Welcome to TimeCamp Help!

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Kiosk

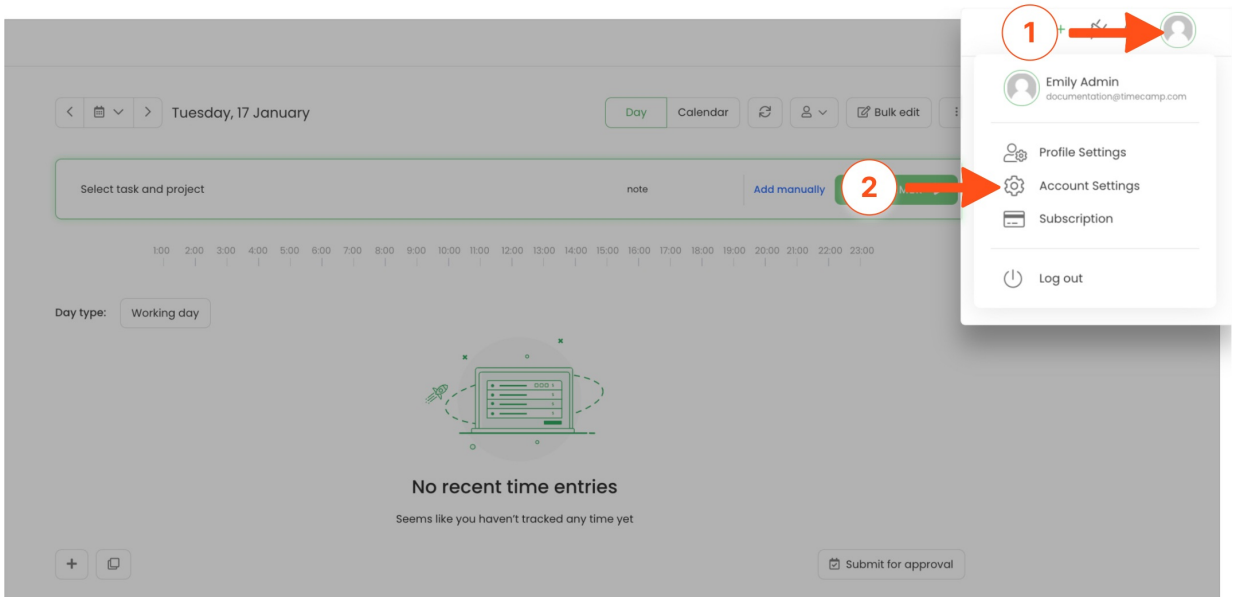
In this article:

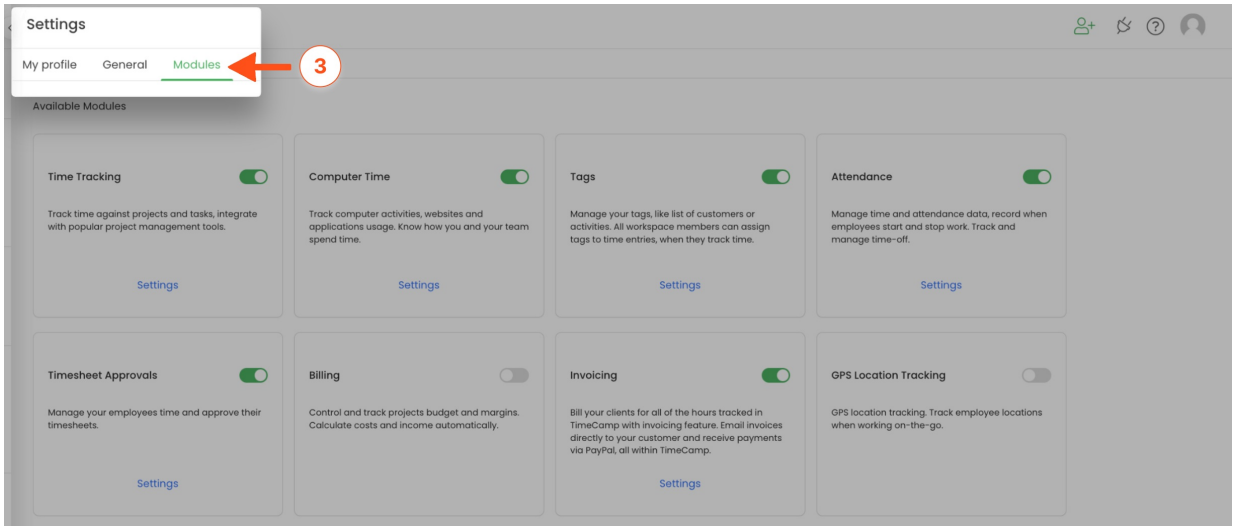
The Kiosk feature allows your coworkers to clock in and out of work with their individual pins without them having to turn on their computers. It's an ideal solution for those who don't need to track time on tasks or projects but still require to monitor the time of starting and finishing work.

