Fube

GUIDE

How to set up a clock-in kiosk on a shared tablet



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> In a warehouse, a workshop or a shop, not everyone has a computer in front of them, and you don't always want each person to clock in with their personal mobile. The **clock-in kiosk** turns a tablet into the workplace's clock-in point: each employee finds themselves in the list, enters their PIN and clocks in, starts a break, ends a break or clocks out. They are the same clock-ins as those in the **My time** panel, with the same rules, issues and hours calculation, and in the history they are recorded with the source **Kiosk**.

Getting it up and running takes three steps and five minutes. This guide walks you through them, explains what the person clocking in sees and what to do if the tablet stops working.

Before you start

- **Time tracking enabled on your account.** It is included in the Business and Elite plans; you can find it on the pricing page.
- **A tablet that stays at the workplace.** Any device with a browser will do. Use a normal window: in a private window the browser won't let the kiosk be saved, and Fube won't let you activate it.
- **An account that manages time tracking**: the owner's or that of someone with the **HR Manager** role.

Step 1 — Set a PIN for each person who will clock in at the kiosk

In **Team > Employees > Employees**, open the person's menu and choose **Set kiosk PIN**; it is also available when editing them. PINs are 4 to 8 digits long, neither repeated (*1111*) nor sequential (*1234*). Fube stores it encrypted and never shows it again: tell the person when you set it, and if they forget it, set a new one from the same menu, which will then say **Change kiosk PIN**.

Anyone without a PIN does not appear on any kiosk. You can do this step from your computer: you don't need the tablet.

Step 2 — Activate the tablet

From the tablet itself, log in to Fube and go to **Team > Employees > Clock-in kiosks**. Tap **Activate this device** and fill in:

- **Name**: the one you will see in the list of kiosks, for example *Warehouse entrance*.
- **Work centre**, if you wish. With a work centre, the kiosk shows the employees of that work centre and those who have it among their **Other centres where they clock in**, and the clock-in is recorded against that work centre. Without a work centre, all staff with a PIN are shown.

Tap **Activate**. The tablet is now a kiosk: the activation is saved in that browser.

Step 3 — Open the kiosk

Tap **Open the kiosk**. The tablet switches to the clock-in screen and **your session in that browser is closed**: from the kiosk nobody can log in to Fube or see anything other than the list and the clock.

If you tap **Later**, you stay in Fube until you open the kiosk, and then your session is closed all the same. The same happens if one day you log in to Fube from the tablet for something else: when you go back to the kiosk, the session closes automatically. A browser that is a kiosk doesn't keep anyone's session.

The kiosk lives at Fube's **/kiosko** address. Save it to the tablet's home screen: even if it is switched off or the browser is closed, opening it brings the list back up.

What the person clocking in sees

1. **'Who are you?'**, with a card for each person. If there are more than eight, a search box also appears that finds the name regardless of accents or capital letters.
2. **If two people have the same name**, what tells them apart appears below the name: their department, their job title or their employee code, whichever of the three differs first.
3. After tapping their name, they enter their **PIN** and tap **OK**.
4. Fube greets them, tells them their current status — *You're clocked out right now*, *Working since 08:03*, *On break since 11:15* — and offers them what they can do: **Clock in**, **Start break**, **End break** or **Clock out**.
5. A confirmation with the time, *Clock-in recorded at 08:02*, which disappears on its own after a few seconds.

If someone walks away halfway through, the tablet automatically returns to the list after 30 seconds without anyone touching it: nobody is left with someone else's clock-in open.

Retiring a kiosk

In **Team > Employees > Clock-in kiosks** you can see each kiosk with its work centre, when it was **last used** and who activated it. From its menu, **Retire kiosk** makes the tablet stop clocking in immediately, without having to go and get it. Retiring it doesn't affect any clock-ins.

If something isn't working

- **The tablet says 'This device isn't a clock-in kiosk'.** Either it has been retired, or the browser data has been cleared, or it has been opened in another browser. The activation lives in the browser that carried it out and cannot be recovered: activate the tablet again (steps 2 and 3) and retire the old kiosk from the list.

- **The tablet says ‘The kiosk is paused’.** The company no longer has time tracking, for example after a plan change. There is nothing to do on the tablet: it keeps its activation and starts working again automatically as soon as the module is back. It checks every five minutes, or when you tap **Try again**.
- **Someone enters the wrong PIN five times in a row.** That person cannot identify themselves at any kiosk for fifteen minutes, and the screen tells them so. In the meantime they can clock in from their mobile, if they have access.
- **Someone has mandatory geolocation.** The kiosk sends the tablet’s location, so give the browser location permission once, when activating it. The rules are the usual ones, and you can find them in the guide on **clock-in geolocation**.

Frequently asked questions

Can anyone log in to Fube from the kiosk? No. The tablet only stores the kiosk activation, which is good for nothing other than clocking in, and when it opens it closes any Fube session there may have been in that browser.

Do kiosk clock-ins count the same as the others? Yes. They go into the same working time record, with the same rules and issues, and the manager sees them in the history with the source **Kiosk**. How to review and correct them is covered in the guide to **recording your employees’ working day**.

Can employees set or change their own PIN? No: HR sets it from their profile. This is deliberate, because the people who clock in at the kiosk are usually precisely those who don’t log in to Fube.

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