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Kiosk

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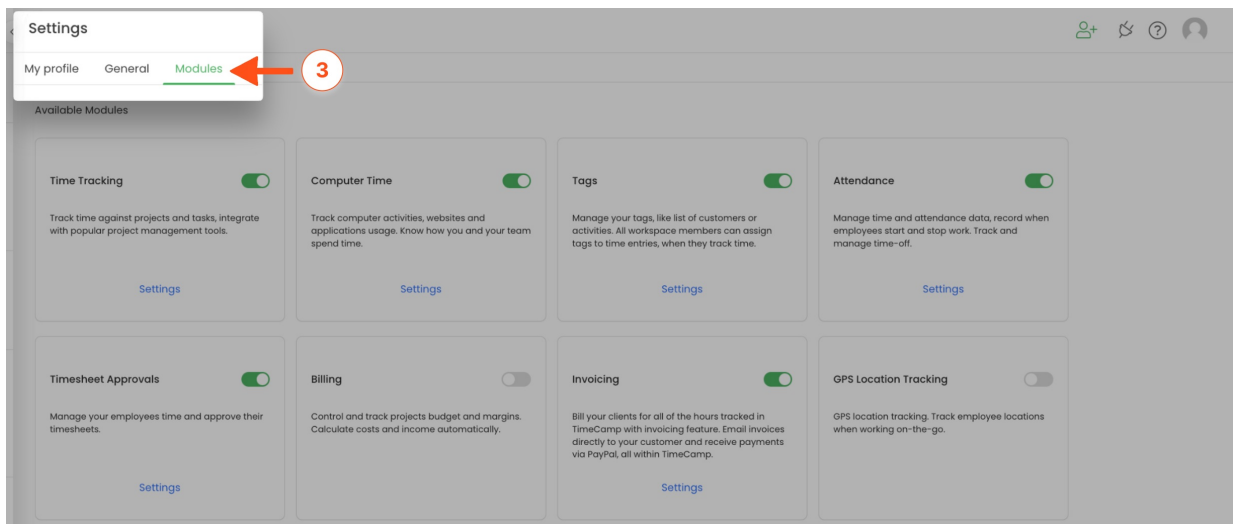
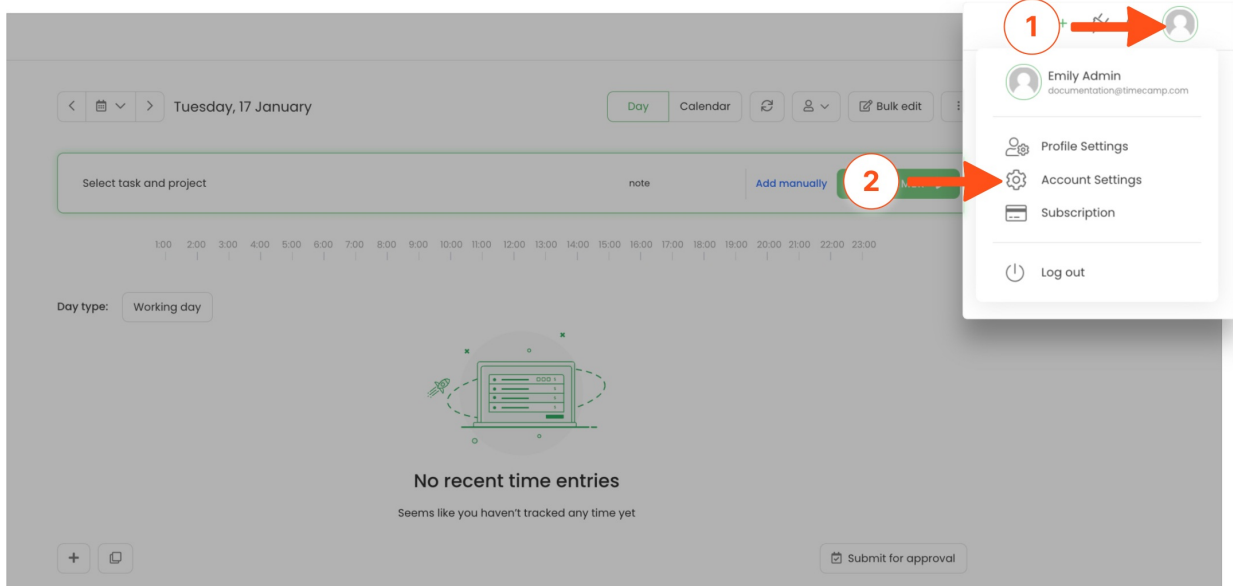
The Kiosk feature allows your coworkers to clock in and out of work with their individual pins without them having to turn on their computers. It's an ideal solution for those who don't need to track time on tasks or projects but still require to monitor the time of starting and finishing work.

