



Off-site time tracking

Create portable TimeDock machines, by setting up mobile devices to track time for remote and off-site employees

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Setting up app users

For any employee that needs the ability to clock in or out off-site, or away from your main premise, they will need access to the TimeDock app on a mobile device. This may mean that you designate supervisors to manage the TimeDock mobile app and clock in/out multiple staff, or you may allow each off-site worker to manage the TimeDock mobile app and clocking in/out process themselves.

Note: It's important that device operating the TimeDock mobile app is connected with its own unique user login, and that multiple devices do not share a single user login. A unique user login allows you to control settings and access, monitor connectivity, and identify the device that data originates from.

Follow the steps below to give TimeDock mobile app access to *each* user that requires the app installed on their mobile device:

1. Login to your TimeDock web dashboard.
2. Determine the user access required:
 - a. **Admin Users** will have login access to both the TimeDock mobile app and the TimeDock web dashboard. Navigate to *Setup > Admin Users*.
 - b. **Mobile App Users** will only have login access to the TimeDock mobile app. Navigate to *Setup > Devices*.
3. [Create a new user](#) in your TimeDock account, taking note of the *login email* and *password* you entered when creating the new user.
4. Ask the user to download and install the TimeDock mobile app on their device, from the Google Play Store or Apple App Store. See [configuring phones](#) for more info.
5. The first time the user opens the TimeDock app they will be prompted to login. Provide them with the *login email* and *password* you entered when creating their user access.
6. The device is now ready to scan tags to clock employees IN and OUT. See [employee tags compatibility](#) below for information on the type of tags that can be used with the TimeDock mobile app.

Note: Staff can clock in on one device, and clock out on a different device. All clock entries are synced over the internet to your TimeDock web dashboard and durations are automatically calculated from recorded entries.

Employee tags compatibility

It's important to consider the types of tags you'll issue to your remote workers, because not all can be used with all devices.

If you have a TimeDock hardware machine and your staff use NFC key fobs, these can also be used with Android phones (NFC-enabled). However, for all other devices (i.e. Apple) an employee QR code must be used.

See below for a list of resources to help you with providing your remote workers with appropriate tags for clocking in/out off-site:

- [Employee tags comparison](#)
 - Compare different employee tag options and compatibility for scanning in and out.
- [Printing employee ID cards](#)
 - Print employee QR badges from within your TimeDock timesheet dashboard, for clocking staff into work with TimeDock for Android and iOS.
- [Purchasing employee tags](#)
 - Place an order for your required type of employee tags, directly from your TimeDock web dashboard.

See also

- [Adding users](#)
- [Configuring phones](#)
- [Employee tags comparison](#)

- Printing employee ID cards
- Purchasing employee tags