



INDITION COMMERCE

Time Clock App

User Manual — clocking in and out with your phone at an NFC tag, or at a shared station tablet with your PIN.

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1. Welcome

The Indition Time Clock app works in two ways.

- **On your own phone.** At work you hold your phone to a small time clock tag, confirm it is you with Face ID, your fingerprint or your passcode, and choose what you are doing: clock in, start a break, end a break or clock out.
- **On a shared tablet, as a station.** An iPad or Android tablet at the staff door becomes the time clock: people tap their name, type their PIN and clock in. Nobody signs in to it.

Both are part of the time clock you may already know from the station in a web browser, and all of them work side by side. Every punch from the app lands on the same timesheets, follows the same break, overtime and location rules, and turns into the same payroll hours.

Two things prove a punch

- **It is you.** Your sign-in is kept on your phone behind Face ID, your fingerprint or your passcode. Nobody else can clock in as you by picking up your phone.
- **You are there.** A time clock tag answers only when a phone touches it, and gives a different one-time code on every tap. A photo of the tag, a copied link or a code that was used already is refused.

How to read this manual

Chapters 2 to 8 are for everyone who clocks in with a phone, and chapter 9 for everyone who clocks in at a station tablet. Chapters 10 to 13 are for the Admins who set tags up and look after phones, and chapters 14 and 15 for the managers who set up and look after station tablets. Chapter 16 covers problems and chapter 17 is a glossary. Words in **bold** are buttons and labels you see on screen. Dates show as MM/DD/YYYY and times as hh:mm AM/PM, in your store's time zone.

2. What you need

- **A phone that reads NFC tags.** An iPhone XS or newer, or an Android phone with NFC (most are). On Android, NFC must be switched on in the phone's settings.
- **A passcode on the phone.** The app keeps your sign-in behind Face ID, fingerprint or passcode, so the phone must have a passcode set.
- **Your Indition username and password,** the same ones you use for the admin or the register.
- **To be on staff at your store.** You need to be on the time clock's Employees list and switched on there. Your manager can check.
- **Clocking in with a phone switched on** for your store. Your manager does this once, in the time clock's settings.

You do not need a PIN to use the app on your phone. Your PIN is what you use at a station, in a browser or on a station tablet.

For a station tablet

- **An iPad, or an Android tablet** (7 inches or larger), on a stand or wall mount, plugged in to power.
- **The time clock switched on** for your store. Phone clock-in does not need to be on for a station tablet.
- **A time clock manager** to set it up once: someone with the Time Clock Manager role or above.

3. Signing in the first time

You sign in once on each phone. After that the app stays signed in until you, or a manager, sign it out.

1. Install **Indition Time Clock** from the App Store (iPhone) or Google Play (Android) and open it.
2. On **Connect your system**, type your store's system address, for example store.indition.com, and tap **Continue**.
3. On **Welcome back**, enter your username or email and your password. Tap the eye in the password field to see what you typed.
4. Tap **Sign In**.
5. Confirm with Face ID, your fingerprint or your passcode if the phone asks.

The app opens on your time clock screen, with your first name at the top.

If sign-in is refused

The message says why: the username and password do not match, you are not on staff for this store, or there have been too many failed tries and sign-in is paused for a while. Tap **Change System** if you typed the wrong system address.

4. Your time clock screen

The screen shows where you stand and your hours.

ON SCREEN	WHAT IT MEANS
You are clocked out.	You are not on the clock.
You are clocked in since 09/22/2026 08:02 AM.	You are on the clock, and when that started.
You are on a meal break since 12:00 PM.	You are on a break inside your shift.
At	The location your shift is at.
This shift, Today, This week	Your paid hours so far.
As of	When the app last heard from the time clock.

Tap **Refresh** to bring the figures up to date. The app asks you to confirm it is you first.

5. Clocking in and out

1. Tap **Clock In or Out** at the foot of the screen.
2. Confirm it is you with Face ID, your fingerprint or your passcode.
3. Hold the top of your phone (iPhone) or the middle of its back (Android) to the time clock tag, and keep it there for a moment.
4. The app shows the tag's name and location, where you stand, and what you can do now.
5. Tap what you are doing, for example **Clock In** or **Clock Out**.

The app confirms it, for example "You are clocked in." with the time it was recorded. Tap **OK**.

Take your time, but not too long

After the tag is read you have two minutes to choose. After that the app asks you to tap the tag again. Tap **Cancel** if you tapped the tag by mistake: nothing is recorded until you choose.

Clocking in from the tag's web page (iPhone)

An unlocked iPhone can read a tag even while the app is closed. It shows a notice; tapping it opens the tag's web page, which offers **Open the Time Clock app**. Tap it, confirm it is you, and carry on from step 4.