Kiosk is available to all subscription plans.

How to enable Kiosk?

To enable the Kiosk feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Kiosk** module, and click on the **switch button** to enable Kiosk. After the module is enabled click on its **Settings**.

Only the Administrator of the account can enable the Kiosk feature.

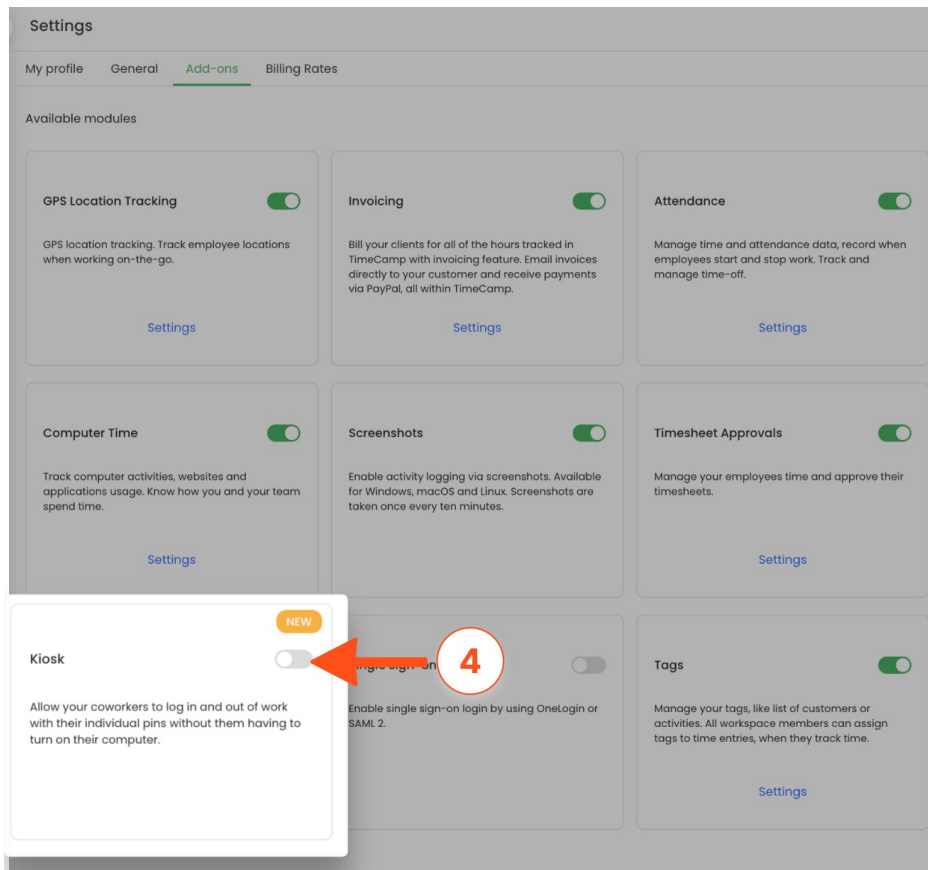


Settings

My profile General **Add-ons** Billing Rates

Available modules

GPS Location Tracking GPS location tracking. Track employee locations when working on-the-go. Settings	Invoicing Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp. Settings	Attendance Manage time and attendance data, record when employees start and stop work. Track and manage time-off. Settings
Computer Time Track computer activities, websites and applications usage. Know how you and your team spend time. Settings	Screenshots Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes. Settings	Timesheet Approvals Manage your employees time and approve their timesheets. Settings
Kiosk NEW Allow your coworkers to log in and out of work with their individual pins without them having to turn on their computer. Settings	Single sign-on login Enable single sign-on login by using OneLogin or SAML 2. Settings	Tags Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time. Settings