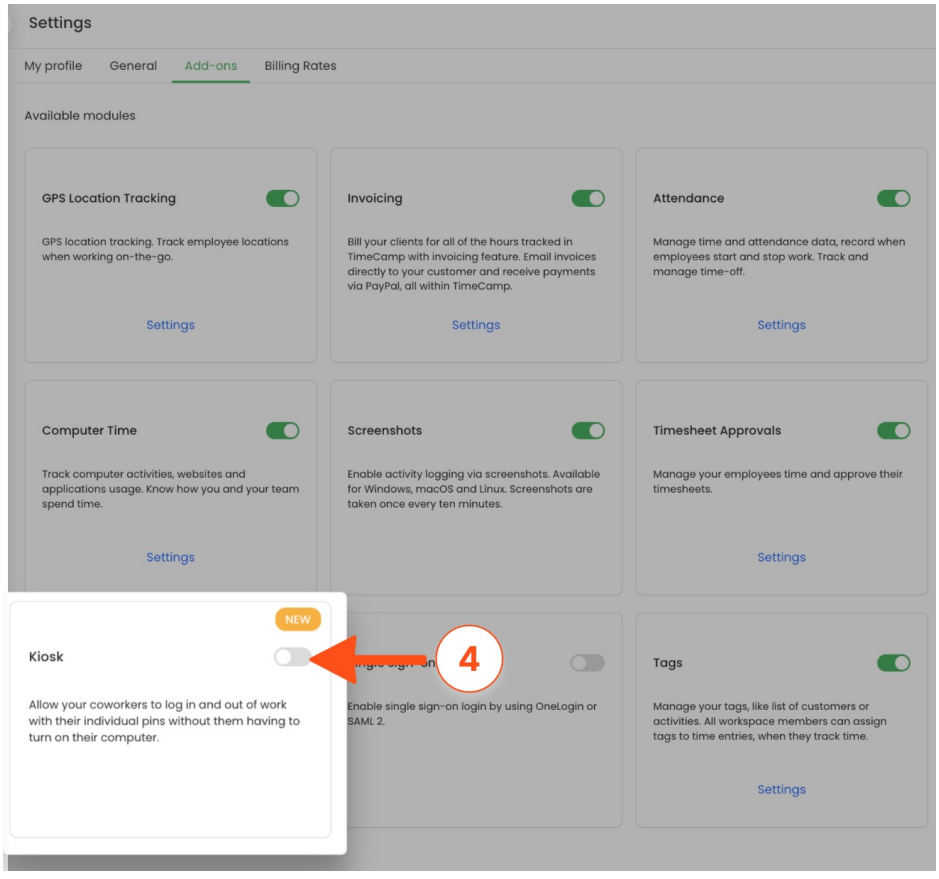
How to enable Kiosk?