6. Breaks

While you are clocked in, the app offers **Start Meal Break** and **Start Rest Break**, if your store uses them. On a break, it offers **End Break**. Each break works like a punch: tap **Clock In or Out**, confirm it is you, hold your phone to a tag, then choose.

Your store may limit how many breaks you can take in a day. When you have used today's, the button is gone and the app says why underneath.

7. When the app asks you to confirm

Some punches need a yes first. The app shows the question, with **Cancel** and a **Yes** button.

QUESTION	WHY
Your register is still open. Clock out anyway?	You clocked out with a register still open at the Point of Sale.
You worked 6h 10m without a 30-minute meal break. Clock out anyway?	Your store asks about missed meal breaks, and your manager sees it on your timesheet.

Tap **Cancel** to go back and sort it out first. Your store can also block clocking out while a register is open: the app then asks you to close it in the POS first.

8. Signing out and changing phones

Tap **Sign Out** at the foot of the time clock screen, confirm, and the app forgets your sign-in. Do this before you give a phone away or trade it in.

If you lose your phone, ask a manager to sign it out on **Time Clock → Tags & Phones**. The lost phone stops working at once. Sign in again on your new phone.

9. Clocking in at a station tablet

A station tablet shows **Tap your name**, with everyone who can clock in at that location. The tablet's name and location are at the top.

1. Tap your name. With many people, type in **Type to find your name** first.
2. Enter your PIN on the keypad and tap **OK**. A dot appears for each number; the dots do not show how long your PIN is.
3. The tablet shows where you stand, today's and this week's hours, and what you can do now.
4. Tap what you are doing: **Clock In**, **Start Meal Break**, **Start Rest Break**, **End Break** or **Clock Out**.
5. The tablet confirms it with the time recorded, then goes back to the names by itself.

Tap **Not you? Go back** if you tapped the wrong name. If a question needs a yes, such as a register still open, the tablet asks it with **Go back** and a **Clock Out anyway** button. Any screen goes back to the names after 30 seconds without a touch, so nobody's hours stay on show.

First time: set up your PIN

If your store lets people set their own PIN, tap **First time? Set up your PIN**, enter the username and password you use for the admin or the register, choose a PIN, type it again, and tap **Save my PIN**. Nobody stays signed in on the tablet. Otherwise a manager sets your PIN on the Employees screen.

Wrong PINs

After too many wrong PINs your own PIN is paused, and after too many on one tablet the whole tablet locks. The tablet says which, and a manager can unlock it (chapter 15).

10. For Admins: switching phone clock-in on

Clocking in with a phone is off until an Admin switches it on.

1. Open **Time Clock** → **Settings** in the admin.
2. In the **Phone Clock-In** panel, set **Clock In With a Phone at an NFC Tag** to **YES**.
3. Click **Save Settings**.

Tags & Phones now appears in the Time Clock menu. Stations and PINs keep working alongside the app, and every other time clock setting applies to phone punches the same way.

Who can set up tags

Anyone with the **Time Clock Admin** role (POS Admin, Basic Admin User and Admins hold it automatically) sees **Set Up a Tag** in the app. Admins are system accounts and do not clock in, but they can sign in to the app to set tags up.

11. Choosing and placing tags

Which tags

Use **NXP NTAG 424 DNA** tags, bought blank (unencoded, with the factory keys). Round stickers 25 to 30 mm across are the usual choice. Ordinary NFC stickers do not have the security these tags carry and cannot be set up. Tags already set up for another company's system are refused.

Where to put them

- Wherever people start and end work: the staff entrance, the break room, the back office.
- At about shoulder height, on a wall or door frame people can reach easily.
- Not on metal, and not on the back of a monitor or tablet: metal blocks the signal. For a metal surface, buy **on-metal** tags.
- With a small label, for example "Time clock – hold phone here".

You can use as many tags as you like at a location, and each location can have its own.

12. For Admins: setting up a tag

Set a tag up with the app before you stick it in place.

1. Sign in to the app as a Time Clock Admin.
2. Tap **Set Up a Tag** and confirm it is you.
3. Enter a **Tag name** people will recognise, for example "Back door".
4. Choose the **Location** the tag will be at. With many locations, type in the box to find one.
5. Tap **Set Up Tag**, then hold your phone to the new tag and keep it still for a few seconds.
6. When the app says **Tag ready**, tap **Done**, or **Set Up Another** for the next tag.

Setting up writes your store's link and its own keys onto the tag. The keys never leave your system; the phone only carries the commands to the tag.

If the phone moved away

Start again with the same tag. The app picks up where it stopped.

Renaming or moving a tag

Set it up again in the app with the new name or location, or change it on **Tags & Phones** in the admin. Its keys stay the same.

13. For Admins: Tags & Phones

Time Clock → Tags & Phones in the admin lists every tag and every phone signed in to the app.