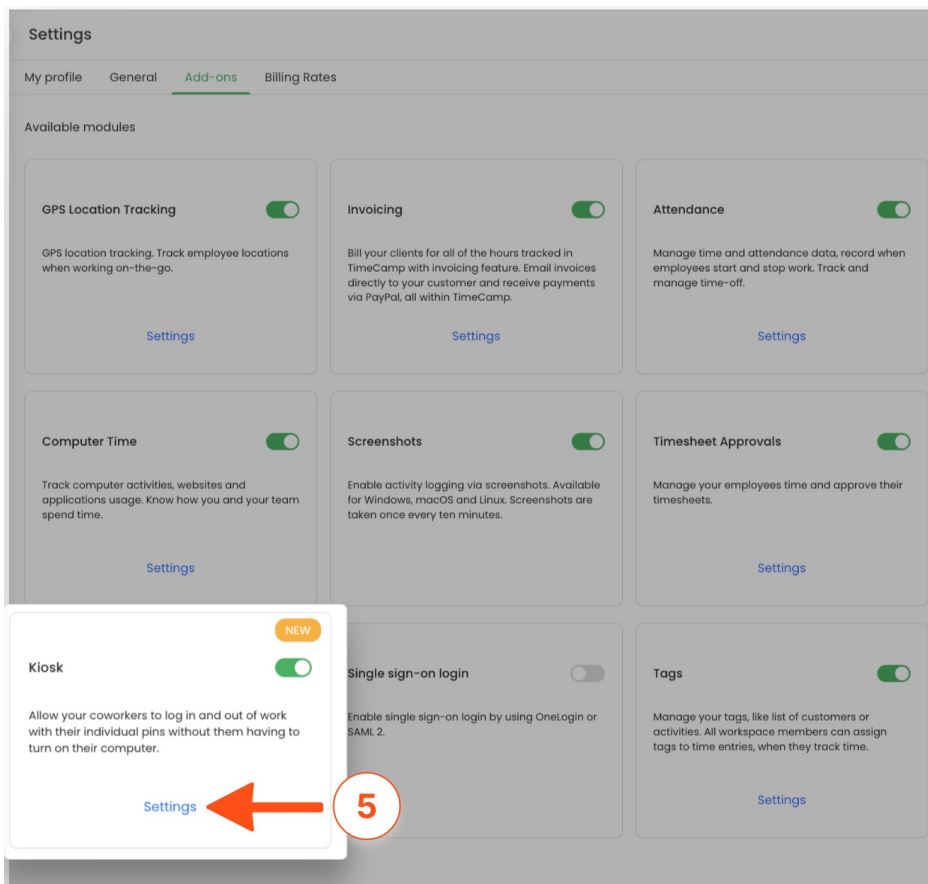


Settings

My profile General **Add-ons** Billing Rates

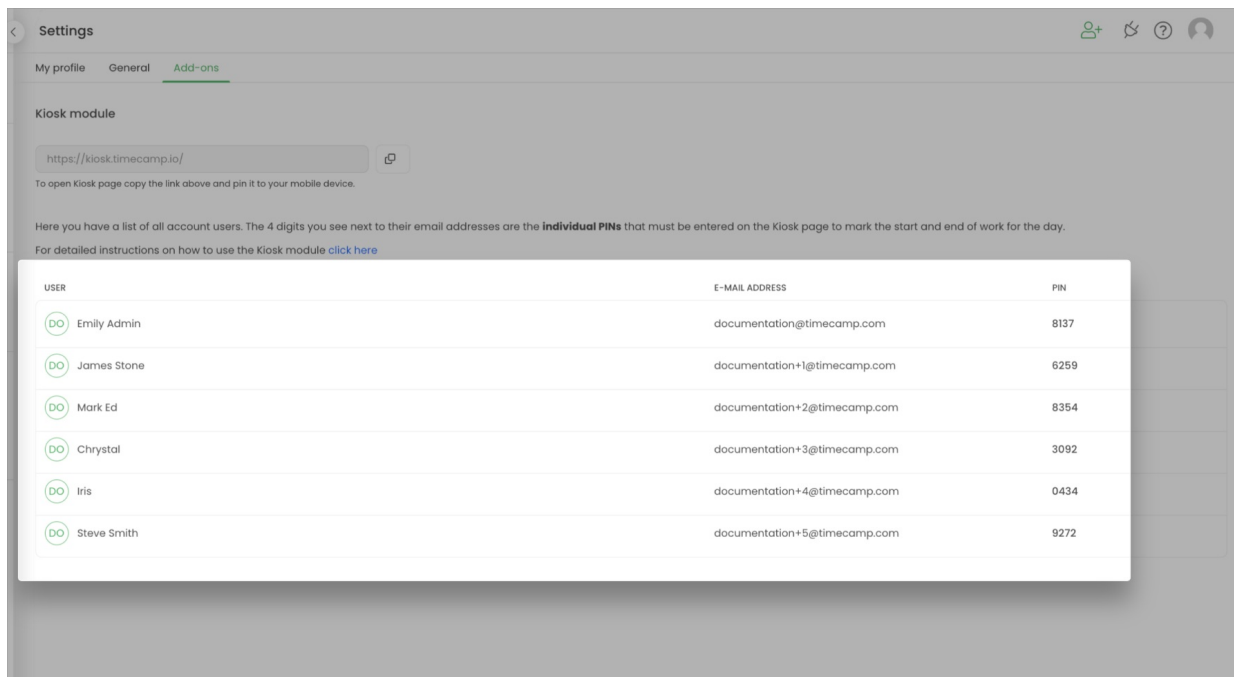
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After enabling the module, **individual pins** will be assigned to users' accounts. Each pin is randomly generated

and has 4 digits from 1 to 9.

