



## Jobsite kiosk setup checklist

Works whatever tool you pick. Reviewed August 2026.

### [ ] Hardware

A mid-range tablet, a locking wall mount or heavy stand, a long charging cable, and a surge-protected outlet. Nothing exotic.

### [ ] Placement

By the entrance the crew actually uses, at chest height, out of direct rain and sun, near power.

### [ ] Lock it down

Kiosk lock on, so the tablet only runs the time clock. Admin-set PINs per worker, not shared.

### [ ] Photo toggle

Decide whether punches capture a photo. A stored photo a person reviews is not a biometric face template; apps that run face recognition carry biometric-law obligations, so ask the vendor which kind you are buying.

### [ ] Offline plan

Confirm punches made offline are saved on the device and sync when the connection returns. Test it with airplane mode.

### [ ] Sync check

A visible way to confirm the tablet is syncing, checked at the start of each week.

### [ ] The fallback

Post who to call when the tablet is down, and how those punches get entered afterward.