

NoBadge for administrators — Guide for the people who run the company

October 2026

With NoBadge your employees clock in from their phones and you see who is at work, check the hours for the month, correct clock-ins, approve holidays and requests and download the reports for payroll. This guide follows the order in which you need things: signing up and setting up, then the daily work, then the settings.

In the examples the company is *Liffey View Hotel Ltd*, with two properties (*Liffey View Hotel Dublin* and *Liffey View Apartments*) and the administrator *Sarah Doyle*. In your menu, workplaces are named after the sector you choose at the start: Properties for a hotel, Construction Sites for construction, Venues for restaurants, and so on.

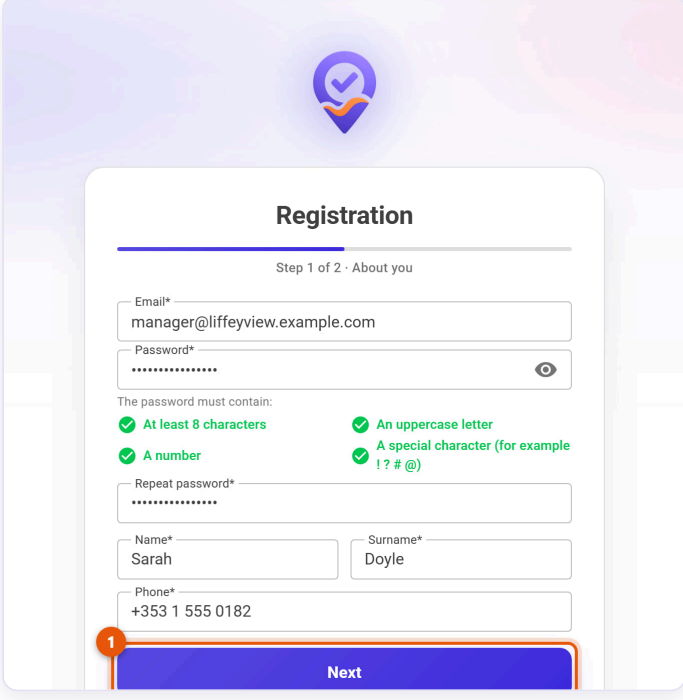
1. Who does what

Who	What they do in NoBadge	From where
You, the administrator	Set up the company, add people, check and correct hours, approve requests, download reports	From a computer or a phone
Employees	Clock in and out at the workplace, request holidays and time off, report missed clock-ins, receive documents and announcements	From the NoBadge app on their phone
Site managers (optional)	Correct the hours of the people working at their site, without being administrators	From a phone or a computer

You can give your employees the *Employee guide*, in their own language: it explains the app from their side, step by step.

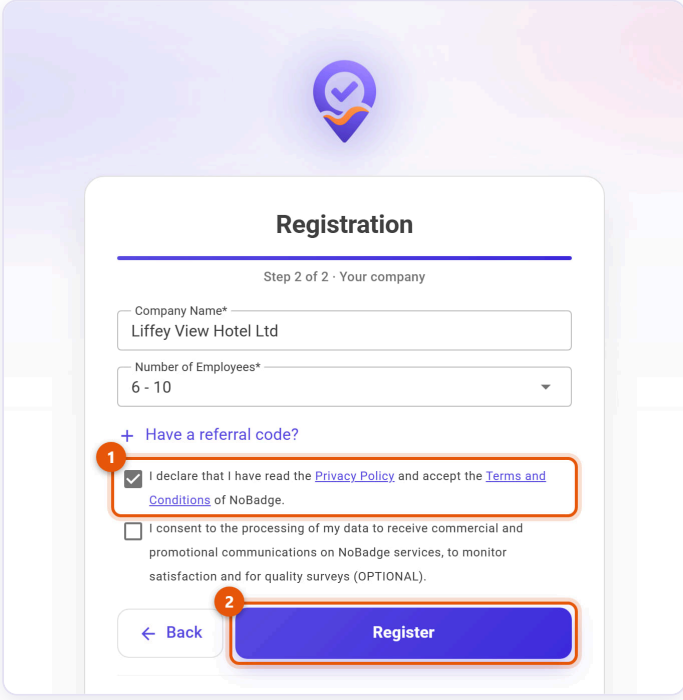
2. Signing up

Step 1. You. From the website open the sign-up page and enter your email, your password (twice), first name, last name and phone number. The password needs at least 8 characters, including a capital letter, a number and a symbol: the requirements are ticked off as you type. Then **Next** (1).



The image shows the 'Registration' form, Step 1 of 2: About you. At the top is a purple icon of a location pin with a checkmark. The form fields are: Email* (manager@liffeyview.example.com), Password* (masked with dots), Repeat password* (masked with dots), Name* (Sarah), Surname* (Doyle), and Phone* (+353 1 555 0182). Below the password fields, there are four green checkmarks indicating password requirements: 'At least 8 characters', 'A number', 'An uppercase letter', and 'A special character (for example ! ? # @)'. A red circle with the number '1' is next to the 'Next' button at the bottom.

Step 2. Your company. Enter the company name and choose how many employees you have. If a partner gave you a code, enter it with *Have a referral code?*. Tick the statement about the Privacy Policy and the Terms and Conditions (1) and click **Register** (2). The second box, about marketing communications, is optional.



The image shows the 'Registration' form, Step 2 of 2: Your company. At the top is the same purple icon. The form fields are: Company Name* (Liffey View Hotel Ltd), Number of Employees* (6 - 10), and a section for 'Have a referral code?' with a plus icon. Below this, there are two checkboxes: the first is checked and labeled 'I declare that I have read the [Privacy Policy](#) and accept the [Terms and Conditions](#) of NoBadge.'; the second is unchecked and labeled 'I consent to the processing of my data to receive commercial and promotional communications on NoBadge services, to monitor satisfaction and for quality surveys (OPTIONAL)'. A red circle with the number '1' is next to the first checkbox. At the bottom, there is a 'Back' button and a 'Register' button. A red circle with the number '2' is next to the 'Register' button.

3. Initial setup

Right after signing up, NoBadge asks you two questions.