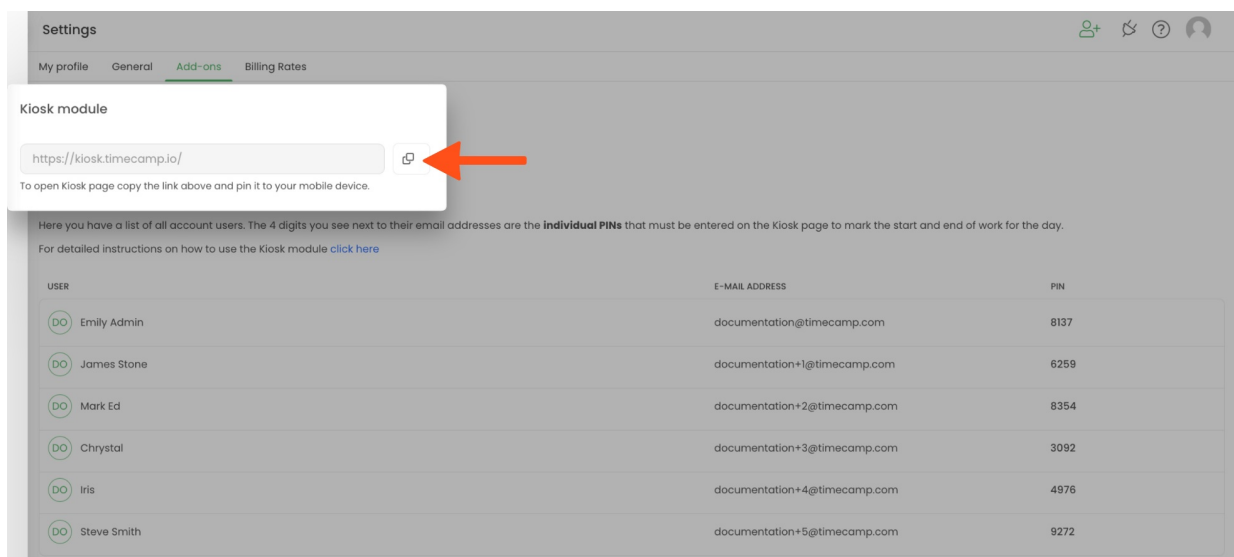


The screenshot shows the 'Settings' page with the 'Add-ons' tab selected. Under the 'Kiosk module' section, there is a text input field containing the URL 'https://kiosk.timecamp.io/' and a copy icon. Below this, there is a table listing account users and their individual PINs.

USER	E-MAIL ADDRESS	PIN
Emily Admin	documentation@timecamp.com	8137
James Stone	documentation+1@timecamp.com	6259
Mark Ed	documentation+2@timecamp.com	8354
Chrystal	documentation+3@timecamp.com	3092
Iris	documentation+4@timecamp.com	0434
