



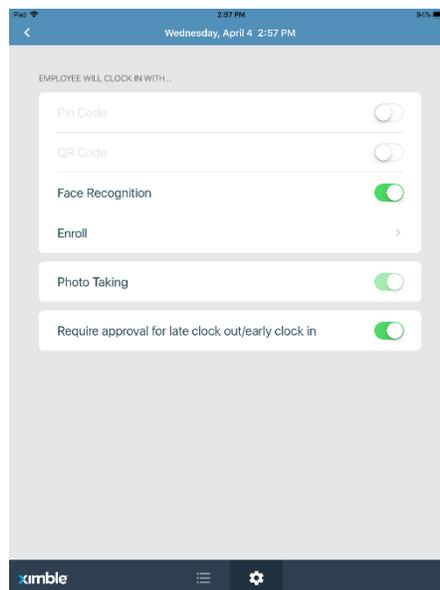
## Kiosk – Facial Recognition

### Introduction

The XimbleKiosk application has a new feature which allows users to clock in and out on a tablet device (for iOS and Android) using Facial Recognition. In this document the process of clocking in and out with this feature will be covered.

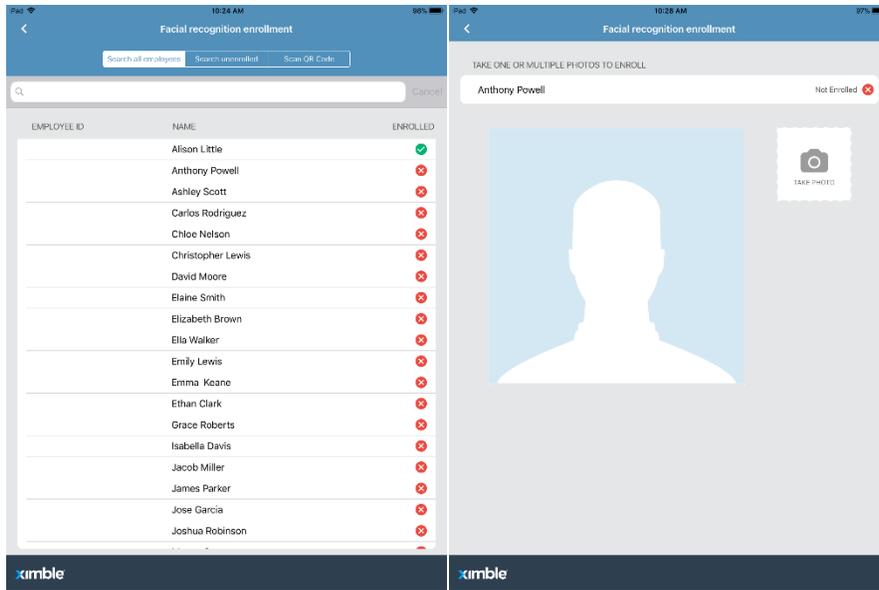
### Activating the Feature

After the Kiosk app is installed, in order to activate it, an admin, manager or a user with the “Add/Edit timesheet entries” permission has to choose the clocking in/out method on the Settings page. Here the sole focus will be on the Facial Recognition method. The photo taking option is here enabled by default.



### Employee Enrollment

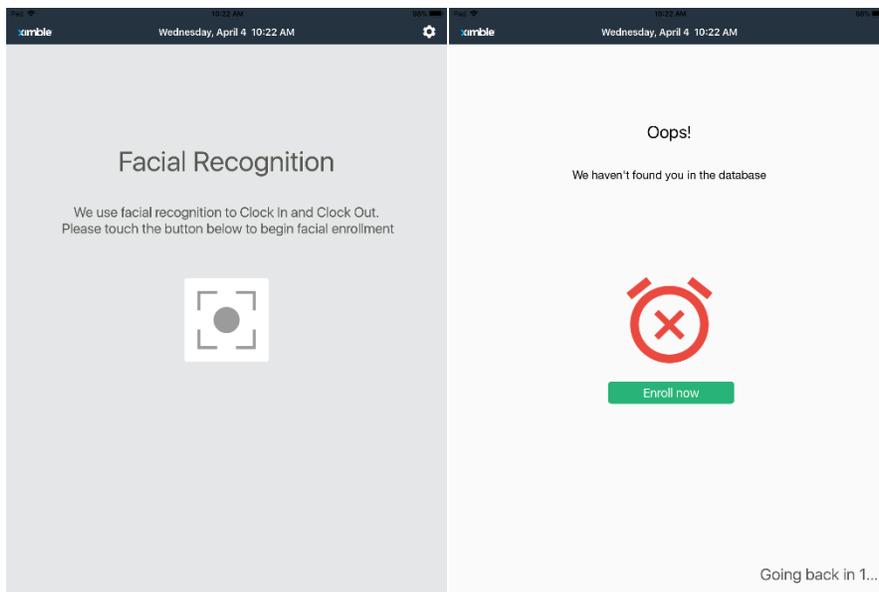
Facial recognition as a clock in/out method requires employees to be enrolled with a photo for the clock/in out process. The enrollment page is accessed through the Settings page where a list of employees is displayed. Clicking on the employees' name, the employee can have their enrollment photo taken which is then used as a benchmark for all future clock ins/outs.



### Clock in/out process

When the clock in process starts, a default screen will be presented as shown in the picture below on the left. Employees will have to tap the button in the middle of the screen and wait until their photo is taken.

The clock in process will be successful once the employees' photo is taken and they're recognized in the data base. If an employee who is not enrolled or not recognized tries to clock in, the enrollment option will be offered on the screen and a manager will be asked to enter his/her credentials or PIN Code as shown below on the right.



For employees with a single position, the clock in process is completed at this stage. As for those employees who have multiple positions, they need to choose the position that they are clocking in for.

In order to clock out or switch to another activity, an employee must once again take a photo. For employees that are clocked in, they can either start or end an activity, write a shift report or clock out altogether.

At this point the process is complete, and the app resets back to the default screen to allow other employees to clock in or out.