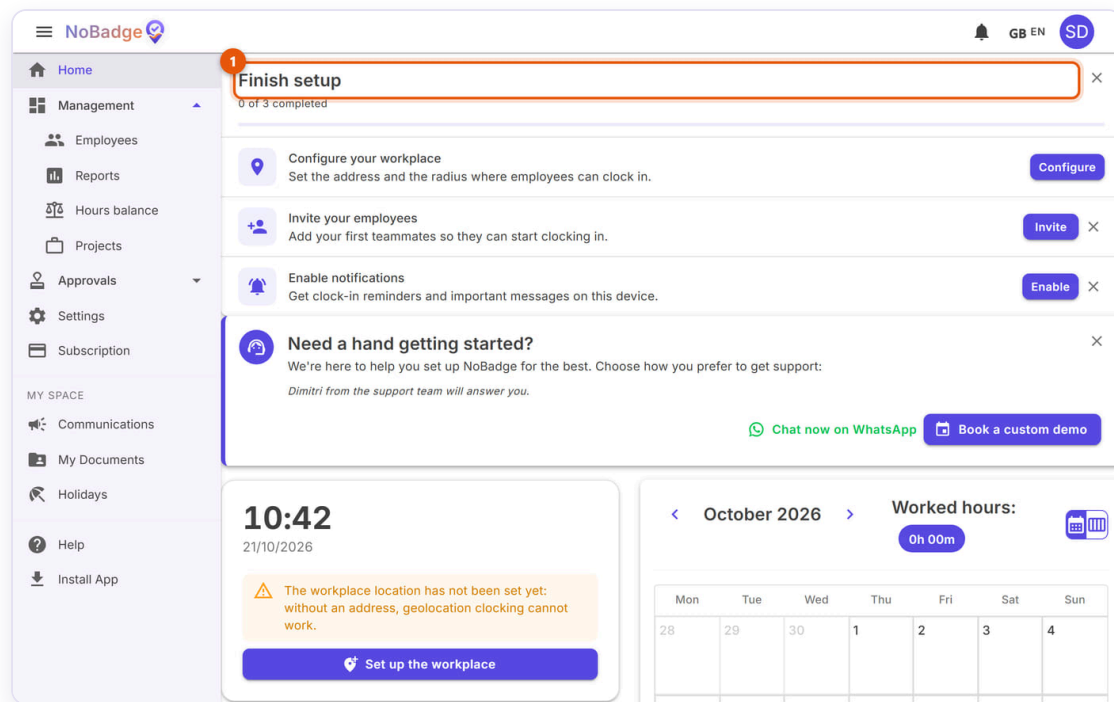
Company type. Choose your sector (1) and click **Next** (2). The sector decides what workplaces are called in the menu and suggests suitable settings; you can change it later in the settings.

The screenshot shows the 'Configure NoBadge' interface. At the top, a progress bar indicates two steps: '1 Company Type' (active) and '2 Time Tracking'. Below the header, the title 'Configure NoBadge' is followed by the subtitle 'A few quick steps to get you started.' The main heading is 'Select your company type' with the note 'You can change this later from Settings.' There are six selectable options, each with an icon and text: 'Construction' (wrench icon), 'Restaurant' (fork and knife icon), 'Retail' (storefront icon), 'Healthcare' (plus sign icon), 'Hotel' (bed icon, highlighted with a red box and a '1' in a red circle), and 'Manufacturing' (factory icon). Each option lists its sub-categories and the project label. At the bottom right, a 'NEXT →' button is highlighted with a red box and a '2' in a red circle. A '← BACK' button is at the bottom left.

How your employees clock in. Choose the default mode (1) and click **Activate account** (2). The most common is **Geolocation Clock-In**: people can clock in from their phone only inside the workplace area. The other options (unrestricted clocking, QR code, manual time entry) are explained in section 5; you can pick a different mode for each workplace and each person.

The screenshot shows the 'Configure NoBadge' interface at Step 2: 'Time Tracking'. The progress bar now shows '1 Company Type' as completed and '2 Time Tracking' as active. The main heading is 'Select Time Tracking Mode' with the note 'This is the default mode for all projects. You can customize it later.' There are four selectable options: 'Geolocation Clock-In' (location pin icon, highlighted with a red box and a '1' in a red circle), 'Unrestricted Clock-In' (lock icon), 'Manual Entry' (pencil icon), and 'QR Code Clock-In' (QR code icon). The 'Geolocation Clock-In' option includes a 'How it works' section with four bullet points: 'Configure workplace address', 'Set an action radius for clock-ins', 'Users clock in from the app when in range', and 'Automatic location verification'. At the bottom right, an 'ACTIVATE ACCOUNT ✓' button is highlighted with a red box and a '2' in a red circle. A '← BACK' button is at the bottom left.

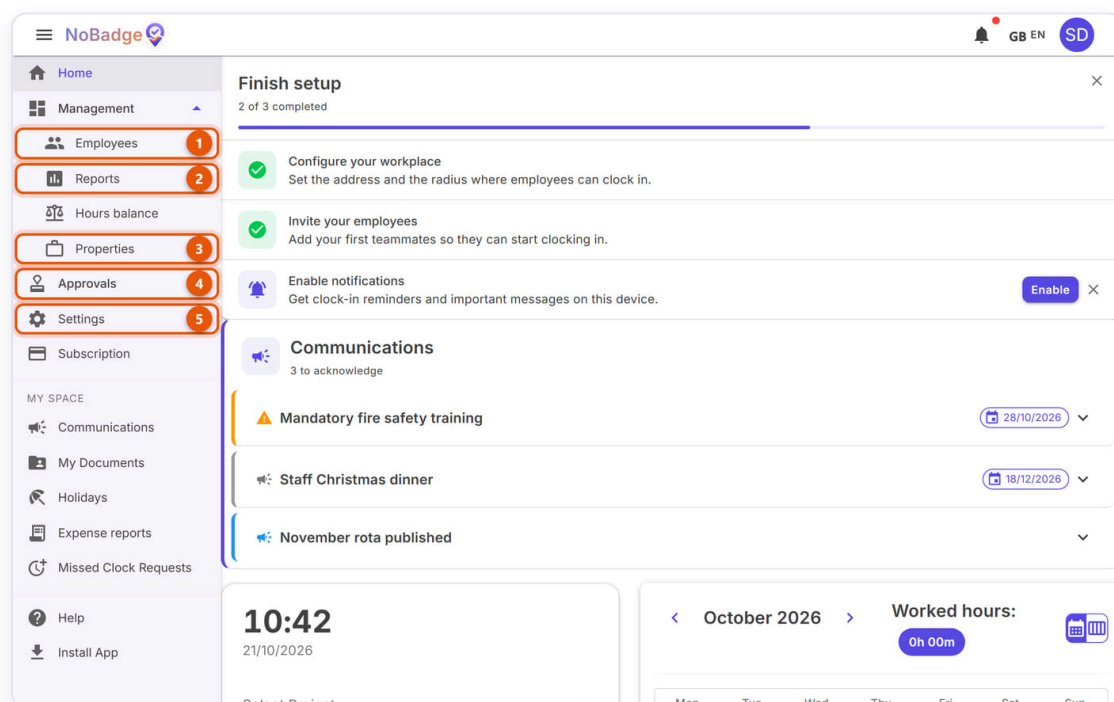
The "Finish setup" list. On Home you find the steps still to do (1): set up the workplace, invite your employees, turn on notifications. Each row has its own button; when you are done, close the list with the **X**. Until the workplace has an address, geolocation clock-in cannot work: it is the first thing to do (section 5).