Steve Smith	documentation+5@timecamp.com	9272

Currently, only the Administrator of the account has access to users' pins. The Administrator has to share pins with users they belong to.

In module settings, you can find a [link](#) to Kiosk which you can copy and paste on any of your devices.



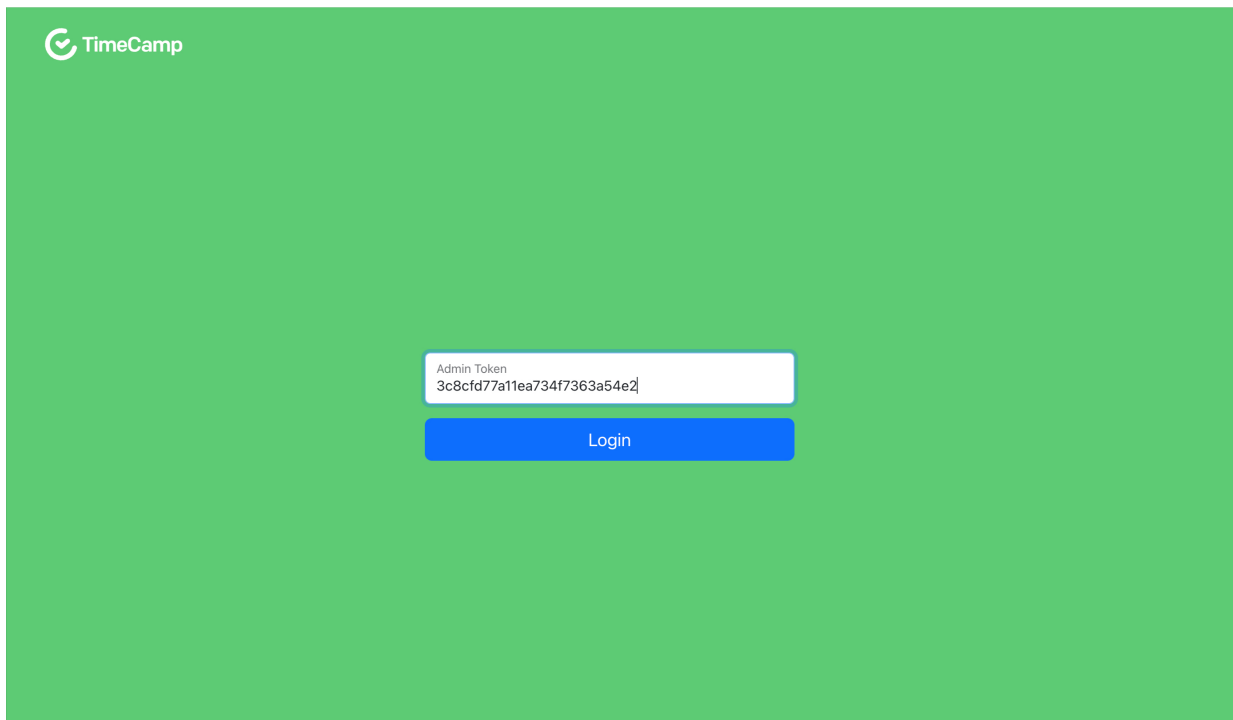
This screenshot is similar to the one above but highlights the copy icon next to the URL 'https://kiosk.timecamp.io/' with a red arrow. The table of users and their PINs is also visible in the background.

