



Adding a locktag

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

To add a new LockTag first log in to the web portal and then navigate to **Setup > LockTags**. A screen will display with a list of any LockTags already entered into the system. To add a new one click **New** in the left-hand-side actions menu. A simple form will display prompting to enter and save information for the new LockTag.

User type	Description
Tag name	A unique name for the tag. For example a LockTag called #LeftCallingCard would have a name of 'LeftCallingCard'.
Tag description	A user-friendly description to help users recognise this tag.