The free trial. After signing up you can use every feature free of charge for 15 days. Before it ends, add a payment method under **Subscription** (section 13).

4. The main screen and the menu

The menu on the left contains every feature; on a phone it opens with the three lines at the top left. For daily work you will mostly use the five highlighted items.

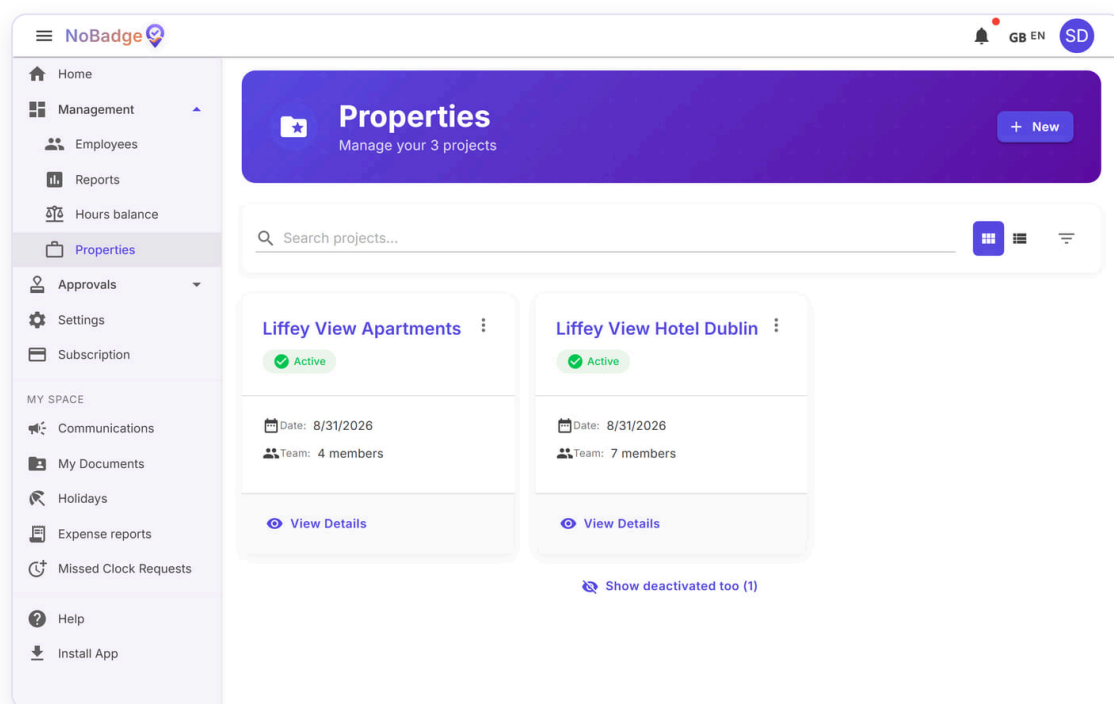


#	Item	What it is for
1	Employees	Your people: add, invite, edit, deactivate them
2	Reports	The hours for the month, day by day: the page you will use most
3	Properties (or Sites, Venues...)	Your workplaces, with address, clock-in area and staff
4	Approvals	Holidays and time off, missed clock-ins, expense reports, special hours
5	Settings	The company's rules: clock-in mode, schedules and rounding, employee requests, notifications

Under **My space** you find the same items your employees see: announcements (where you write new ones), your documents, your own holidays. At the top right the **bell** collects your notifications; your initials open the menu with light or dark theme and **Sign Out**.

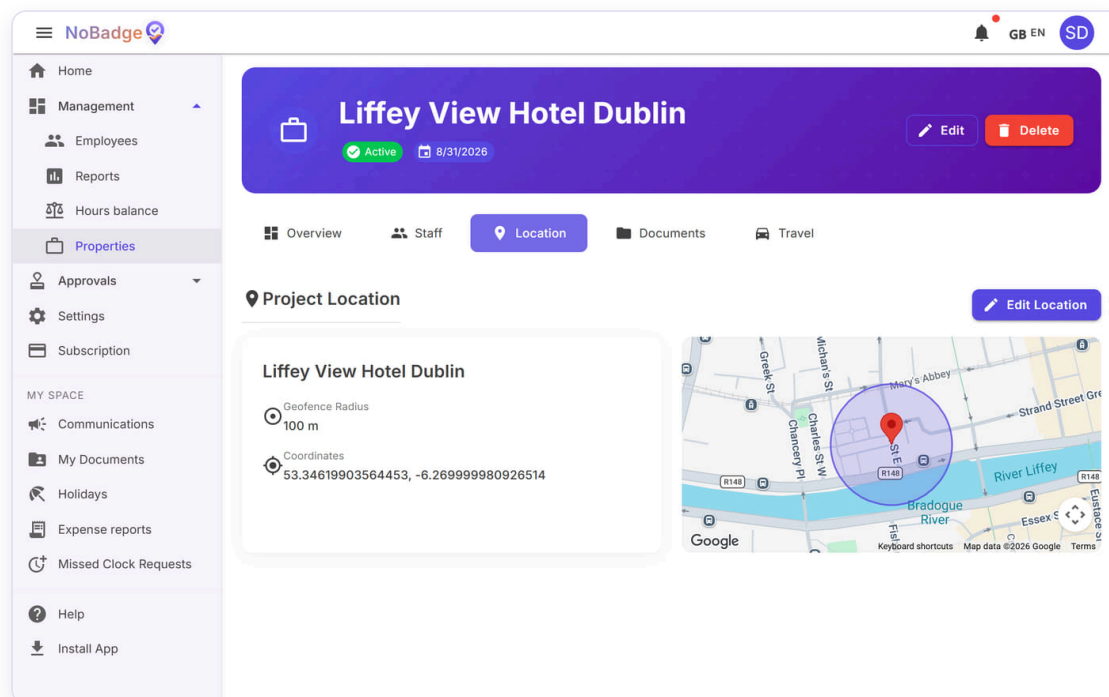
5. Workplaces and clock-in area

Under **Properties** (or whatever they are called in your sector) you find the places where people clock in. **New** adds one; opening one shows the **Overview**, **Staff**, **Location**, **Documents** and **Travel** tabs.