Prepare the device

After the Kiosk module is enabled the account Administrator has to prepare the device users will be using. It

can be only 1 or multiple devices, but all of them require the **Administrator's API token**.

The Kiosk link will redirect you to the logging platform where Administrator has to enter their token.



The entered **token will be valid for 30 days**. After it is expired, the account Administrator needs to input a token again.

When Administrator is logged in with a token users will be able to clock in and clock out one by one using their individual pins.

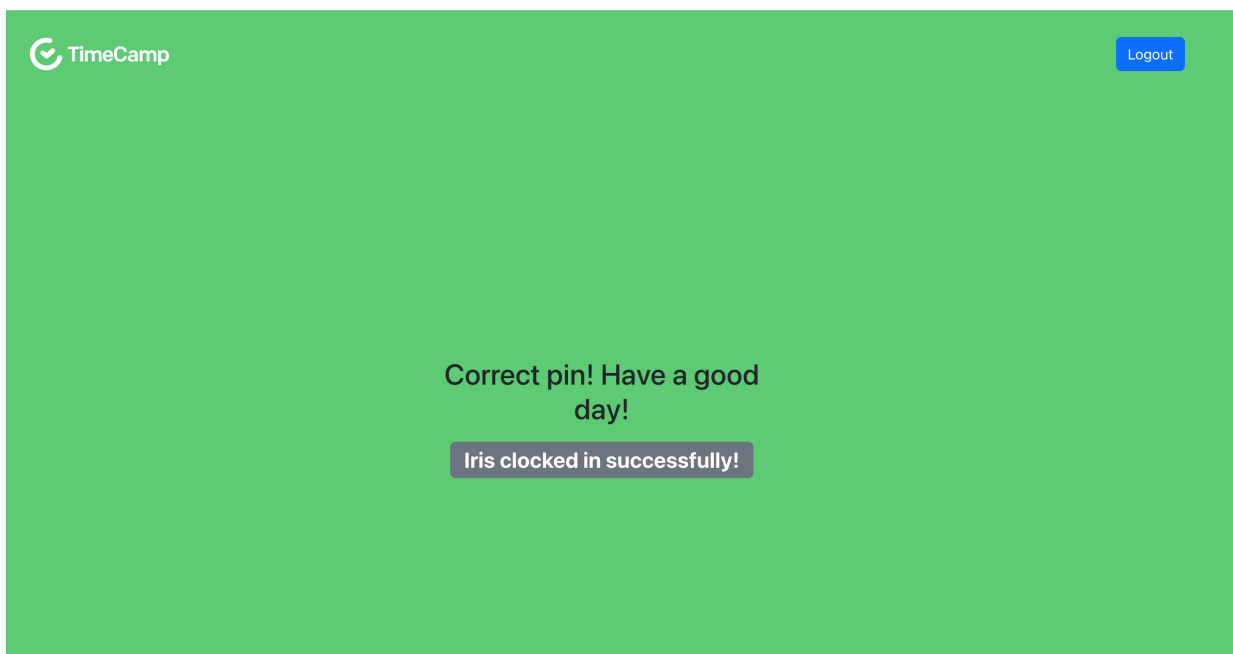
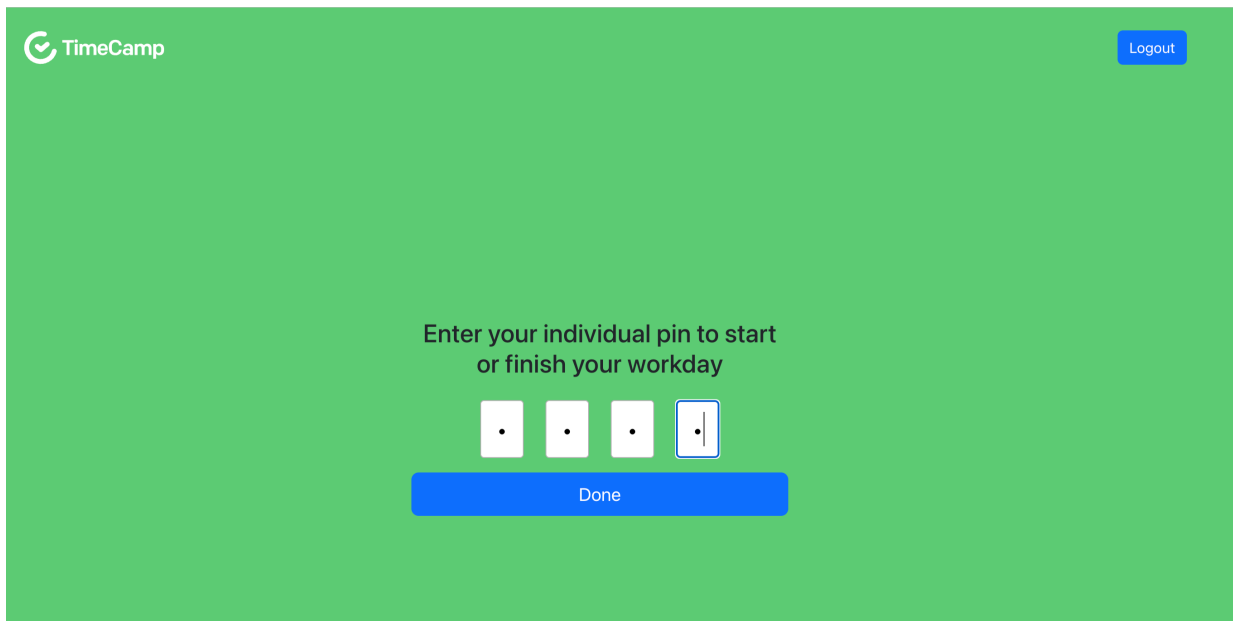
If you're using a tablet, we recommend pinning the Kiosk link to your home screen for quick access. Check the instructions on how to [Add a shortcut on iOS](#) and how to [Pin app on Android](#).