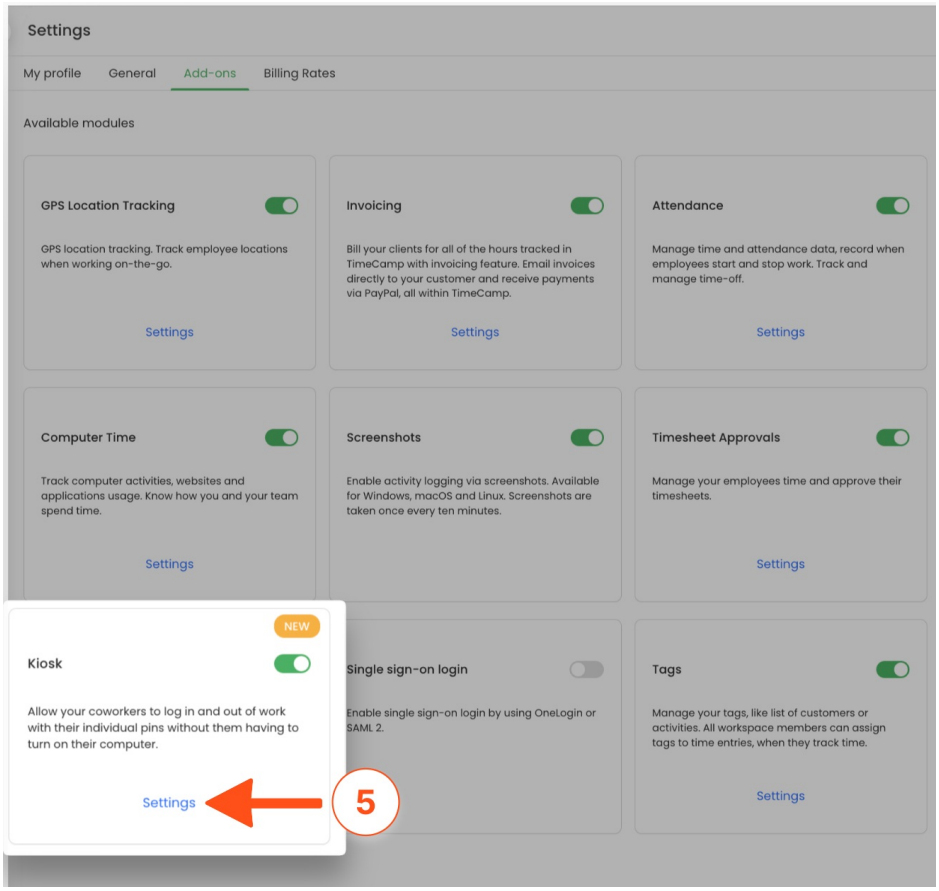
To enable the Kiosk feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Kiosk** module, and click on the **switch button** to enable Kiosk. After the module is enabled click on its **Settings**.

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

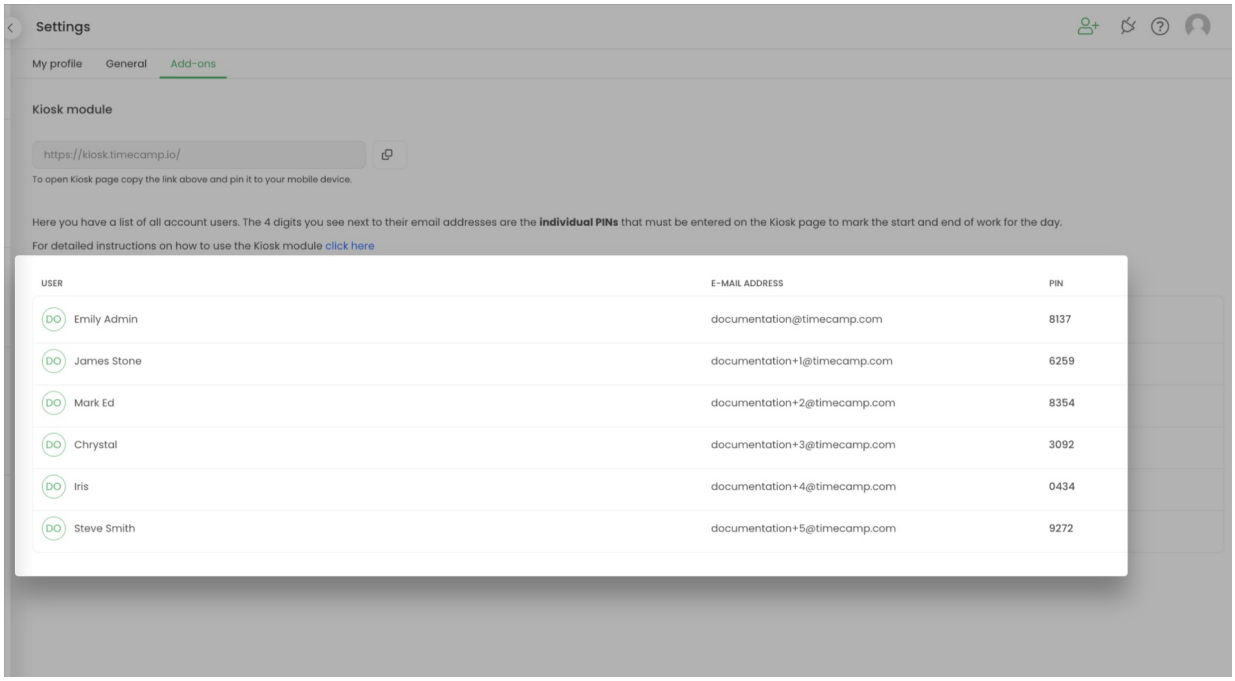



Settings
My profile
General
Modules
3
Available Modules
Time Tracking
Track time against projects and tasks, integrate with popular project management tools.
Settings
Computer Time
Track computer activities, websites and applications usage. Know how you and your team spend time.
Settings
Tags
Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.
Settings
Attendance
Manage time and attendance data, record when employees start and stop work. Track and manage time-off.
Settings
Timesheet Approvals
Manage your employees time and approve their timesheets.
Settings
Billing
Control and track projects budget and margins. Calculate costs and income automatically.
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
GPS Location Tracking
GPS location tracking. Track employee locations when working on-the-go.