Address and area

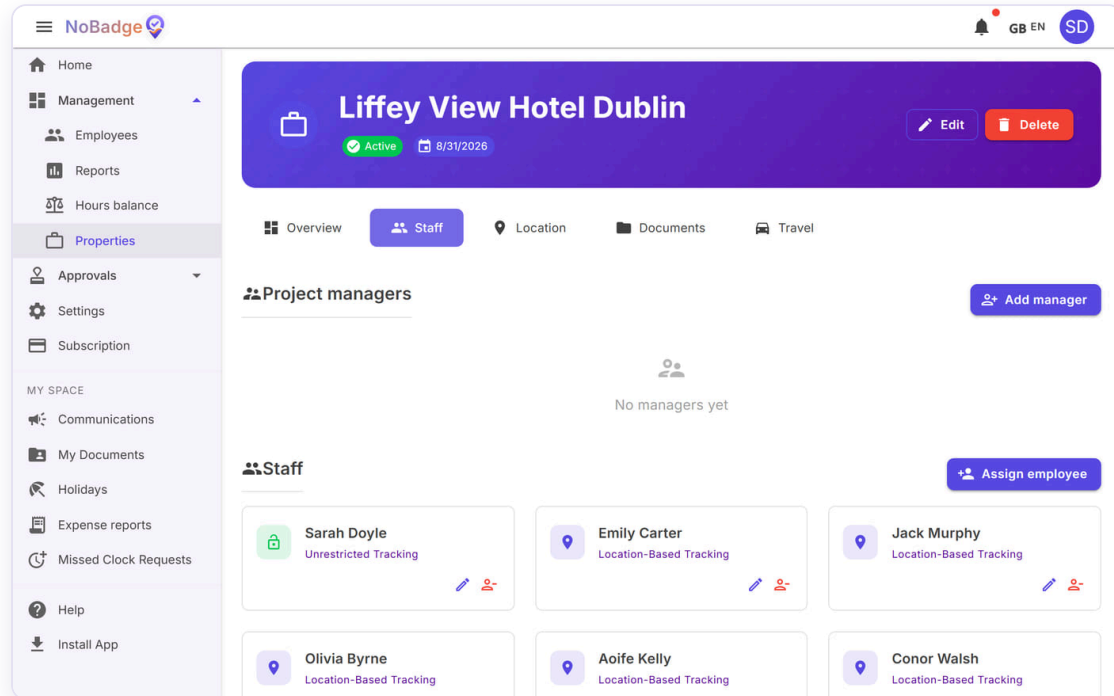
The **Location** tab holds the workplace address and the **Geofence Radius**: the circle on the map inside which a phone can clock in. To change them click **Edit Location**: search for the address (or use your current position if you are on site) and choose the radius.



Which radius to choose. 50–100 metres is fine for a building in town. If the staff entrance is far from the address, or the area is large (a warehouse, a building site, a car park), widen the circle to cover it: a radius that is too tight makes the app refuse clock-ins from people who really are at work.

Who works at the site

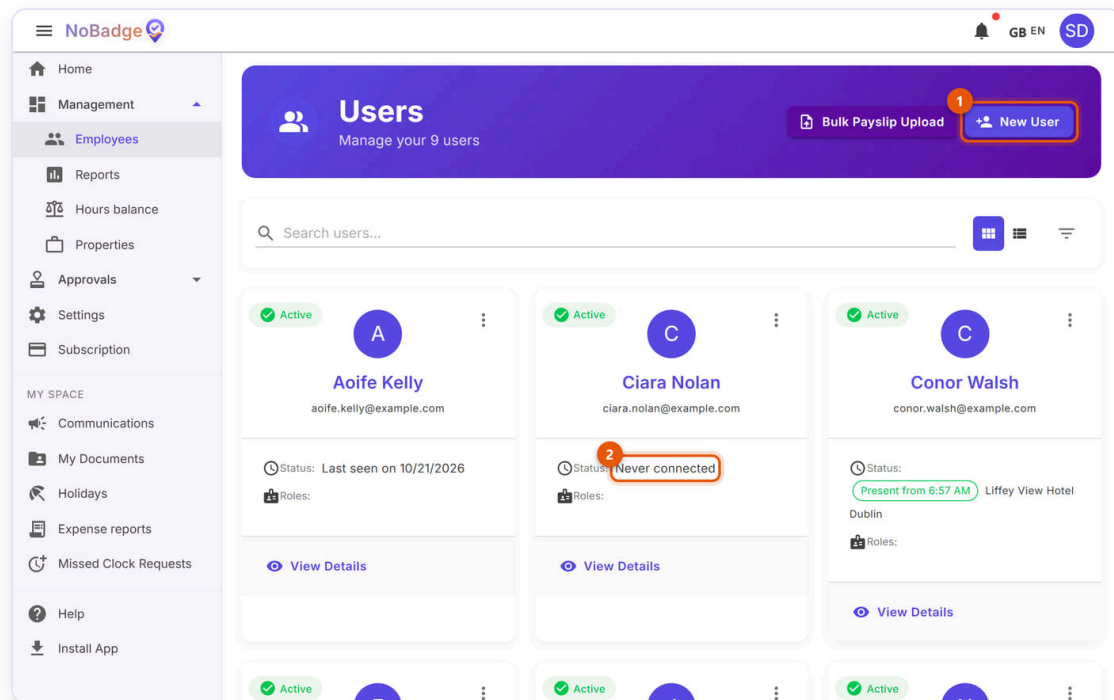
In the **Staff** tab: **Assign employee** adds people to the site (check the clock-in mode it suggests); the **pencil** next to a person changes how they clock in, the red icon removes them from the site; **Add manager** hands the site to someone (for example a shift leader) without making them an administrator: with the *Manage employee hours* permission they correct, day by day, the hours of the people who work there, but they don't see Reports or the requests to approve.



Clock-in mode	What happens
Location-Based Tracking	People clock in from their phone only inside the workplace area; outside it the clock-in is refused (unless Clock Outside Geofence is on, section 12). The workplace needs a Location
Unrestricted Tracking	People clock in from anywhere, with one button
QR Code Tracking	People clock in by scanning with their phone a QR code shown on a screen at the workplace
Manual Time Entry	People type in their hours instead of clocking in
View Only	The person stays linked to the site (for example they receive announcements for that site) but cannot clock in there

6. Employees: add, invite, deactivate

Under **Employees** (the page is called *Users*) there is a card for each person, showing their last login or **Never connected** (2) if they haven't opened the invitation yet. To add someone click **New User** (1); **Bulk Payslip Upload** uploads everyone's payslips at once (section 10).

