

# How to setup Your Tablet Kiosk App

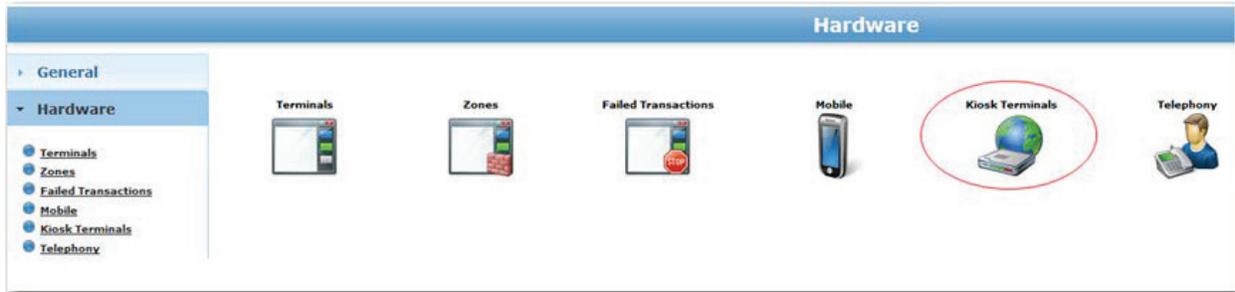
This document walks through the procedures for setting up your Tablet Kiosk App in the time system. This app is used to turn an Apple® iOS device (version 9 or higher) into a standalone kiosk. This app is only available on an Apple® iOS device and specifically designed to be used on an iPad. The app can be configured for either swipe-and-go or explicit punching. The app includes an option for image capture, a buddy-punching deterrent that captures a picture of the person punching, and offline punching, where the device is not connected to the Internet via Wi-Fi or cellular service, but will store employee punches and send them once the device reestablishes an Internet connection.

## Kiosk Terminal Setup

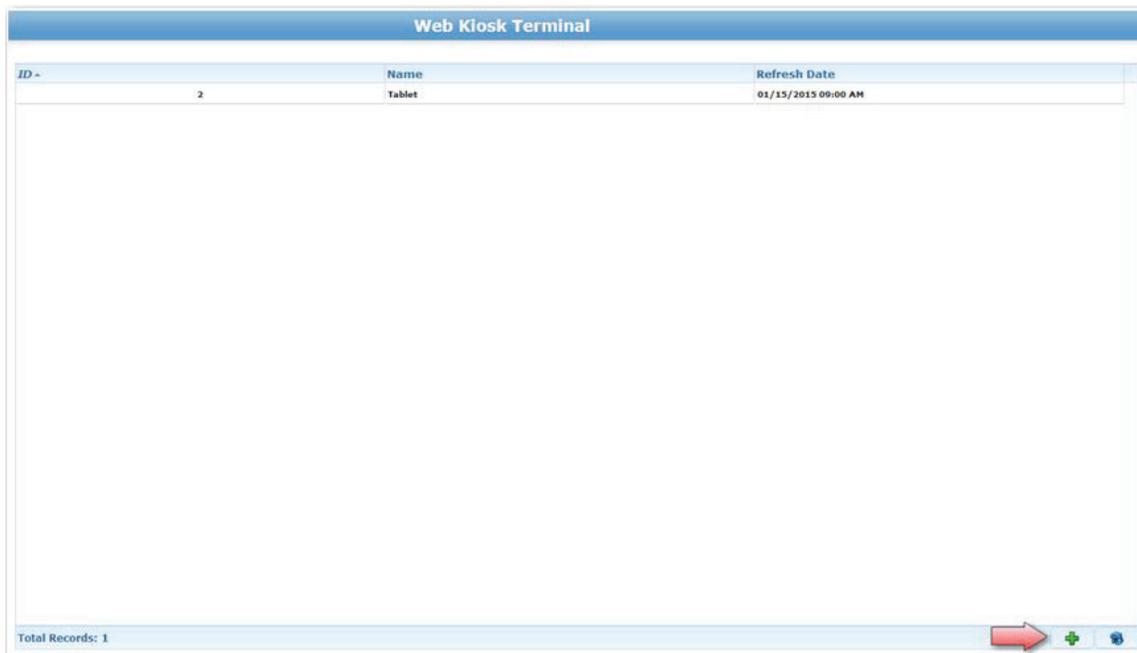
To set up a tablet Kiosk app, start by adding and configuring the terminal in the site:

