

Setup the Kiosk App

Summary

This tutorial guides you through enabling and setting up the BuilderPal Kiosk App for shared device clock-ins at project sites. It streamlines timesheet tracking, ensures accurate hour logging for your crew, and boosts operational efficiency for admins and project managers.

How-To Video

https://www.youtube.com/embed/Fj-E_eexD_0?si=Bj58mOWyF3rSV6_X

Prerequisites

- Access to the Team Office in the main BuilderPal app.
- A shared device (tablet or phone) for the kiosk setup.
- Download the BuilderPal Kiosk app from the App Store (iOS) or Google Play (Android).
- BuilderPal Pro.

Steps

1. **Navigate to Timesheet Settings.** On the main BuilderPal app, go to the **Timesheet Settings** page inside your **Team Office**.



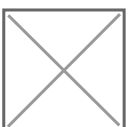
2. **Enable the Kiosk App.** Click **Enable Kiosk App** and download the BuilderPal Kiosk app from the App Store or Google Play.



3. **Manage Kiosk Admins.** Click **Manage** beside **Manage Kiosk Admins** to add admins that link to projects for crew clock-ins via the kiosk.



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



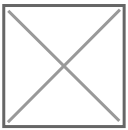
5. **Assign Kiosk Admin to Project.** Add the Kiosk Admin to the project where the kiosk clock-in station will be set up.



6. **Set Up Login PINs.** Navigate to the **Team Members** page in the main BuilderPal app inside **Team Office**, and set 4-digit login PINs in the team member profiles for kiosk access.



7. **Sign In to Kiosk Admin Account.** Switch to the BuilderPal Kiosk App and sign in to the Kiosk Admin account on the shared device for crew clock-ins.



Confirmation

The kiosk admin account should be signed in on the shared device, ready for crew members to clock in using their 4-digit PINs.

FAQ

What devices are compatible with the Kiosk App?

The app supports iOS devices via the App Store and Android devices via Google Play, ideal for shared tablets or phones at project sites.

Can one Kiosk Admin be assigned to multiple projects?

Yes, you can link the same Kiosk Admin to several projects for flexible clock-in setups across sites.

How do I change a Kiosk Admin's password?

Go back to the **Manage Kiosk Admins** section, select the admin, edit the password, and click **Save**.

Is a password required when creating a Kiosk Admin?

Yes, both a name and password are mandatory for secure access to the admin account.

What if a team member forgets their PIN?

Admins can reset the 4-digit PIN in the team member's profile on the **Team Members** page in **Team Office**.

Related Articles

- Managing Timesheets
- Adding Team Members to Projects
- Setting Up Team Office
- Clocking In with the Kiosk App
- Upgrading to BuilderPal Pro

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

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