



Programming employee NFC cards or key fobs

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Ensure that the TimeTablet has performed a sync since you added the relevant employee(s) into your TimeDock account. The last sync time is displayed at the top of the main screen. If it hasn't synced since then, tap the text to force it to sync.

Tap and hold a **blank** NFC card or tag to the back of your device until a screen prompt appears. Follow the on-screen instructions to encode the card or tag for an employee.

Note: When tapping the card or tag to the device to start encoding, ensure you **hold** the card or tag to the device until you see a success confirmation. Tapping and removing the card or tag too quickly can result in a partial encoding which will render the card or tag unusable.