



Interactive Kiosk User Guide

Screen Overview

The interactive kiosk can be broken down into three parts (described in more detail below) that provide information and easy access to common tools and applications.

1. Top Header Information Bar

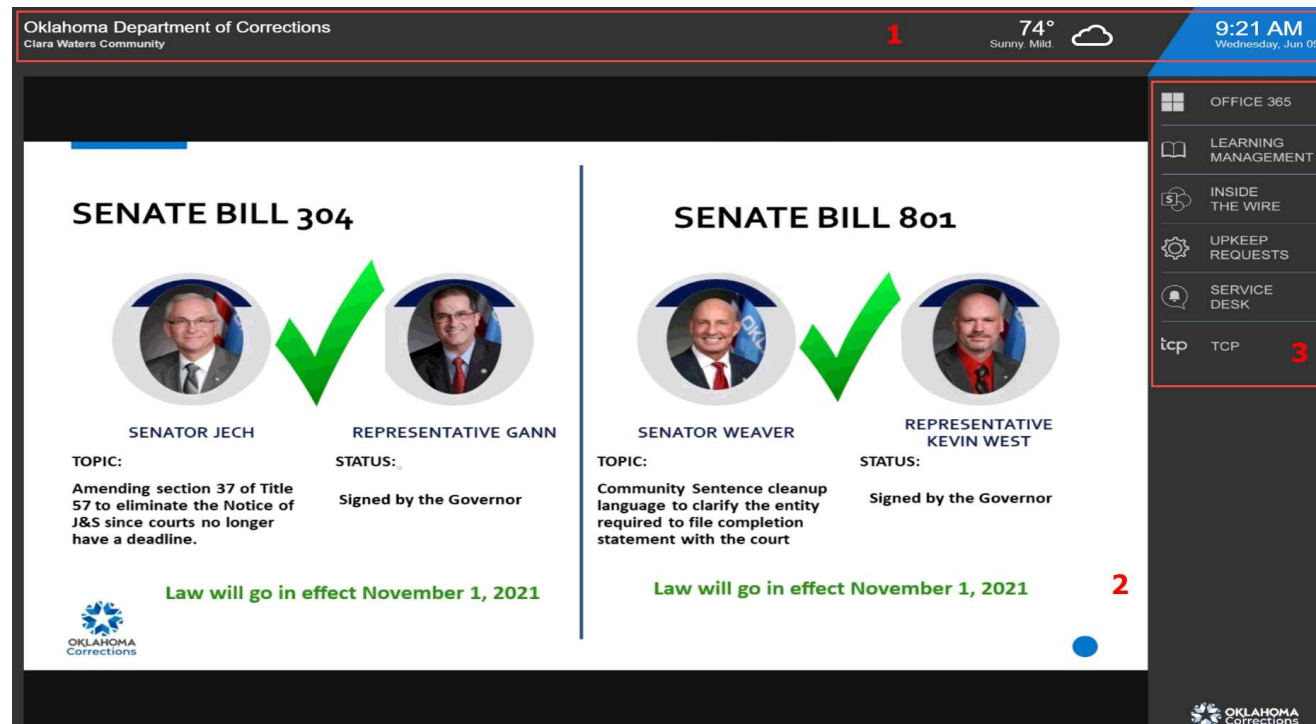
- The top header will display the current time and weather conditions.

2. Employee Communications

- When the kiosk is not in use, this area flips through slides, videos, and other employee targeted communications.
- This provides a way to quickly share updates and info, without the need to log into an application.

3. Applications Menu

- Quickly jump to checking your e-mail, using the time clock, or submitting an UpKeep request from this menu.





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Application Access Menu

The application access menu features common tools that, in one location, without the need of logging into a desktop computer.

OFFICE 365

- Quickly access your e-mail, and other O365 Apps from this kiosk.

LEARNING MANAGEMENT

- Complete training or review assigned classes as part of your training plan.

INSIDE THE WIRE

- Quickly access the SharePoint site for further announcements and resources.

UPKEEP REQUESTS

- Easily submit a new request from this application.

SERVICE DESK

- Submit a new service desk request quickly and easily.

TCP

- Easily manage your time clock punches.