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.
Timesheet Approvals
Manage your employees time and approve their timesheets.
Settings
NEW
Kiosk
Allow your coworkers to log in and out of work with their individual pins without them having to turn on their computer.
4
Enable single sign-on login by using OneLogin or SAML 2.
Tags
Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.
Settings

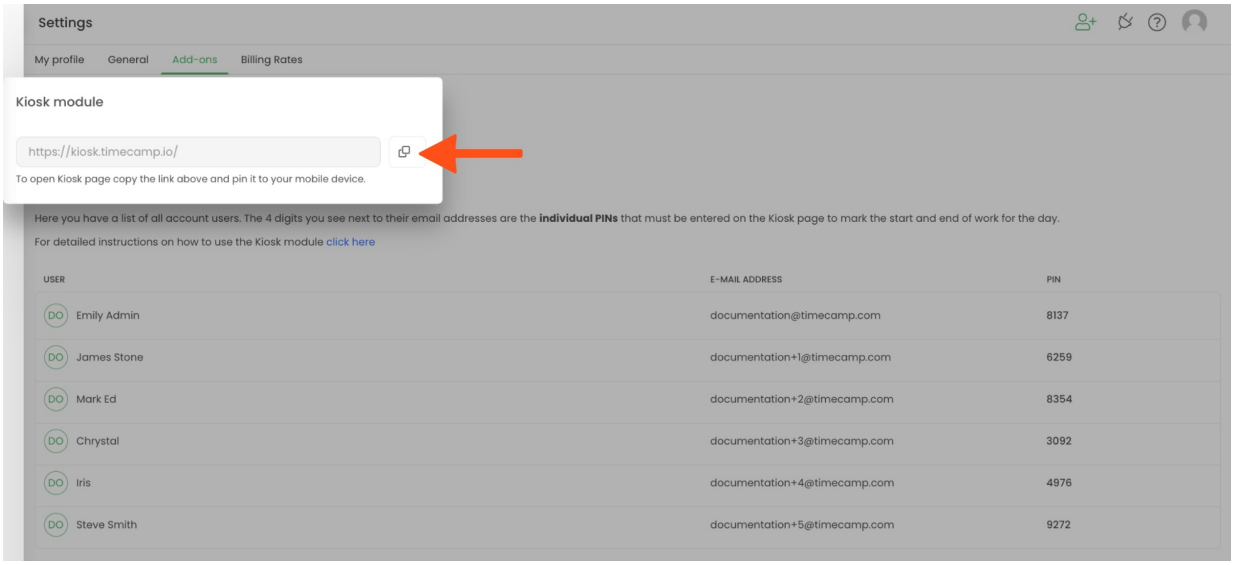


After enabling the module, **individual pins** will be assigned to users' accounts. Each pin is randomly generated and has 4 digits from 1 to 9.



