



INDITION COMMERCE

Time Clock App

Setup Guide — phones at NFC tags, and iPads or Android tablets as shared stations.

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Two ways to use the app

WAY	WHO USES IT	WHAT YOU NEED
Phone at a tag	Each person, on their own phone	Phone clock-in switched on, NFC tags (Steps 1 to 6)
Station tablet	Everyone at a location, with their PIN	An iPad or Android tablet (Step 7)

You can use either or both, alongside stations in a web browser.

What you need before you start

- The time clock switched on and in use: **Time Clock → Settings, Time Clock Enabled** set to **YES**. See the Time Clock Setup Guide.
- Your staff on the time clock's **Employees** screen, switched on.
- Your site reached over **https://** (every Indition site is).
- Someone with the **Time Clock Admin** role (POS Admin, Basic Admin User and Admins hold it automatically) and a phone that reads NFC tags: an iPhone XS or newer, or an Android phone with NFC.
- **NXP NTAG 424 DNA** tags, bought blank. See Step 2.

Step 1 — Switch phone clock-in on

1. Open **Time Clock → Settings** in the admin.
2. Find the **Phone Clock-In** panel.
3. Set **Clock In With a Phone at an NFC Tag** to **YES**.
4. Click **Save Settings** at the foot of the screen.

Tags & Phones now appears in the Time Clock menu. Stations and PINs carry on working; the app is an extra way to clock in, not a replacement.

What else applies to phone punches

Everything already set for the time clock: meal and rest breaks and their daily limits, overtime, rounding, automatic clock-outs, the register rule, and **Only Clock In at Assigned Locations**. With that last setting on, a person can only clock in on tags at the locations they are assigned to on the Employees screen.

Step 2 — Buy the tags

Which tags

ASK FOR	WHY
NXP NTAG 424 DNA	The chip that gives a new one-time code on every tap. Other NFC tags cannot be set up.
Blank, unencoded, factory keys	Your system writes its own keys. Tags already set up for another company are refused.
Round, 25 to 30 mm, PVC	Easy to place and to find with a phone; PVC lasts longer on a wall than paper.
On-metal	Only for metal surfaces such as doors, frames and equipment.

The TagTamper version of the chip (NTAG 424 DNA TT) is not needed.

How many

One tag at each place people start and end work, for example the staff entrance and the break room. A location can have as many tags as you like. Buy a few spares.

Step 3 — Install the app and sign in

1. On your phone, install **Indition Time Clock** from the App Store or Google Play.
2. Open it, enter your system address (for example store.indition.com) and tap **Continue**.
3. Sign in with your admin username and password, and confirm with Face ID, fingerprint or passcode.

Your time clock screen shows a **Time clock tags** panel with **Set Up a Tag**. If it does not, your account does not have the Time Clock Admin role.

Step 4 — Set up each tag

Set each tag up before you stick it in place.

1. Tap **Set Up a Tag** and confirm it is you.
2. Enter a **Tag name** people will recognise, for example "Back door".
3. Choose the tag's **Location**.
4. Tap **Set Up Tag** and hold your phone to the tag. Keep it still for a few seconds.
5. When the app says **Tag ready**, tap **Set Up Another** or **Done**.

The tag now carries your store's link and keys of its own. It appears on **Time Clock → Tags & Phones** as **In use**.

If the phone moved away part way

Set the same tag up again. The app finishes the job from where it stopped.

Step 5 — Place the tags

- At about shoulder height, on a wall or door frame, where people pass when they start and end work.
- Away from metal, and not on the back of a monitor or tablet. Use on-metal tags on metal.
- With a small label, for example "Time clock – hold phone here".

Test each tag in place: tap **Clock In or Out**, hold your phone to it, and check the app shows the right tag name and location. Tap **Cancel** so nothing is recorded.

Step 6 — Get staff signed in

Tell staff:

1. Install **Indition Time Clock** from the App Store or Google Play.
2. Enter the system address you give them, then their usual username and password.
3. To clock in: tap **Clock In or Out**, confirm it is you, hold the phone to the tag, choose.

Each phone they sign in on is listed under **Phones signed in to the app** on **Tags & Phones**.

Step 7 — Set up a tablet as a station

A station tablet is the time clock at a staff door: people tap their name and enter their PIN. It needs the time clock switched on, but not phone clock-in, and no tags.

1. Put the tablet on a stand or wall mount at the staff door and plug it in.
2. Install **Indition Time Clock** from the App Store or Google Play and open it.
3. Enter your system address and tap **Continue**.
4. On **Set up this station**, sign in as a Time Clock Manager or above and tap **Continue**.
5. Enter a **Station name**, for example "Staff door", choose the **Location**, and tap **Set Up Station**.

The tablet opens on **Tap your name**, you are signed out, and the station appears on **Time Clock → Stations**. Staff need a PIN: they set one on the tablet with **First time? Set up your PIN** (when **Staff Set Up Their Own PIN** is on), or a manager sets it on **Employees**.

Keep it in the app

Turn on **Guided Access** on an iPad (Settings → Accessibility → Guided Access) or **screen pinning** on Android (Settings → Security), so the tablet stays on the time clock. The app keeps the screen awake while it is open.

Changing or retiring a station tablet

Tap **Manager** on the tablet and sign in: change its name or location, or stop using the tablet as a station. From the admin, **Time Clock → Stations** can rename, move, switch off or remove it. A locked tablet shows **Unlock this station** for anyone in **Roles That Can Unlock a Station**.

Looking after tags and phones

TASK	WHERE
Rename or move a tag	Tags & Phones → Edit , or set it up again in the app
Stop a tag working for a while	Tags & Phones → Edit , switch Tag is in use off
Retire a tag	Tags & Phones → Remove ; shifts already clocked with it are kept
Bring a removed tag back	Set it up again in the app
Sign out a lost or replaced phone	Tags & Phones → Sign out
Stop someone clocking in anywhere	Switch them off on Employees
See refused taps and failed sign-ins	Failed Sign-ins

Checklist

- **Clock In With a Phone at an NFC Tag** is **YES**.
- Every tag shows **In use** on Tags & Phones, with the right location.
- Each tag is tested in place.
- Staff know the system address and how to clock in.
- Stations are still there for anyone without a suitable phone.
- Each station tablet opens on **Tap your name**, shows the right name and location, and is locked into the app.