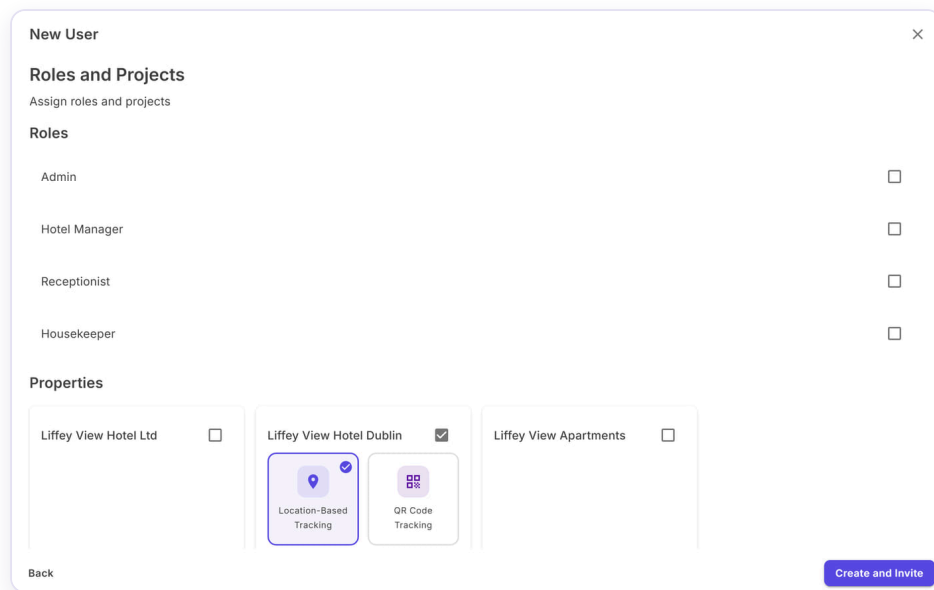


Adding a person, in three steps

1. Who they are. First name, last name and email (required), phone optional. Under **Advanced Settings** you can add hire date, date of birth and tax code (used to match payslips). Then **Next**.

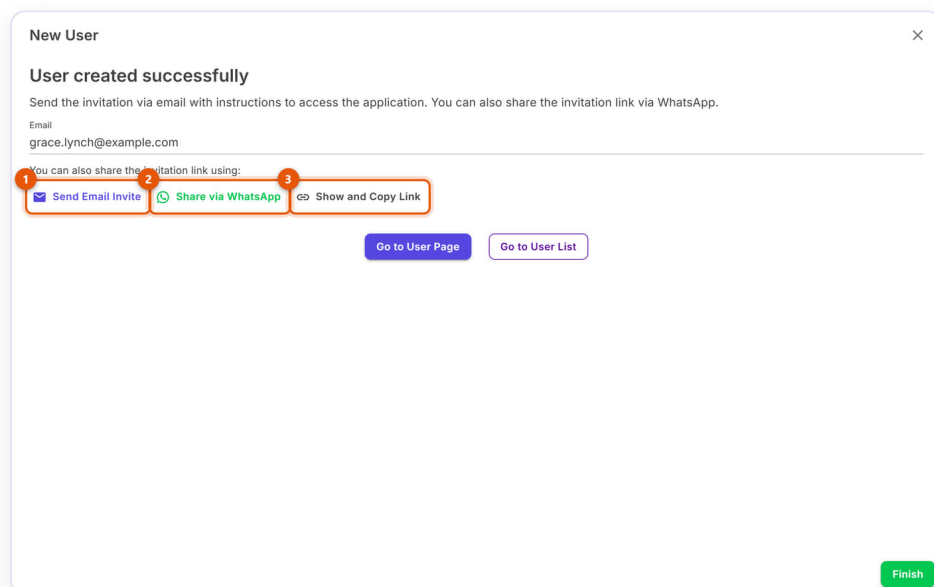
A screenshot of the 'New User' form in the NoBadge application. The form is titled 'New User' and 'Tell us about the user'. It has a section 'Start with the basics' with fields for 'First Name*' (Grace), 'Last Name*' (Lynch), and 'Email*' (grace.lynch@example.com). There is also a 'Phone Number' field. Below this is an 'Advanced Settings' section with a dropdown arrow. A 'Next' button is at the bottom right.

2. Roles and sites. For people who only clock in, **don't tick any role**; tick **Admin** only for people who must run the company like you. Then tick their workplace and choose how they clock in: usually **Location-Based Tracking**. Click **Create and Invite**.



The 'New User' form is titled 'Roles and Projects' with the subtitle 'Assign roles and projects'. It features two main sections: 'Roles' and 'Properties'. The 'Roles' section lists 'Admin', 'Hotel Manager', 'Receptionist', and 'Housekeeper', each with an unchecked checkbox. The 'Properties' section lists 'Liffey View Hotel Ltd', 'Liffey View Hotel Dublin', and 'Liffey View Apartments', each with a checkbox. 'Liffey View Hotel Dublin' is selected, and its details are shown below, including 'Location-Based Tracking' (selected) and 'QR Code Tracking'. A 'Back' button is at the bottom left, and a 'Create and Invite' button is at the bottom right.

3. Send the invitation. Note: **the invitation is not sent automatically**. Choose **Send Email Invite** (1), **Share via WhatsApp** (2) or **Show and Copy Link** (3). WhatsApp is often the quickest way for on-site staff. The link is valid for 7 days.



The 'New User' form now shows 'User created successfully'. It instructs the user to 'Send the invitation via email with instructions to access the application. You can also share the invitation link via WhatsApp.' Below this, the email 'grace.lynch@example.com' is displayed. A section titled 'You can also share the invitation link using:' contains three options: 'Send Email Invite' (marked with a red circle 1), 'Share via WhatsApp' (marked with a red circle 2), and 'Show and Copy Link' (marked with a red circle 3). Below these options are two buttons: 'Go to User Page' and 'Go to User List'. A 'Finish' button is at the bottom right.

A person's profile

Click a person to open their profile: **Edit** (1) for their details; **Invite** (2) sends a new invitation (email, WhatsApp or link), useful if they changed phone or the link expired; **Deactivate** (3) when they no longer work for you. Below are the calendar of their hours for the month and the Properties, Roles, Documents and Travel tabs.

The screenshot shows the NoBadge user profile for Emily Carter. The interface includes a sidebar with navigation options like Home, Management, Employees, Reports, Hours balance, Properties, Approvals, Settings, and Subscription. The main content area displays the user's name, email, status (Active), and hire date (3/1/2025). There are three numbered buttons: 1. Edit, 2. Invite, and 3. Deactivate. Below this is a tabbed interface with Overview, Properties, Roles, Documents, and Travel. The Overview tab shows a calendar for October 2026 with worked hours (96h 0m) and vacation (1 day 8h 00m). The right sidebar contains Personal Information and Employment Details.

