07:30
  - 11:00 – 12:30
  - 14:45 – 15:15
ESS Structure and Navigation

- Two structure levels:
  - Sections – main categories. Accessed through Sections Toolbar at top throughout ESS.
  - Screens – separate topics. Represented as buttons in sections and accessed when buttons are touched.
- Navigation Bar on left of screens, when available.
1. Touch **Employee Information** button.
   
   Message **Employee Self Service. Please Swipe Badge to Continue** appears.

2. Present badge.

   OR

1. Present badge.
   
   Welcome screen appears with message **What would you like to do?**

2. Touch **More Options** icon.

3. Touch **Employee Information** icon.
1. Touch **Employee Information** button.
Accessing ESS – Method 1

Employee Information. Please Swipe Badge to Continue appears.

2. Present badge.
1. Present badge. Welcome screen appears with message **What would you like to do?**
2. Touch **More Options** icon.
3. Touch **Employee Information** icon.
Accessing ESS with a PIN Number

1. Complete initial ESS access.
   Window appears with message **Please enter Employee PIN:** and a keypad.

2. Key in **PIN** number.

3. Touch **Enter** key.
Exiting ESS

- Touch **Log Out** icon in Sections Toolbar.

- Automatically exits after 30 seconds of inactivity.
Displays information for today’s date. Touch icons in Sections Toolbar to access sections.
ESS Home Page

- Last Calculated
- Unread Messages
- Announcements
- Today’s Schedules
- Today’s Transactions
- Today’s DeductIT Entries
Employee Section

Contains screens with demographic, contact and pay period information.
Employee Section

General Information
Demographic information

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Registered Nurse</td>
</tr>
<tr>
<td><strong>Hire Date:</strong> 12/12/2003</td>
</tr>
<tr>
<td><strong>Birth Date:</strong> 11/01</td>
</tr>
<tr>
<td><strong>Status:</strong> A - Active</td>
</tr>
<tr>
<td><strong>Last Login:</strong> Thu 02/01/2007 11:28</td>
</tr>
</tbody>
</table>

E-mail Addresses
Available e-mail addresses

<table>
<thead>
<tr>
<th>Address</th>
<th>Availability</th>
<th>When Effective</th>
<th>When Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:dfury@generalhospital.com">dfury@generalhospital.com</a></td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dfury@yahoo.com">dfury@yahoo.com</a></td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
</tbody>
</table>

Locations
Current mailing addresses

<table>
<thead>
<tr>
<th>Address</th>
<th>Classification</th>
<th>Availability</th>
<th>When Effective</th>
<th>When Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 111 • Hartford, WI • 53027</td>
<td>Work</td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
<tr>
<td>1412 Cedar Ave. • Hartford, WI • 53027</td>
<td>Home</td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
</tbody>
</table>

Phone Numbers
Available phone numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Classification</th>
<th>Availability</th>
<th>When Effective</th>
<th>When Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>(252) 555-1122 Ext 33</td>
<td>Work Phone</td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
<tr>
<td>(252) 555-3344</td>
<td>Home Phone</td>
<td>Anytime</td>
<td>01/02/2007</td>
<td></td>
</tr>
</tbody>
</table>
Employee Section

Transactions – time entries within a pay period. Touch **Pay Period** icon to change pay period.
Employee Section

Schedules – days and shifts scheduled to work within a pay period. Touch **Pay Period** icon to change pay period.
Employee Section

DeductIT Balances – deduction code balances within a pay period. Touch **Pay Period** icon to change pay period.
Employee Section

DeductIT Entries – purchase entries within a pay period. Touch **Pay Period** icon to change pay period.
Employee Section

Benefit Balances – benefit code balances within a pay period. Touch Pay Period icon to change pay period.
Employee Section

Pay Distributions – pay codes processed within a pay period. Touch **Pay Period** icon to change pay period.
Employee Section

Education Schedules – classes scheduled within a pay period. Touch **Pay Period** icon to change pay period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Start</th>
<th>End</th>
<th>Classroom</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2007</td>
<td>221201007</td>
<td>0800</td>
<td>1230</td>
<td>RM L3</td>
<td>Debree Clborne</td>
</tr>
<tr>
<td>01/24/2007</td>
<td>221201007</td>
<td>0800</td>
<td>1030</td>
<td>RM L3</td>
<td>Debree Clborne</td>
</tr>
</tbody>
</table>
Reports Section

Contains available reports to be e-mailed or printed. Reports cannot be viewed on the EIS.

Reports can be e-mailed to addresses listed and/or printed to printer assigned to the EIS device.
Actions Section

Contains announcements and messages sent through the API Healthcare solution.
Actions Section

Announcements – distributed to groups of employees. Have set display time frames and cannot be deleted.

Messages – summary list of messages sent to individual. Touch message to open. Remove by touching Delete.
Review

- Illustrate the functions of the Employee Information Station (EIS) device
- Outline the features for presenting a badge
- Utilize special prompts
- Identify and demonstrate the use of clockings and calendars
- Explain the functionality of Request to Work
- Utilize EdTrack® entries
- Using Employee Self-Service (ESS)