



INDITION COMMERCE

Time Clock App

Feature List — everything the Indition Time Clock app does: phones at tags, and tablets as stations.

Version V5 · September 2026



© 2026 Indition Corp. All rights reserved. Indition™ and the Indition logo are trademarks of Indition Corp. All other product names, logos, and brands are the property of their respective owners.

Clocking in and out

- Clock in, start a meal break, start a rest break, end a break and clock out from your own phone.
- One button, **Clock In or Out**; the app offers only what you can do right now.
- The tag's name and location are shown before you choose, so you know where the punch is recorded.
- Two minutes to choose after a tap; nothing is recorded until you do.
- Confirmation with the time recorded, as MM/DD/YYYY hh:mm AM/PM.
- Questions that need a yes, with **Cancel** and **Yes**: an open register, a missed meal break.
- Messages that say what to do next, never an error code.

Proving who and where

- Sign-in kept on the phone behind Face ID, fingerprint or passcode, asked for on every punch.
- Each tap gives a new one-time code; photos, copied links and replays are refused.
- Each tag has keys of its own, so a key taken from one tag says nothing about another.
- Taps are accepted only from tags set up for your store, and only while they are in use.
- A punch is tied to the phone that read the tag and the person signed in on it.

Your hours

- Where you stand: clocked out, clocked in since, or on a break since.
- Paid hours this shift, today and this week, and the location of the shift.
- **Refresh** at any time.

Signing in

- The system address once, then the username and password staff already use.
- Staff and Time Clock Admins only; Admins may sign in to set tags up.
- Failed sign-ins count toward the time clock's limits and show on **Failed Sign-ins**.
- **Sign Out** on the phone; managers can sign any phone out from the admin.

Setting tags up

- **Set Up a Tag** for Time Clock Admins: tag name, location, hold the phone to the tag.
- Location list with a search box when there are many.
- Keys are made and kept by your system; the phone only carries the commands.
- An interrupted set-up is finished by setting the same tag up again.
- Setting a tag up again renames or moves it without changing its keys.

- Tags set up for another company's system are refused with a plain reason.

Tags & Phones (admin)

- Every tag with its location, last tap and status.
- **Edit**: rename, move, or switch a tag off and on.
- **Remove**: taps are refused; shifts already clocked are kept.
- Every phone signed in to the app, with the employee, phone, sign-in time and last use.
- **Sign out** a lost or replaced phone at once.
- Shown in the menu only while phone clock-in is switched on.

Station tablets

- An iPad or Android tablet becomes a time clock station for everyone at a location.
- Set up from the tablet: a time clock manager signs in once, names it and chooses the location, and is signed out again.
- **Tap your name** with a search box, initials, and whether each person is clocked in, on a break or out.
- PIN keypad with **Clear** and delete; dots do not reveal how long a PIN is; PINs may start with 0.
- Status, today's and this week's hours, and only the actions allowed now, with break-limit notes.
- Questions that need a yes, with **Go back** and a **Clock Out anyway** button.
- Done screen with the time recorded and a countdown back to the names.
- Any screen returns to the names after 30 seconds without a touch.
- **First time? Set up your PIN** when staff may set their own.
- Locks after too many wrong PINs; **Unlock this station** for the roles allowed to.
- **Manager** button: rename or move the station, or stop using the tablet as a station.
- Screen stays on; works upright or sideways; says plainly when the connection is lost.
- Listed on **Time Clock → Stations** with its history, like a browser station.

Works with the rest of the time clock

- Same timesheets, shift history, payroll hours and pay period closing as the station.
- Same break limits, overtime, rounding, register rule and missed-meal rule.
- **Only Clock In at Assigned Locations** applies to tags.
- Shift history shows the tag, for example "Pat Lee (phone, at Back door)".
- Tags and phones added, changed, removed and signed out are kept in the time clock's history.

Phones

- Tags: iPhone XS or newer; Android 8.0 or newer with NFC.
- Stations: iPad on iPadOS 18.6 or newer; Android tablets 7 inches and up.
- iPhone reads tags in the background: the tag's page hands the tap to the app.
- Android: tells you when NFC is off and opens the NFC settings.
- Portrait layout, large buttons, the touch-screen POS colours.