

POS DEVICE QUICK REFERENCE GUIDE for TOTS

This guide outlines the most common functions of the Louisiana Child Care Tracking of Time Services Biometric Finger Reader and Point of Service POS machine. The Child Care Provider Operations Manual provides more detailed information.

Page 1: Client Functions

CHECK-IN	
Terminal Display	Action
Scan Finger F2	Press F2
	Scan Finger on Bio Reader
Cases Listed If Parent is Primary on more than one (1) case	Select the correct TA# and primary name on the case for the child you are checking-in
Attendance Type?	Press *1*
Enter Child Number	Enter 2-digit Child number
	Press Enter
If checking in more than one child	Enter next Child's number
	Press Enter (See Note)
Connecting, Processing	Wait for Authorization

PREVIOUS CHECK-IN	
Terminal Display	Action
Scan Finger F2	Press F2
	Scan Finger
Cases listed If parent is primary on more than one case	Select the correct TA # and primary name on the case for the child you are previously checking-in
Attendance Type?	Press *3*
Date? MM/DD	Enter MM/DD (12/31)
	Press Enter
Time? HH:MM	Enter HH:MM (08:00)
	Press Enter
1-AM / 2-PM	Enter *1* for AM or *2* for PM
Enter Child Number	Enter 2-digit Child Number
	Press Enter
If checking in more than one child	Enter next Child's number
	Press Enter (See Note)
Connecting, Processing	Wait for Authorization

CHECK-OUT	
Terminal Display	Action
Scan Finger F2	Press F2
	Scan Finger on Bio Reader
Cases listed if Parent is primary on more than one case	Select correct TA # and primary name on the case for the child you are checking out
Attendance Type?	Press *2*
Enter Child Number	Enter 2-digit Child number
	Press Enter
If checking out more than one child	Enter Next Child's number
	Press Enter (See Note)
Connecting, Processing	Wait for Authorization

PREVIOUS CHECK-OUT	
Terminal Display	Action
Scan Finger F2	Press F2
	Scan Finger
Cases listed If parent is primary on more than one case	Select the correct TA # and primary name on the case for the child you are previously checking-out
Attendance Type?	Press *4*
Date? MM/DD	Enter MM/DD (12/31)
	Press Enter
Time? HH:MM	Enter HH:MM (08:00)
	Press Enter
1-AM / 2-PM	Enter *1* for AM or *2* for PM
Enter Child Number	Enter 2-digit Child Number
	Press Enter
If checking in more than one child	Enter next Child's number
	Press Enter (See Note)
Connecting, Processing	Wait for Authorization

Note for multiple children. If you are recording the same action for more than one child, key in the next child number and press **ENTER**. When all children have been recorded, press **ENTER** again.



**Child Care Provider
Help Desk:
1-888-281-0326**



**POS DEVICE QUICK REFERENCE GUIDE
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This guide outlines the most common functions of the Louisiana Child Care Tracking of Time Services (TOTS) Biometric Finger Scanners and Point of Service (POS machines). The Child Care Provider Operations Manual provides more detailed information.

Page 2: Provider Functions

REPORTS

Terminal Display	Action
Provider Options F4	Press F4 Button
User Pwd:	Press 123456
	Press Enter
Provider Options	Press "1" for Reports
Reports	Press "1" for Daily Transactions

VOID

Terminal Display	Action
Provider Options F4	Press F4 Button
User Pwd:	Press 123456
	Press Enter
Provider Options	Press "2" Button
Void Tran Number	Enter 12-digit Transaction number
	Press Enter
Connecting, Processing	Wait for Authorization

Note: You can void transactions for up to 7 days.

GET FINGER IMAGES

Terminal Display	Action
Provider Options F4	Press F4 Button
User Pwd:	Press 123456
	Press Enter
Provider Options	Press "4" Get Finger Images
Get Finger Images	Press "1" Update Finger Data

STORE AND FORWARD

Terminal Display	Action
Provider Options	Press F4 Button
User Pwd:	Press 123456
	Press Enter
Provider Options	Press "3" Send SAF's

The Stored Transactions will Transmit and Clear the Device.

Questions about TOTS Payments Contact LDE at LDECCAP@La.gov.



**TOTS Child Care
Provider Help Desk:
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**Provider Web Portal:
www.latots.org**

