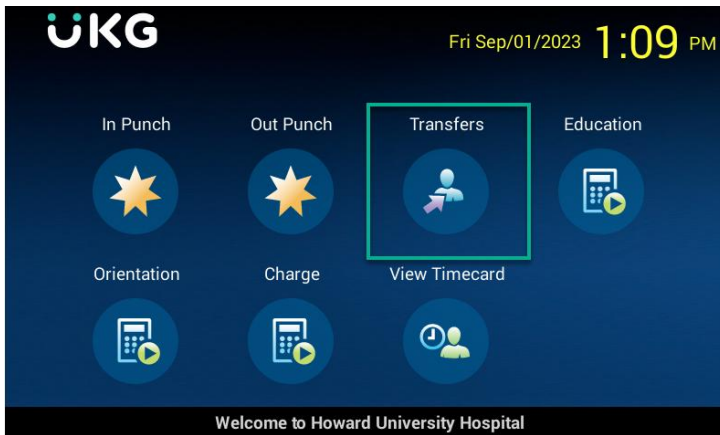


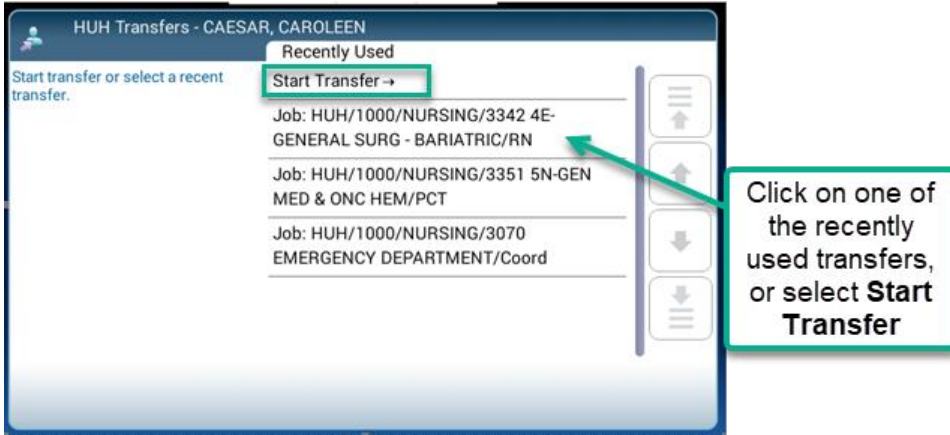
Transfer to Another Location

This job aid explains how to perform location and job transfers at the clock. The transfer could be to a different job in your own department or to a job in a different department.

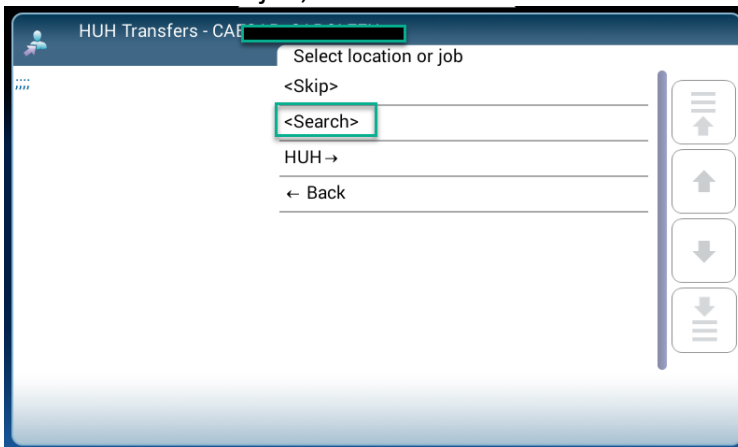
1. Select the **Transfer** soft key.



2. Swipe your badge.
3. Click on a recently used transfer or select **Start Transfer**.



4. Select a location or job, or select **Search**.



5. Enter the numeric code (example 3070) or alpha numeric description and press **Enter**.

The image shows a software interface for entering search text. At the top, there is a text input field containing '3070' and a small 'X' icon to its right. Below the input field is a numeric keypad with buttons for digits 1-0, letters A-Z, and punctuation marks like period, comma, slash, and backslash. At the bottom of the keypad are function buttons: Shift, BkSpc (Backspace), Clear, Space, left arrow, right arrow, and Enter.

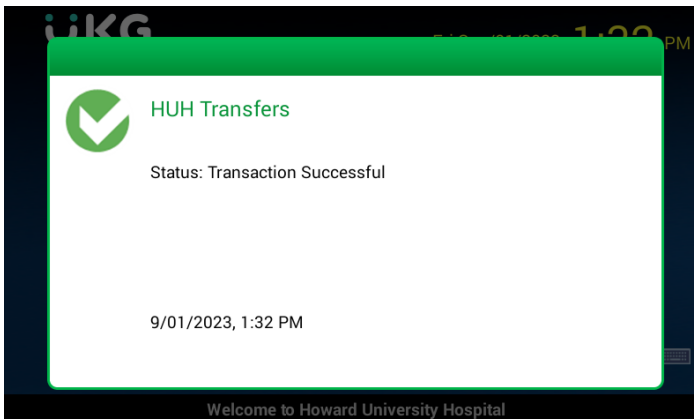
6. Select the **Job**.

This screenshot shows the 'Select location or job' screen. On the left, a sidebar lists the path: 'HUH/1000/NURSING/3070 EMERGENCY DEPARTMENT/...'. The main area has a search bar with '<Skip>' and '<Search>' options. Below the search bar, a list of job titles is displayed: 'AdmSupp: 3070 EMERGENCY DEPARTMENT', 'Admstr: 3070 EMERGENCY DEPARTMENT', 'Chair: 3070 EMERGENCY DEPARTMENT', 'Cntcrtr: 3070 EMERGENCY DEPARTMENT', and 'Coord: 3070 EMERGENCY DEPARTMENT'. The 'Coord' option is highlighted with a green box. On the right side, there are navigation buttons: a menu icon, up and down arrows, and a list icon.

7. Verify your entry selection and select **Submit** when finished.

This screenshot shows the 'Review' screen. The sidebar on the left shows the path: 'HUH/1000/NURSING/3070 EMERGENCY DEPARTMENT/Coord;'. The main area displays the selected job: 'Job: HUH/1000/NURSING/3070 EMERGENCY DEPARTMENT/Coord'. Below this, there are two buttons: 'Submit' (highlighted with a green box) and '← Back'. The right side of the screen features the same navigation buttons as the previous screen: a menu icon, up and down arrows, and a list icon.

8. A successful transfer message will be displayed.



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