Clock in and out

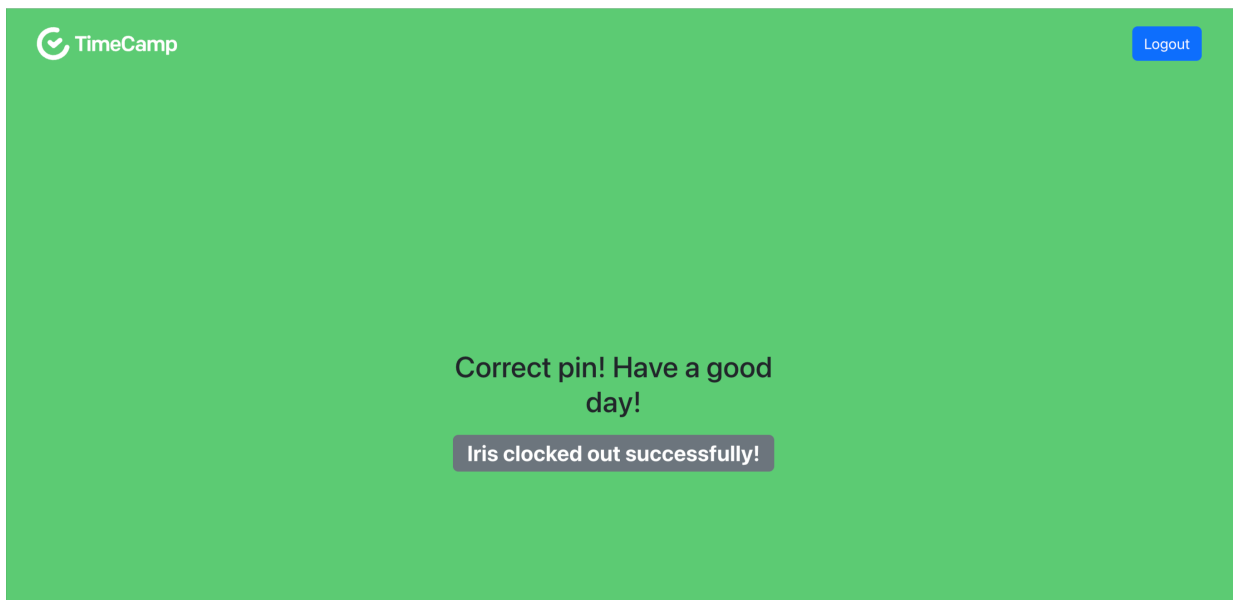
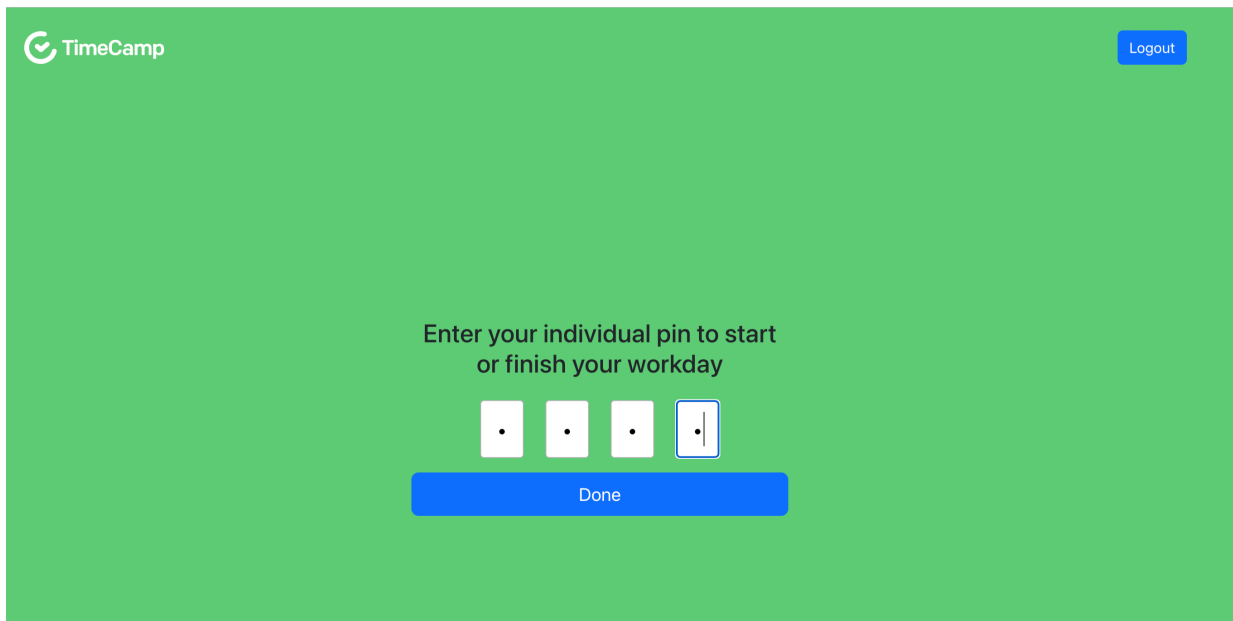
After the Admin's API Token is entered on each device you're going to use, users can type their individual pins to clock in and clock out.

The minimum time between clocking in and out must be **30 minutes**.

To clock in one by one they can enter their pin and click on the Done button. If a pin is correct a successful message will appear.



To clock out users should one by one enter their pin and click on the Done button. If a pin is correct a successful message will appear.