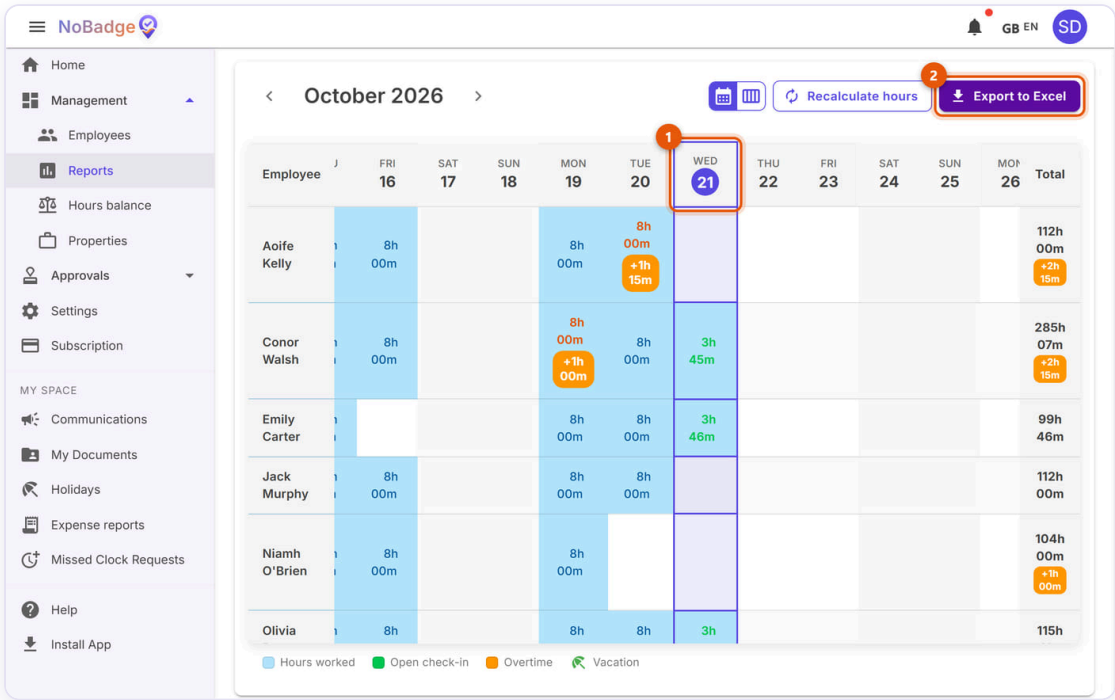
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28 8h 00m	29 8h 00m	30 8h 00m	1 8h 00m	2 8h 00m	3	4
5 8h 00m	6 8h 00m	7 8h 00m	8 8h 00m	9 8h 00m	10	11
12 8h 00m	13 8h 00m	14 8h 00m	15 8h 00m	16	17	18

Deactivating doesn't delete. The person's hours stay in reports and exports, and if they come back you reactivate them from the same profile. To stop someone who has left from clocking in straight away, also remove them from their sites (**Staff** > red icon).

One email, one person. Each email address can belong to only one person in one company. If you see "This email address is already in use", you need a different address.

7. The hours for the month

Reports is a grid: one row per person, one column per day, the total at the far right. Today's column is framed (1); the arrows next to the month change month; **Export to Excel** (2) downloads the month (section 11).



What you see in the cell	What it means
Hours in blue on a light blue background ("8h 00m")	Regular hours recognised that day
Hours in orange with "+1h 00m" below	Day with overtime: the number is the regular hours, the label is the overtime
Hours in green	Clocked in but not out: the person is at work now, or forgot to clock out (section 8)
Holiday or leave icon	Approved absence; if it is faded, the request is still pending
Empty cell on a weekday	No clock-in: day off, unrecorded absence or missed clock-in

Who is at work right now. The green cells in today's column are the people who clocked in and haven't left yet: in the example, at 10:42 Conor Walsh and Emily Carter have been in for almost four hours. **Recalculate hours** redoes the month's calculations with today's rules, after showing you what would change: use it when you change a working-hours rule.

The details of a day

Click a cell to open that person's day: at the top the **Recognised hours**, below each clock-in with workplace, times and overtime. The **calculator** (1) explains how the hours were calculated, the **pencil** (2) edits the clock-in, **Add Entry** (3) adds one.

Tue 6 Oct 2026 — Sean Ryan

Day Summary

Recognised hours: 8h 00m

Property	Work Hours	Overtime	Notes	Actions
Liffey View Apartments	08:00 07:02 - 16:17	01:15	-	 

+ Add Entry Add Time Off Close

Example: Sean Ryan, Tuesday 6 October. He clocked in at 07:02 and out at 16:17, which is 9 hours 15 minutes. The company's rule (*8-hour shift*) recognises 8 regular hours and counts the rest as overtime; the calculator shows the steps: clock-out rounded down to the quarter hour (16:15), overtime of 1h 13m rounded to **1h 15m**.

 **How the hours were calculated** 

Raw → Calculated Hours

09:15 → **08:00**  Overtime: 01:15

Check-in Time: 07:02 — Check-out Time: 16:17
Applied policy: **8-hour shift**

Calculation steps

- > Recorded times: check-in 07:02, check-out 16:17.
- > Check-out rounded down to the 15 min interval: 16:15.
- > Overtime calculated: 01:13.
- > Final duration calculated: 08:00 (Overtime: 01:15).

 Copy explanation Close

8. Correcting a clock-in

Corrections are made from the details of the day. Always write a **note** explaining why: it stays attached to the clock-in.

A day left open. If someone forgets to clock out, the cell stays green and the hours keep growing: in the example Conor Walsh clocked in on 14 October and never clocked out. Open the day and click **Close** (1) next to the open clock-in.

Wed 14 Oct 2026 — Conor Walsh

Open Check-ins

Project: Liffey View Hotel Dublin
Check-in Time: 13:54
Elapsed Time: 177h 22m

Close (1)

+ Add Entry Add Time Off Close

Enter the **Check-out Time**, add a note (for example *"forgot to clock out, confirmed by the shift leader"*) and click **Close Check-in**. From then on the day counts the right hours.