**Note:** *The Web Kiosk feature must be added to the client's site before terminals may be set up.*

1. Navigate to **Configuration >> Hardware >> Kiosk Terminals**



2. Select the **green plus sign** to add and name the terminal.



3. Configure the settings for the kiosk app. The same settings that are used with the traditional Web Kiosk may be used, with some exceptions (see the Note below). For the Tablet Kiosk App the Mobile Kiosk option should be selected from the Kiosk Type menu.

The screenshot shows a 'General Settings' configuration window. It includes the following fields and options:

- Terminal Name:** Kiosk 1
- Kiosk Type:** A dropdown menu with 'Web Kiosk' selected and 'Mobile Kiosk' as an alternative option.
- Auto Refresh:** 07/24/2014 10:56 AM
- Verification:** Badge Number (dropdown)
- Time Zone:** (UTC-05:00) Eastern Time (US & Car) (dropdown)
- Punch Screen:** Explicit Punching (dropdown)
- Form TimeOut Seconds:** 45
- Employee password required for punching.

#### a. General Settings

- i. Auto Refresh – when the terminal will update next
- ii. Verification – how employees will authenticate themselves at the kiosk
- iii. Time Zone – should be set to the time zone that the device will be located in
- iv. Punch Screen – Explicit Punching or Swipe-and-Go
- v. Form Timeout Seconds – number of seconds before the user is logged out due to inactivity
- vi. Employee Password Required for Punching – Yes or No

#### b. More Options

- i. Select whether employees should be able to add pay adjustments, request time off, or view their schedule at the kiosk

#### c. Keypad Options

- i. Select which explicit punch types the client will use

### 4. Click Save

**Note:** the time system will automatically generate a terminal ID once the terminal is created.

5. Now that the terminal is created, navigate to Configuration >> General >> General Configuration

6. Under Global System Settings, enter in the Kiosk PIN field

The screenshot shows the 'Global System Settings' configuration page with two PIN fields:

- Clock PIN:** 1234567. Description: The Clock PIN is the password used when registering a hardware terminal (clock) through web services.
- Web Kiosk PIN:** 1234. Description: The web kiosk PIN is the password used when registering a web kiosk.

### 7. Click Save

**Note:** The following features are not available at this time, but may become available in a future version of the app:

### Default Labor Level:

Default LaborLevel

Division: <Use Home Labor Level> ▼

Branch: <Use Home Labor Level> ▼

Department: <Use Home Labor Level> ▼

Job/Project: <Use Home Labor Level> ▼

Task: <Use Home Labor Level> ▼

Labor Assignment: <Use Home Labor Level> ▼

Display message above approve all on the time card:

Display Message above Approve All check box

Date Range Option (the app will always display current week when date range is shown):

Date Range:

Current Week  Current Pay Period  Previous Week  Previous Pay Period

Expand Time Cards by default

Pay Adjustments currently cannot be limited based on the Employee Entry setting, therefore all employees will be able to view all pay adjustments set up in the system.

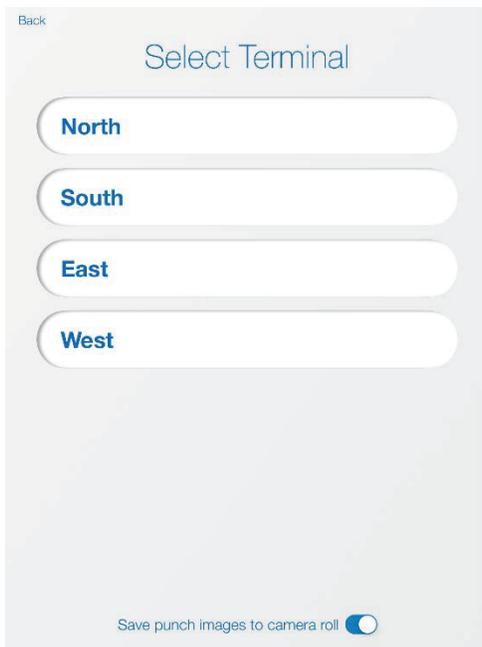
## Registering the Device

Now that the terminal is set up, the client will need to register the device that will serve as the kiosk. To register the device:

1. From the device to be registered, download the Kiosk App from the Apple® App Store.

Open the app and enter the Client ID and Kiosk PIN. Once registered the app will prompt to select which terminal will be associated with the device.

**Note:** Only one device per terminal is allowed.



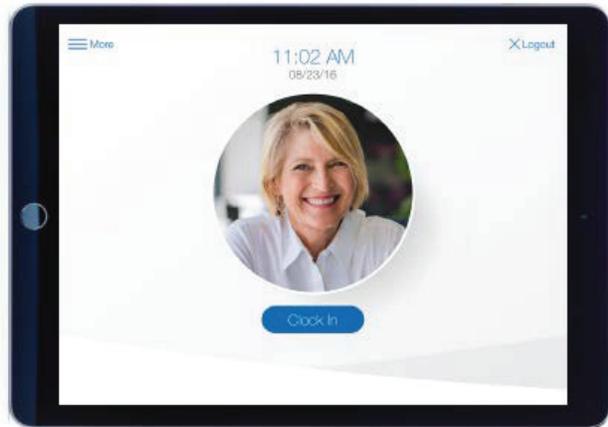
**Note:** This is where the client can select if they want to store captured images on the device's camera roll. They would make sure 'Save punch images to camera roll' was turned on. If they decide later on they want to change this setting, the client will have to select Admin in the bottom left hand corner to reset/re-register the kiosk. If this setting is enabled, the admin may need to periodically go into the camera roll and delete old images in order to free up space on the device.

## Using the Kiosk

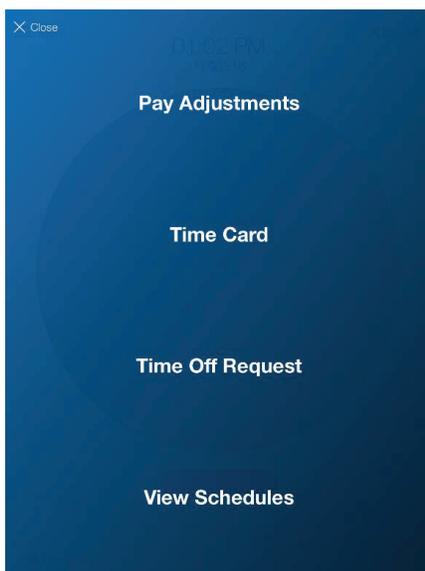
1. Logging into the app is similar to logging into the web kiosk, however instead of going to the website, the user would launch the app.

Once the employee is logged in, the next logical action displays as the large button, with the additional available actions displayed below that. If the Image Capture feature is enabled, the device's front-facing camera will capture a picture of the employee as they record their punch action.

**Note:** The admin would go into the app settings on the device to enable/disable the Image Capture feature.



2. The employee can access additional options, including the ability to view and approve Time Cards, submit Pay Adjustments, view Schedules, and submit Time Off Requests, by choosing the More menu.



## Offline Punching

A key difference with the app as compared to the web kiosk is that it will allow for offline punching. The punches will be stored on the device, and once the Internet connection has been restored, the punches will appear in the the time system site, similar to a hardware clock. An indicator will appear on the app login screen when the device is in Offline Mode, and all punch actions will be available to select from since the app cannot identify next logical action when offline.

**Note:** *In order for employees to be able to punch when the device is in an offline state, they must log into the app at least one time when the device is in an online state in order for the device to be able to recognize them when it goes into Offline Mode.*