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

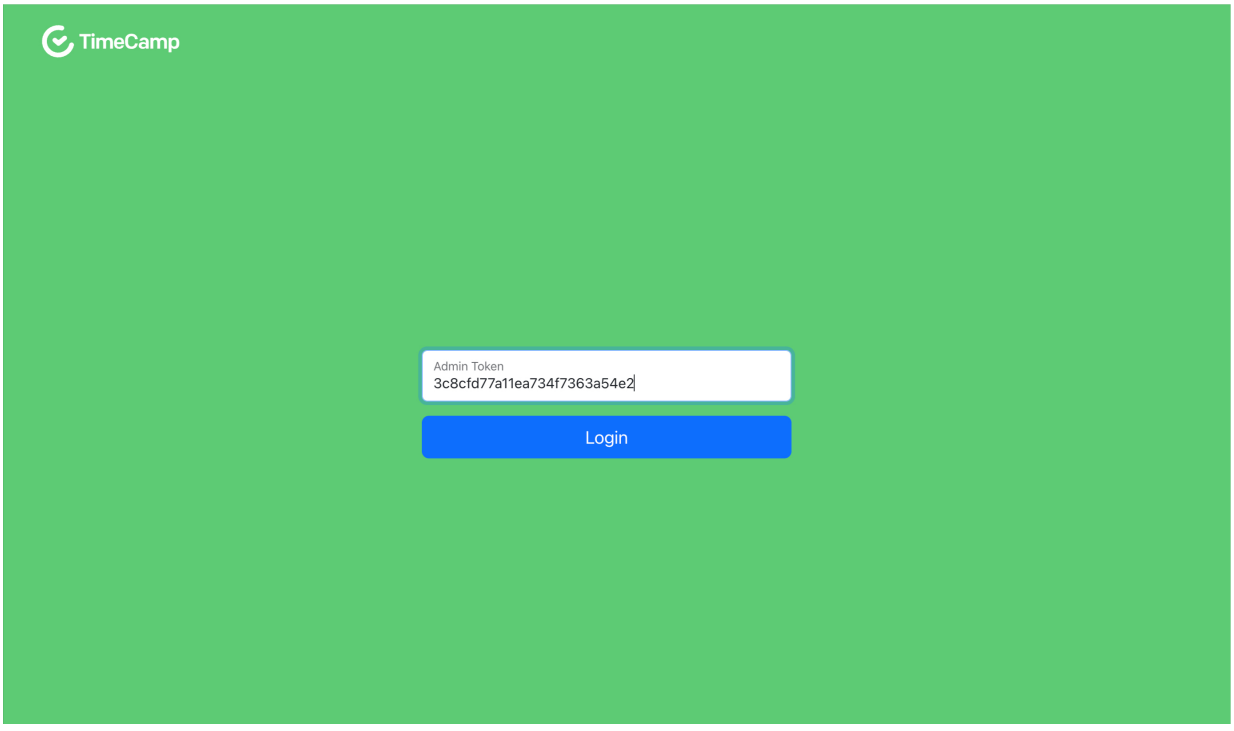
In module settings, you can find a link to Kiosk which you can copy and paste on any of your devices.



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.

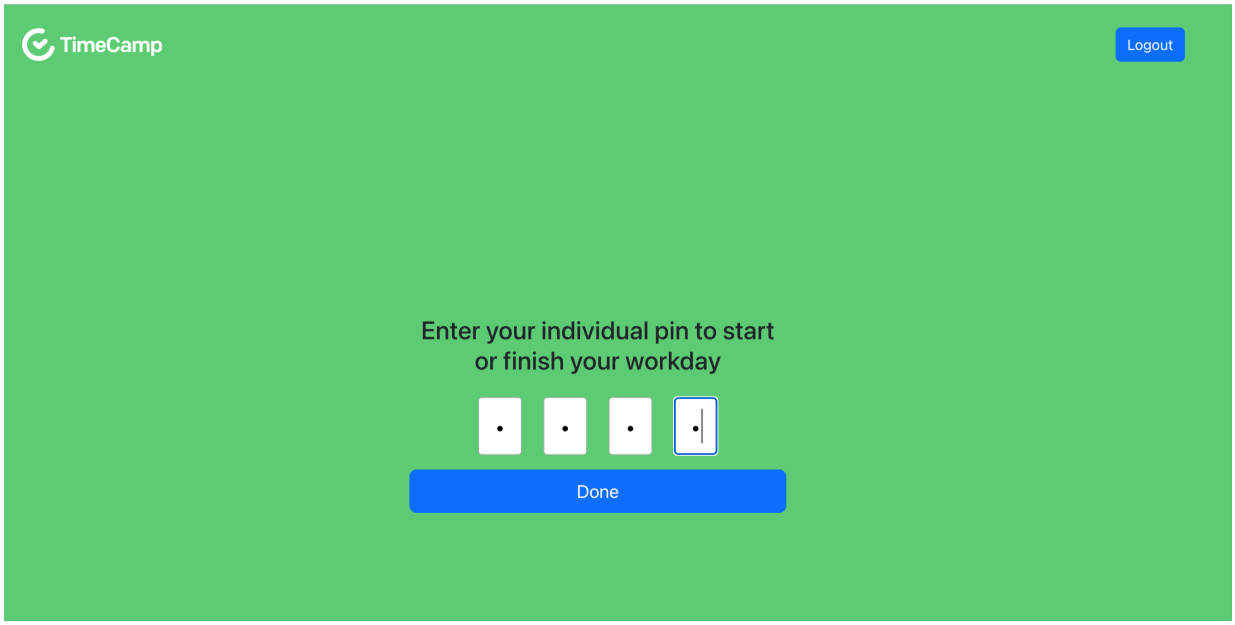
If you're using a tablet, we recommend pinning the Kiosk link to your home screen for quick access. Check the instructions on how to Add a shortcut on iOS and how to Pin app on Android.