Close Open Check-in

Project: Liffey View Hotel Dublin
Check-in Time: 13:54
Elapsed Time: 177h 22m

Check-out Time

Hour: 10 minutes: 42

Notes

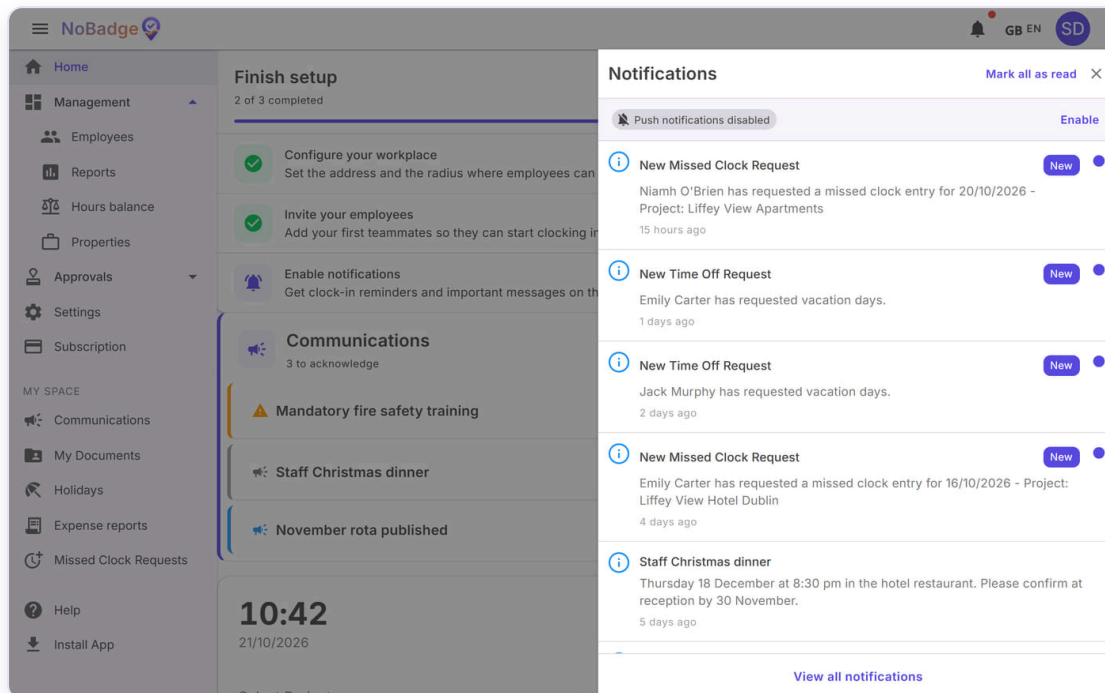
Optional notes about this check-out

Cancel **Close Check-in**

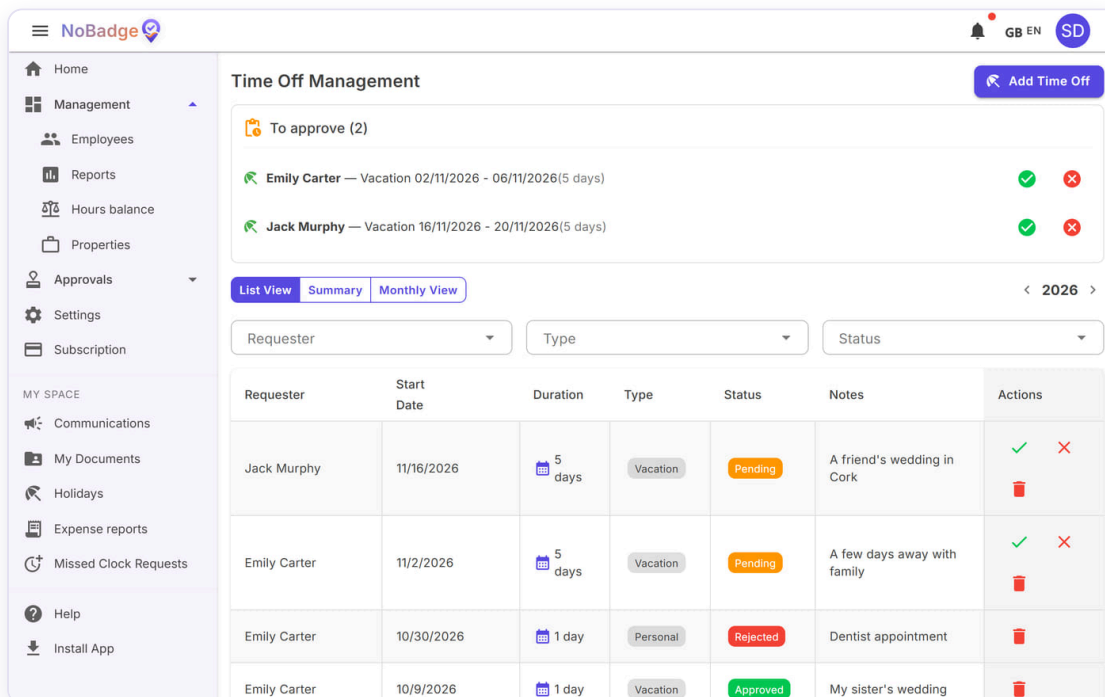
Editing or adding. With the **pencil** you change date, workplace, times, lunch break and note, or delete the clock-in. **Add Entry** creates a new one (if you leave the clock-out empty, the person shows as still at work). For a day of holiday use **Add Time Off**: the absence is recorded as already approved.

9. Approving requests

When someone requests holidays, reports a missed clock-in or submits an expense report, you get a notification under the **bell** at the top right. Requests wait for you: until you answer, they don't count.



Holidays and time off. Under **Approvals > Holidays Management**, the box at the top lists the pending requests: the green tick approves, the red X rejects (you can write a reason, which the person sees). Below is the history, with filters and a monthly view. With **Add Time Off** you record an absence yourself, even for several people at once (for example a company closure).



NoBadge
GB EN

- Home
- Management
- Employees
- Reports
- Hours balance
- Properties
- Approvals
- Settings
- Subscription

MY SPACE

- Communications
- My Documents
- Holidays
- Expense reports
- Missed Clock Requests

- Help
- Install App

Missed Clock Management

Requester	Project	Date	Check-in Time	Check-out Time	Duration	Status	Actions
Niamh O'Brien	Liffey View Apartments	10/20/2026	07:00	15:00	08:00	Pending	✓ ✗
Emily Carter	Liffey View Hotel Dublin	10/16/2026	14:00	22:00	08:00	Pending	✓ ✗
Emily Carter	Liffey View Hotel Dublin	10/13/2026	14:00	22:00	08:00	Approved	Sarah Doyle