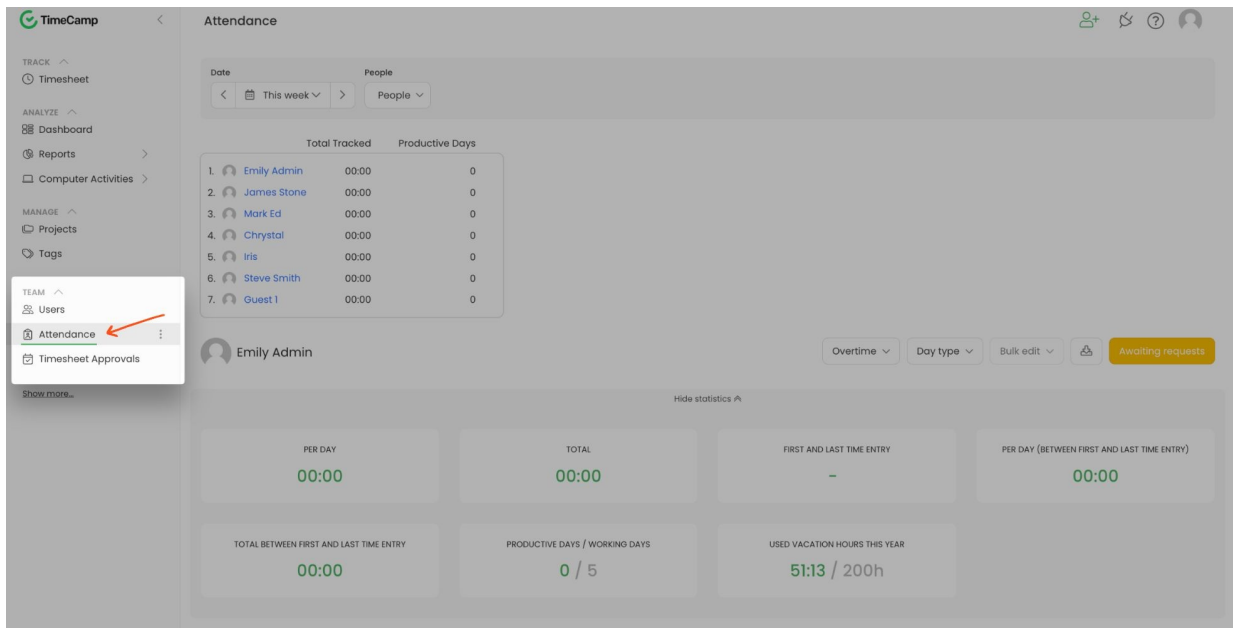


Here is a short record of how exactly the Kiosk feature works:

Your browser does not support HTML5 video.

Report

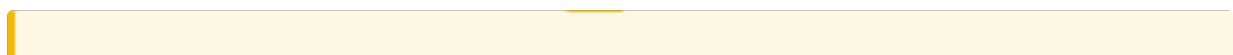
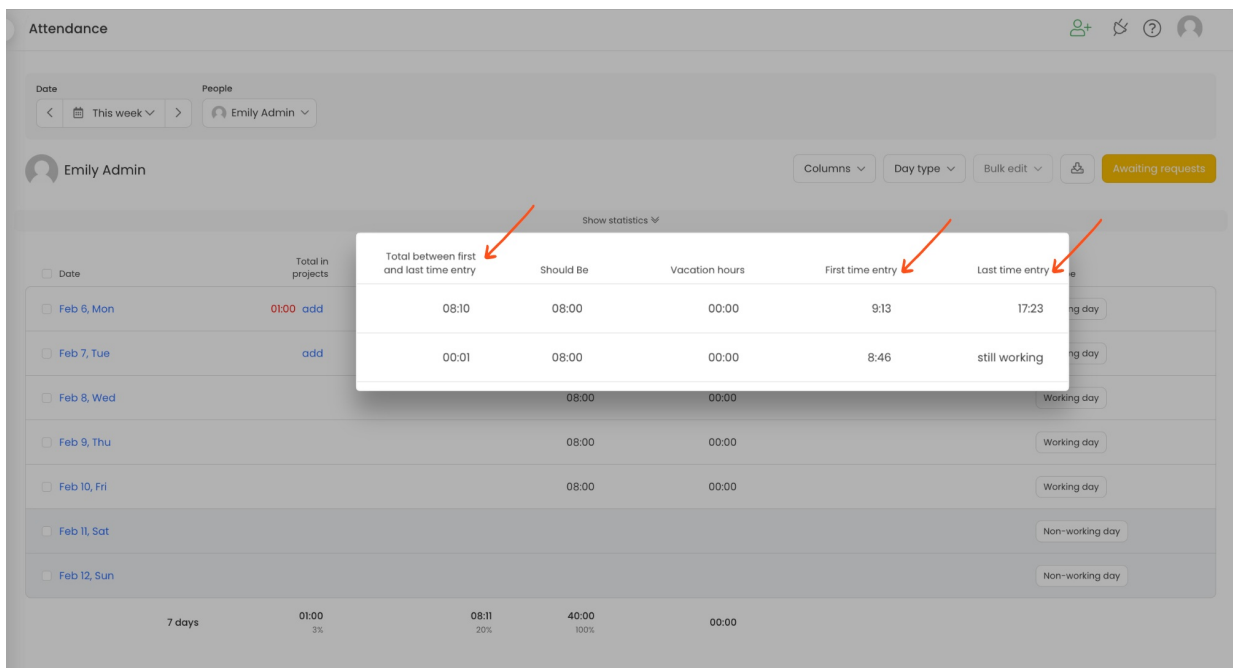
To check the reports please navigate to your TimeCamp web account and choose the [Attendance report](#) on the left side menu.



Administrators and Supervisors have access to all users' data from their team. Users can only check their own reports.

In the Attendance report you can check 3 columns that represent the time clocked by Kiosk:

- **First time entry** - time of clock in;
- **Last time entry** - time of clock out;
- **Total time between first and last time entry** - time between clocking in and out;



Please be noted that in the [Attendance settings](#), the option **Use data from** should be set to Timesheets.