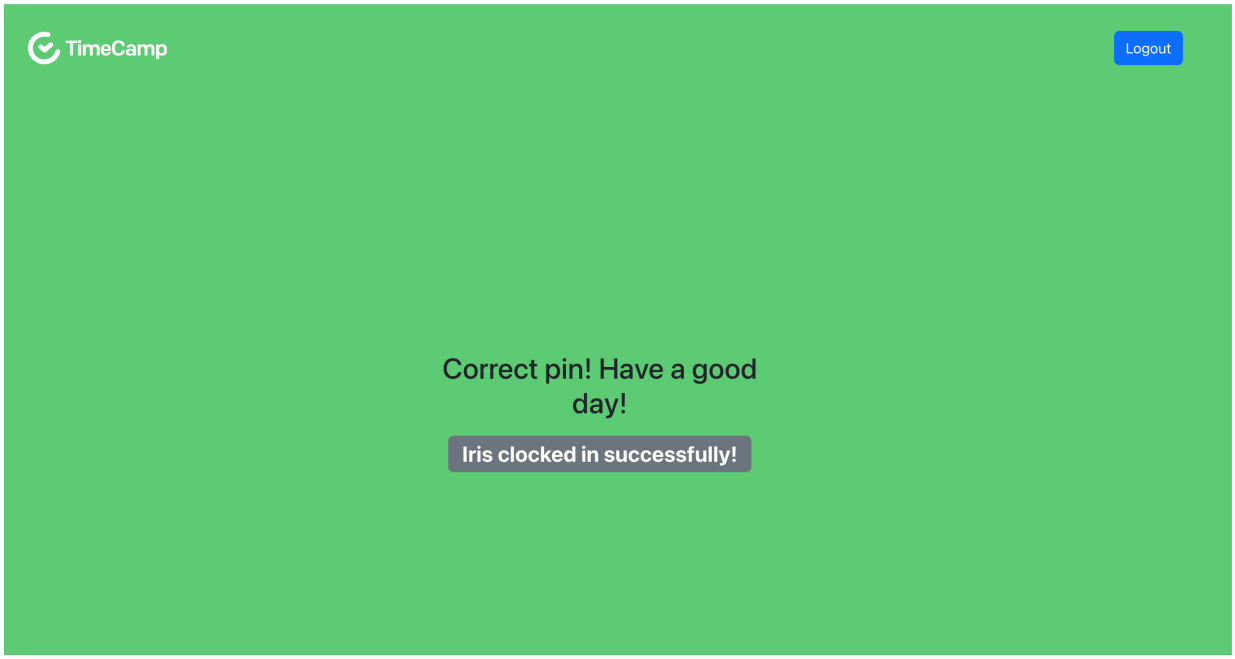
Clock in and out

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.

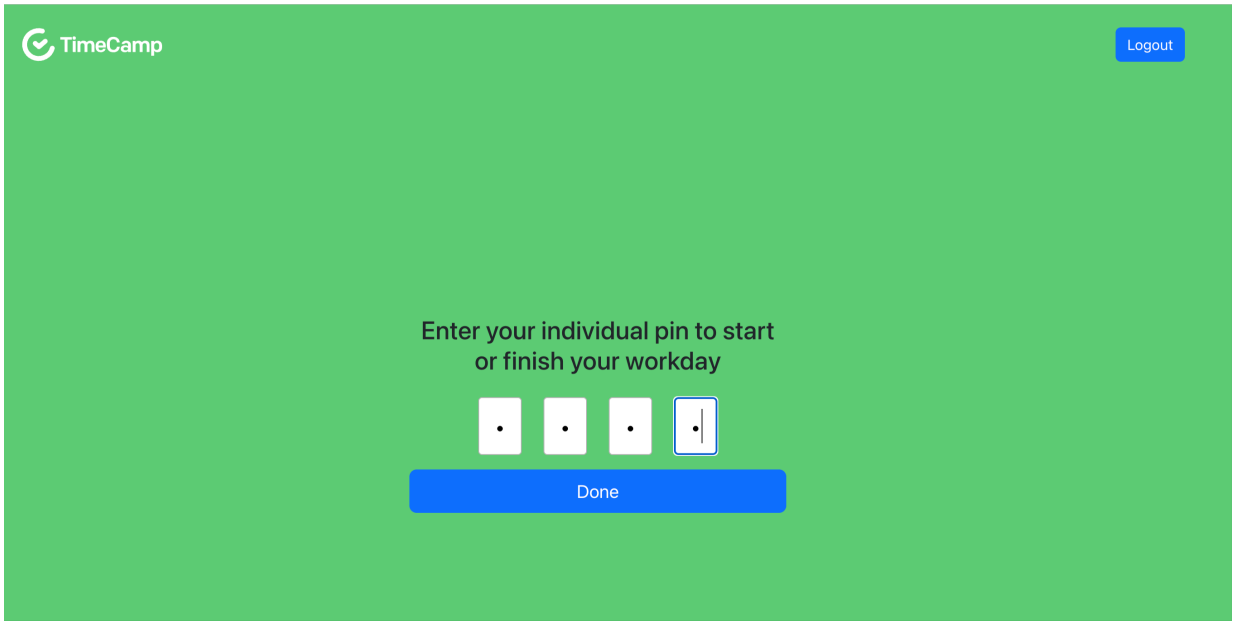
The minimum time between clocking in and out must be **30 minutes**.

