

Timesheet Settings

- [Setup Kiosk App](#)
- [Setup Overtime](#)
- [Pro User Permissions](#)
- [Set Time Lock](#)

Setup Kiosk App

Summary

This tutorial covers how to set up the BuilderPal Kiosk App, enabling your crew to clock in and out from a shared device on the jobsite. It simplifies time tracking for teams, reducing the need for individual logins and ensuring accurate payroll data.

Prerequisites

- Admin access to the Team Office.
- A shared device (such as a tablet) for the kiosk station.
- The BuilderPal Kiosk app downloaded from the App Store or Google Play.
- BuilderPal Pro subscription.

Steps

1. **Navigate to Timesheet Settings** — Go to your **Team Office** and select the **Timesheet Settings** page.



2. **Enable the Kiosk App** — Click **Enable Kiosk App** and ensure the BuilderPal Kiosk app is downloaded from the App Store or Google Play.



3. **Manage Kiosk Admins** — Click **Manage** next to **Manage Kiosk Admins** to add admins that can be linked to projects for crew clock-ins via the kiosk.



4. **Create a Kiosk Admin** — Click the + button in the top right, enter a name and password for the admin, then click **Save**.



5. **Assign Kiosk Admin to Project** — Add the Kiosk Admin to the project where the kiosk clock-in station will be set up.



6. **Sign In on Shared Device** — Sign in to the Kiosk Admin account on the shared device your crew will use for clocking in.



7. **Set Up Team Member Pins** — Navigate to the **Team Members** page in **Team Office** and set 4-digit login pins in each team member's profile.



8. **Log In with Pin** — Once pins are set, team members can log in to their clock-in page from the Kiosk Admin account.



Confirmation

You'll know it's set up successfully when team members can enter their 4-digit pins on the shared device to access their clock-in page from the Kiosk Admin account.

FAQ

Q: Can I use the Kiosk App on multiple projects?

A: Yes, assign the same Kiosk Admin to multiple projects in the Manage Kiosk Admins section.

Q: What if a team member forgets their pin?

A: Reset the 4-digit pin in their profile on the Team Members page in Team Office.

Q: Does the Kiosk App require internet access?

A: Yes, it needs a connection to sync clock-ins, but setup is done via the web interface.

Q: Can I have multiple Kiosk Admins?

A: Yes, create additional ones by clicking the + button in Manage Kiosk Admins and assign them to projects as needed.

Related Articles

- Use the Kiosk App

- Clock In/Out
- Filter & Review Time Entries
- Use Supervisor Approval
- Time Report

Setup Overtime

Pro User Permissions

Set Time Lock