Launch and Use the Kiosk

The purpose of the **Kiosk** is to provide a simple electronic method for staff to clock in/out for the workday and for parents to check their children in and out of your facility. A business owner or admin has the permissions needed to launch the kiosk and access the *Who's Here Now* and *Time Entries* pages.

- Go to **Programs & Classes** (left menu) > **Facility Attendance** > **View Who's Here Now** link to see who's clocked in at the site on the **Who's Here Now** page.
- Go to **Programs & Classes** (left menu) > **Facility Attendance** > **View All Time Entries** link to see all entries in the kiosk on the **Time Entries** page.

The kiosk can be launched from a laptop, tablet, or desktop, whatever is the most convenient for your business.

Expand/Collapse All

⊙ Kiosk Log In Credentials

⊙ Launch the Kiosk

⊙ Staff Clock-In/Clock-Out with the Kiosk

⊙ Check-In/Check-Out Children Using the Kiosk

If a legal guardian/authorized pickup person never sets up a PIN, an owner or admin can generate another PIN email request. Go to the *Left Menu > Family Accounts > Profiles* card > *View All xx Family Accounts* link. Open the contact and click the *PIN* link (lower left) to send an email to create a new PIN.