Tags

COLUMN	WHAT IT SHOWS
Tag	The tag's name
Location	Where it is
Last tapped	The last time someone clocked with it
Status	In use , or Switched off

Click **Edit** to rename a tag, move it to another location or switch it off (**Tag is in use**). Taps on a switched-off tag are refused. Click **Remove** to take it off the list: taps on it are refused and shifts already clocked with it are kept. To use a removed tag again, set it up again in the app.

Phones signed in to the app

Each row shows the employee, the phone, when it signed in and when it was last used. Click **Sign out** for a phone that is lost, replaced, or belongs to someone who has left. Someone switched off on the Employees screen cannot clock in from any phone, whatever it holds.

Where phone punches show up

Punches from the app appear on **Timesheets** like any other, with the tag in the shift's history, for example "Pat Lee (phone, at Back door)". Failed sign-ins and refused taps appear on **Failed Sign-ins**. Tags added, changed and removed, and phones signed in and out, are kept in the time clock's history.

14. For managers: setting up a station tablet

1. Install **Indition Time Clock** on the tablet from the App Store or Google Play and open it.
2. On **Connect your system**, type your store's system address and tap **Continue**.
3. On **Set up this station**, sign in with your own username and password (Time Clock Manager or above) and tap **Continue**.
4. Enter a **Station name** people will recognise, for example "Staff door", and choose the **Location**.
5. Tap **Set Up Station**.

The tablet opens on **Tap your name** and you are signed out again. It appears on **Time Clock → Stations** in the admin like any other station.

On an Android tablet that can read NFC tags, the setup card also offers **Use this tablet for my own clock-ins instead**, for someone who wants to use it as their own device with tags.

Placing the tablet

- On a stand or wall mount at the staff door, plugged in to power. The app keeps the screen on while it is open.
- Lock the tablet into the app so nobody leaves it: **Guided Access** on an iPad (Settings → Accessibility), **screen pinning** on Android (Settings → Security).
- The tablet works upright or sideways.

15. For managers: looking after a station tablet

The Manager button

Tap **Manager** at the top right of the station and sign in as a time clock manager. You can then:

- change the station's name or location and tap **Save Station**, or
- tap **Stop using this tablet as a station**. The tablet goes back to its first screen. The station stays on the **Stations** screen until you remove it there.

Tap **Cancel** to go back to the names without changing anything.

Unlocking a locked tablet

When the tablet shows **This station is locked**, tap **Unlock this station** and sign in as someone allowed to unlock stations (the **Roles That Can Unlock a Station** setting; Admins always can). The tablet unlocks and you are signed out again.

From the admin

On **Time Clock → Stations**, a station tablet can be renamed, moved, switched off or removed like a browser station. A switched-off tablet says so and takes no punches; a removed one goes back to **Set up this station**. Station history shows when it was set up, changed, locked and unlocked, and by whom.

16. Troubleshooting

WHAT YOU SEE	WHAT TO DO
This phone cannot read tags	The phone has no NFC. Use a station instead.
Turn on NFC	Tap Open NFC Settings and switch NFC on (Android).
Nothing happens at the tag	Hold the phone still, a little higher or lower; on iPhone, use the top edge. Take thick cases off.
This is not a time clock tag.	The tag is not set up for the time clock. Ask a manager.
This tag is not set up for the time clock here.	The tag belongs to another store or was removed. Ask a manager.
This tag has been switched off.	A manager switched it off on Tags & Phones.
That tap was already used.	Hold your phone to the tag again for a new tap.
That took a little long - tap the tag again.	More than two minutes passed after the tap.
You are not set up to clock in at this location.	Your store holds people to their assigned locations. Ask a manager.
Clocking in with a phone is switched off here.	Use a station, or ask a manager to switch it on.
Sign in to the Time Clock app again.	A manager signed your phone out, or you were removed from staff.
Set a passcode on this phone first.	Set a passcode in the phone's settings, then sign in again.
This tag is set up with other keys	When setting up: the tag belongs to another system. Use a new tag.
This station is locked	Too many wrong PINs on the tablet. A manager taps Unlock this station .
This station has been switched off	A manager switched it off on the Stations screen.
No connection to the server	The tablet lost its connection. Nothing is recorded until it is back.
That PIN is not right	Try again. After too many tries your PIN is paused; ask a manager.
Only a time clock manager can set up a station	Sign in as a Time Clock Manager or above.

17. Glossary

TERM	MEANING
Tag	A small NFC sticker (NXP NTAG 424 DNA) set up for your store's time clock
Tap	Holding your phone to a tag so the app reads it
One-time code	What a tag gives on each tap; it cannot be used twice
Station	A shared tablet or computer where people clock in with a PIN
Station tablet	An iPad or Android tablet running the app as a station
Manager button	The station tablet's way in for managers: set it up again or stop using it
Phone clock-in	The setting that lets staff use the app
Tags & Phones	The admin screen for tags and signed-in phones
Time Clock Admin	The role that can change settings and set up tags