

Use the Kiosk App

Summary

This tutorial guides you through using the BuilderPal Kiosk App, a Pro feature, to clock in and out, select projects and cost codes, and manage your security pin. It ensures accurate time tracking for teams on the jobsite, streamlining payroll and preventing errors. A BuilderPal Pro subscription is required to access this feature.

Prerequisites

- Have a BuilderPal account with a team member profile set up under a Pro subscription.
- Know your 4-digit security pin (set via your team member profile in the app).
- Access to a device with the Kiosk App enabled for your team.

Steps

1. **Open the Kiosk App and select your profile.** Launch the BuilderPal Kiosk App on your device and choose your profile from the list to begin.



2. **Enter your security pin to log in.** Input your 4-digit security pin, configured in your team member profile, to access the app.



3. **Clock in and select details.** Click **Clock In**, then select the project, cost code, and optionally an action to start tracking your time.



4. **Clock out to end your shift.** Log back in with your pin and click **Clock Out** to stop the timer and record your hours.



5. **Change your security pin if needed.** Select **Change Pin**, then enter a new 4-digit pin to secure your profile.



Confirmation

After clocking out, your time entry will appear in the time report under the selected project and cost code, confirming successful tracking.

FAQ

Q: What if my team doesn't have a Pro subscription?

A: The Kiosk App is exclusive to BuilderPal Pro. Upgrade at <https://www.builderpal.com/pro>.

Q: What if I forget my security pin?

A: Contact your team admin to reset it via your team member profile in BuilderPal.

Q: Can I clock in without selecting a project?

A: No, the Kiosk App requires a project selection for accurate time tracking.

Q: Does the Kiosk App work offline?

A: Yes, it records time locally and syncs when online, as per Pro time tracking features.

Q: Why don't I see the Clock In button?

A: Verify your pin and ensure your team's Pro subscription is active with Kiosk access enabled.

Related Articles

- [Clock In/Out](#)
- [Use Supervisor Approval](#)
- [Filter & Review Time Entries](#)
- [Time-tracking & Kiosk App Control Center](#)
- [Generate Time Report](#)

Upgrade to BuilderPal Pro for this feature → <https://www.builderpal.com/pro>

Revision #1

Created 16 November 2025 17:36:20 by Gabe

Updated 16 November 2025 17:36:28 by Gabe