Adding users and devices

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Note: **Users** refers to the users of the system (administrators, team leaders, etc.). For collecting time at least one **employee** must be added. See adding employees for more details.

User type	Description
Admin User	Can log in to TIMEDOCK web portal to review information. Can clock employees In/Out using any accepted method (i.e. our Employee Time-Clock mobile app).
Mobile App User	Can only clock employees In/Out via an app or device. Cannot log in to the web portal.

Adding an Admin User

Admin Users are able to log in to TIMEDOCK to view and manage account details such as recorded time, employee information etc.

First log in to http://secure.timedock.com/login and then use the top menu to navigate to *Setup > Admin users*. Then on the left-hand-side actions column click *New*. A form will appear where you will be able to enter details for this new Admin User. To complete the process click *Save* at the bottom of the form.

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Adding a Mobile User

Mobile Users *cannot* log in to the TIMEDOCK web portal to review data. They *can* clock employees In/Out via a supported app or device (for example our TimeDock Mobile App).

First log in to http://secure.timedock.com/login and then use the top menu to navigate to *Setup > Devices*. Then at the top of the devices screen click *Add Device* to add a new time-capturing device (in this case we are adding a **Mobile App User** as a time-capturing 'device').

A list of options will appear. Select **_Mobile App User_** to be taken to a form where you can enter details and save the new Mobile App User to the system.

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