Printing ID cards

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Now that you have added some employees, you will need some ID cards to scan. You can either print your own for free (works with a barcode reader and our Mobile App) or you can order special PVC cards with an embedded chip which can also be used on TimeTablet devices or by tapping the card with your NFC-enabled Android phone.

Print your own

To print your own cards navigate to the employees screen by logging in and then in the top menu click through to *Setup > Employees*. From this screen click-to-select all the employees you would like to print a card for. Now in the left-hand-side actions menu select *Print* and then choose a paper size option to download a printable PDF will all the selected employees' ID cards, ready for print.

Print option	Description
US Letter	Will print up to 8 cards on each US Letter page.
A4	Will print up to 8 cards on each A4 page.
A3	Will print up to eighteen cards on each A3 page.
Card Printer	Use this option if you have your own ID card printer.

Take me there

Buy PVC cards with smart-chip

Ordering employee ID cards can be done directly from your TimeDock web dashboard. See Purchasing employee tags for instructions on how to place an order.