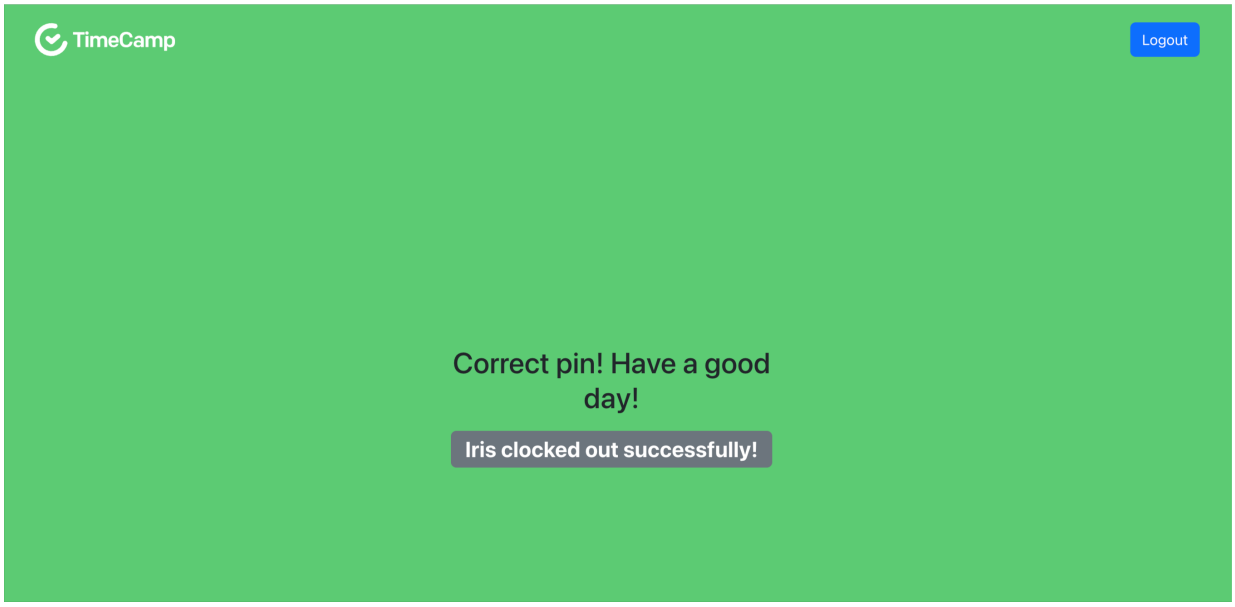
To clock in one by one they can **enter their pin** and click on the **Done** button. If a pin is correct a successful message will appear.





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.



