

# Kiosk Quick Start Guide

Kiosk is a new application from eSUB that allows crew members to punch in and out on a shared tablet.



## Before Getting Started

- Download and install the eSUB Kiosk application from **Google Play** (Android) and **App Store** (Apple) onto your tablet
- Set up a Field II user or higher on the eSUB Web that will be the 'master login' for Kiosk

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### Log In or Out

- Log in as the designated 'master user' using the email and password set up by the eSUB Administrator
- To log out, tap the Menu icon and enter the 'master user' password

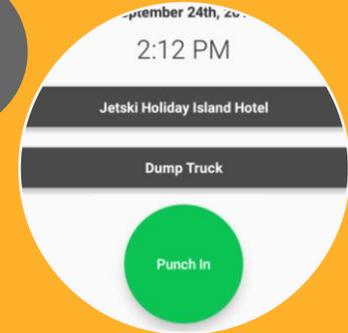
2



### Create new user PIN

- For first time Kiosk users, tap the new user's name and enter the PIN
- Confirm the new user's PIN
- To reset a user's PIN, see instructions below

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### Punch In or Out

- Tap the user's name and enter the PIN
- Tap the Project and Cost Code
- Tap Punch In or Punch Out
- Tap Done when finished and repeat

### Additional Information

#### Reset user PIN

1. Tap the user's name
2. Tap RESET PIN
3. Enter New PIN
4. Confirm new PIN

#### View Timesheets

1. Tap the user's name
2. Enter the user's PIN
3. Tap the Timesheets icon
4. Tap Done when finished