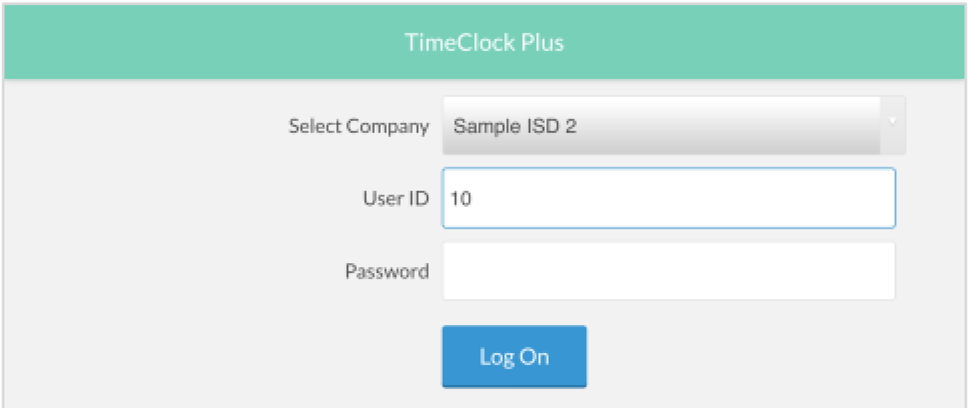
MobileClock Kiosk Mode



Kiosk Mode is a separate function of **MobileClock**, in that it allows multiple employees to use a single instance of the app. In this way, it is not unlike an RDTg Clock Device, and is even managed via Clock Status.

Compatibility

- Android version 4.4 ("KitKat") or higher.
- iOS version 8 or higher for iPhone® and iPad®.

Enabling Kiosk Mode

1. Open the app on your device. If this is your first time configuring the app, you should be presented with an introduction screen. Press **Next**.
2. Enter correct information on each subsequent screen. This will consist of:
   - **Scheme**: If TimeClock Plus is using a security certificate, you will choose HTTPS. If not, then you will choose HTTP.
   - **Host and Port**: This is the location of your server, or the top-level URL used to access TimeClock Plus. If TimeClock Manager was installed on a port other than the default, you can fill in the **Port** here.
   - **Namespace**: If you are using TimeClock Plus OnDemand, or if your installation uses more than one namespace for multiple company setups, then that information will be completed here. This field is not required if you do not use namespaces.
   - **Select Company**: You will choose your company from the list of available companies.
   - **Device mode**: For Kiosk Mode, select **Kiosk**.
3. Log in as a user, and choose the blue **Log On** button to register the kiosk with the company.

4. You will be prompted to create a name and offline password for the device.
   - The **Name** will be used to identify the device in Clock Status.
   - The **Password** will be used to log into the device's configuration in the event that it is unable to connect to the database.
5. To make sure that the kiosk is properly registered with the company, log into **Clock Status** and locate the kiosk in the **Clocks** list. If you select the kiosk in the list, its **Model** type should show up as **Mobile Kiosk**.

NOTE: If multiple companies will be using this kiosk, then each one will need to be registered separately.

User Menu Options

To access the user menu for kiosk mode, tap **Configure** at the bottom of the kiosk's employee login screen, then log in as a user.

- **Server**: This will allow you to point the kiosk to a different server if need be.
- **Kiosk**: This allows you to change the kiosk name and offline password.
- **Download Offline Data**: This will manually sync the kiosk's offline data with up-to-date data from the server.
- **Logs**: This will display technical logs for the kiosk that can be copied or cleared.
- **Reset**: This will allow you to reset the app's settings. This includes:
  - **Reset All Settings**: This fully resets the app's settings.
  - **Uninstall Compatible Package**: This will remove the compatible package data that the app uses.
  - **Clear Offline Data**: This will erase all offline data, such as punches, from the app.
  - **Unregister Notification**: This will remove notification registration.

Using Kiosk Mode

Functionally, Kiosk Mode behaves just like WebClock or an RDTg Clock Device, in that many of the same operations are available in the same layout.

Clocking In

1. Select **Clock In**.
2. Confirm your information is correct and select **Continue**.
3. If enabled, you will be prompted to select a job code and select **Continue**.
4. If enabled, you may also need to enter in a tracked amount before continuing.

Clocking Out

1. Select **Clock Out**.
2. You will be prompted to confirm your information is correct. Select **Continue**.
3. If enabled, you may also need to enter in a tracked amount or answer a question before continuing.

Clocking Out for Break (if enabled)

1. Select **Start Break**.
2. Confirm your information is correct and select **Continue**.

Clocking In from Break (if enabled)

1. Select **End Break** or **Clock In**.
2. Confirm your information is correct and select **Continue**.

Changing Job Codes (if enabled)

1. Select **Change Job Code**.
2. Confirm your information is correct and select **Continue**.
3. Choose the new job code and select **Continue**.

Viewing Hours and Shift Notes (if enabled)

1. Select **View Hours**.
2. Each shift and absent segment will be listed on separate lines, and any relevant totals will be noted beneath. Use the **Prev** and **Next** buttons to browse from week to week.
3. If enabled, employees can approve each shift by pressing the check mark on the left side of the segment.

4. To view shift notes, expand a segment in the list, then press the **Note** button to access the **View Notes** screen. To add a new note, select the green **Add** button at the top of this screen, type a note, and press **Save**.
5. If punch rounding is being used, employees can tap each segment to view the actual punch times in addition to the rounded times.

Viewing Schedules (if enabled)

1. Select **View Schedules**.
2. Each scheduled shift will be listed on separate lines. Use the **Prev** and **Next** buttons to browse from week to week.

Viewing Last Punch (if enabled)

1. Select **View Last Punch**.
2. The **Last Punch** screen will show you the last clock operation, including the date, time, job code, and what kind of operation it was.

Viewing Accruals (if enabled)

1. Select **View Accruals**.
2. Each accrual bank will be listed within its own table. Here you can view the amounts accrued, the amounts used, and the forecast usage.
3. If you need to see a different accrual forecast, use the **Select forecast date** dropdown at the top of the window to choose a new date.

Viewing Messages (if enabled)

1. Select **View Messages**.
2. Each message will be listed on a separate line. In addition to the message's contents, each message will display the date the message was sent, as well as the ID of the user who sent the message.

If enabled, employees can mark a message as **Read** by using the check mark on the left side of the message. Once all messages are marked, confirm by pressing the **Submit** button at the bottom of the **View Messages** window.