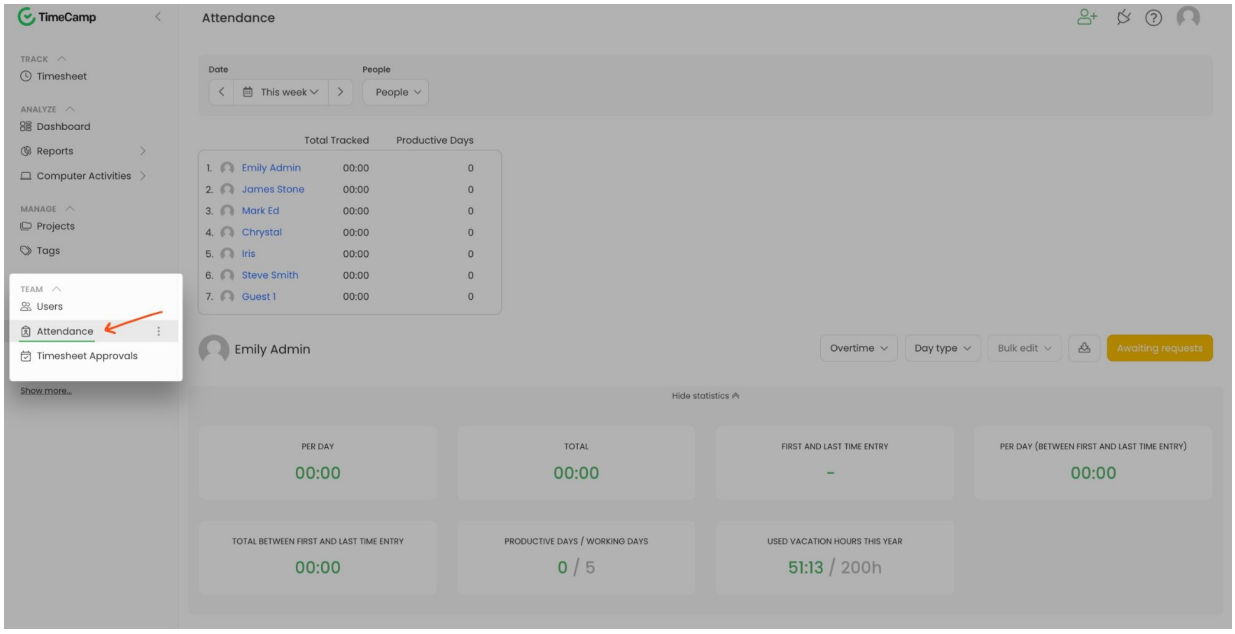


Here is a short record of how exactly the Kiosk feature works:

Your browser does not support HTML5 video.

Report

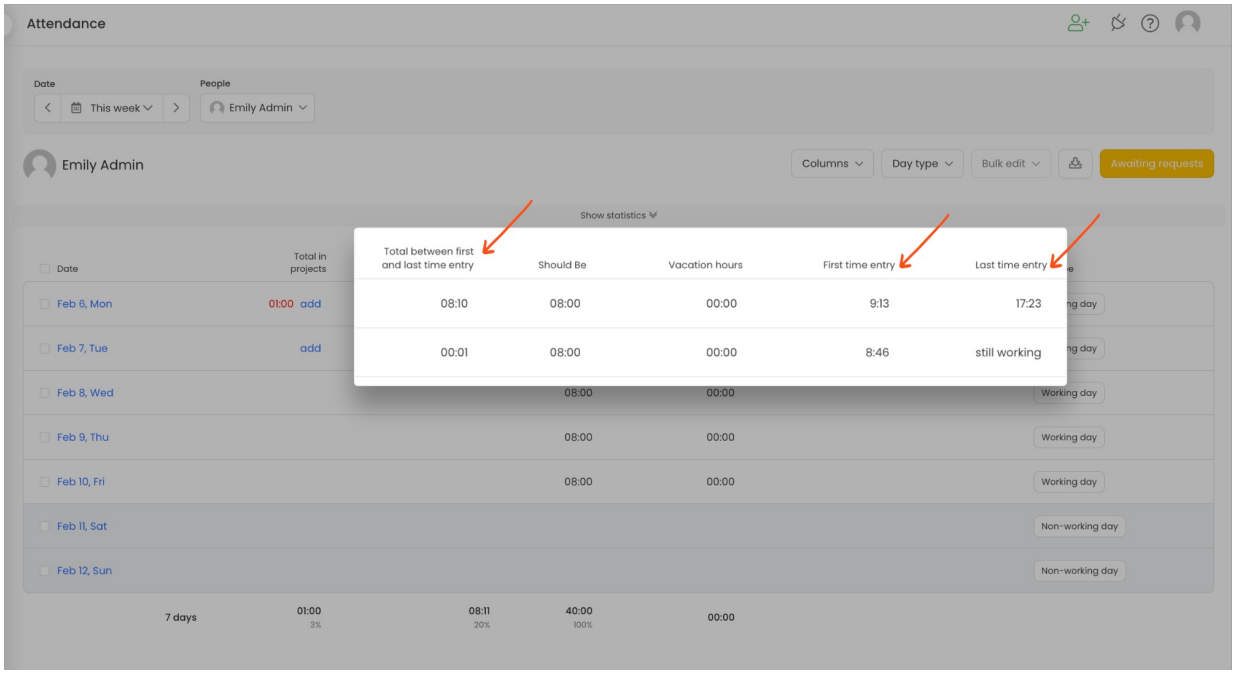
To check the reports please navigate to your TimeCamp web account and choose the Attendance report on the left side menu.



> 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.