NoBadge

GB EN

SD

Home

Management

Employees

Reports

Hours balance

Properties

Approvals

Settings

Subscription

MY SPACE

Communications

My Documents

Holidays

Expense reports

Missed Clock Requests

Help

Install App

Expense Reimbursement Management

Month
October

Year
2026

Employee

Status

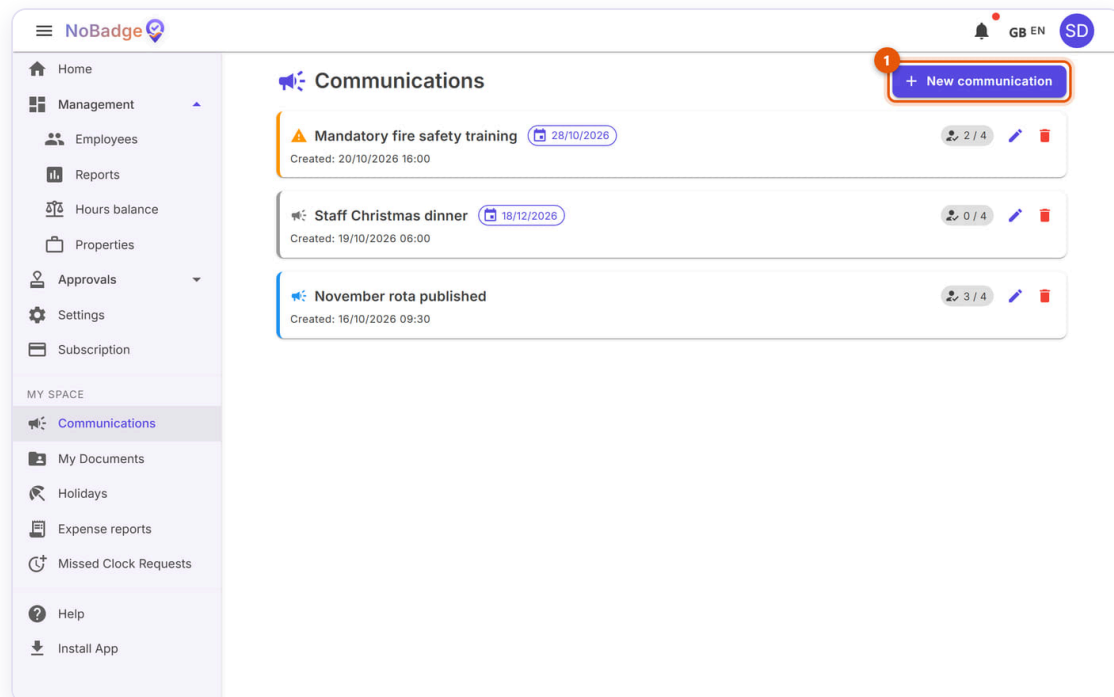
Search

TOTAL	Pending	Approved	Paid
€ 89.50	€ 50.60	€ 38.90	€ 0.00

Date	Employee	Category	Amount	Description	Status	Receipt	Actions
▼	Conor Walsh	€ 34.20					
15/10/2026	Conor Walsh	Carburante	€ 34.20	Fuel for the van to collect supplies	Pending	—	
▼	Emily Carter	€ 55.30					
08/10/2026	Emily Carter	Vitto	€ 16.40	Lunch during the IHF meeting	Pending		
07/10/2026	Emily Carter	Trasporto	€ 38.90	Train Dublin-Galway for the Irish Hotels Federation meeting	Approved	—	

10. Announcements and documents

Announcements. Under **Communications** you write notices for everyone, for one workplace, a department, a role or individual people: click **New communication** (1). Next to each announcement you see how many people have already confirmed it out of how many received it; the pencil edits it, the bin deletes it.



Write a title and a message, choose the priority and, if needed, the event date and the expiry date, then the recipients, and click **Submit**. Employees see it at the top of their Home and get a notification.

New communication

Title*

0 / 200

Message

Priority

Normal

Event date

Expires on

Recipients

All employeesBy roleBy projectEmployees

☐ Send to all employees

The communication will be visible to every active employee.

Select at least one recipient

Cancel

Send

Payslips. From **Employees** > **Bulk Payslip Upload** choose the type (Payslip or Certificazione Unica, the Italian annual tax statement), the month and the year, then upload the PDFs or a ZIP archive: NoBadge matches them to people by tax code. Check the matches and confirm: each payslip goes into the person's *My Documents*, in the year's payslips folder. A single document (a contract, a certificate) is uploaded from the person's profile instead, **Documents** tab.

The screenshot shows the NoBadge web application interface. On the left is a sidebar menu with categories: Management (Home, Employees, Reports, Hours balance, Properties, Approvals, Settings, Subscription), MY SPACE (Communications, My Documents, Holidays, Expense reports, Missed Clock Requests), and Help (Help, Install App). The main content area is titled 'Bulk Document Upload'. It features a 'Document Type*' dropdown menu set to 'Payslip', a 'Month*' dropdown set to 'September', and a 'Year*' dropdown set to '2026'. Below these is a text instruction: 'Upload PDF files or a ZIP archive. The system will automatically match them to employees based on their fiscal code.' At the bottom of the form is a large blue button labeled 'Select Files' with a cloud upload icon.

11. Downloading the report in Excel

In **Reports** choose the month, then click **Export to Excel**: you can choose between four files, all for the month on screen.

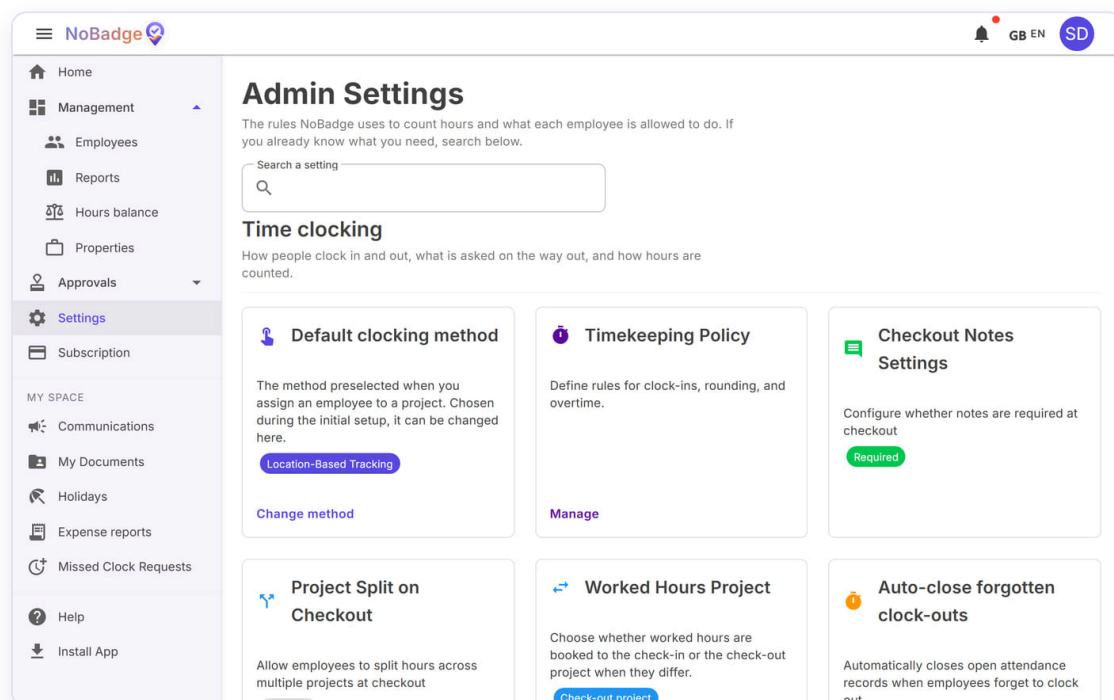
The screenshot shows a modal dialog box titled 'Choose report type' with a close button (X) in the top right corner. The dialog contains four selectable options, each with an icon, a title, and a description: 1. 'Monthly summary' with a calendar icon and description 'Employees x days matrix'. 2. 'By project' with a folder icon and description 'One sheet per project'. 3. 'By employee' with a person icon and description 'One sheet per employee, hours by project'. 4. 'By employee detailed' with a person and magnifying glass icon and description 'One sheet per employee, full timesheet'. A 'Cancel' button is located at the bottom right of the dialog.

File	What it contains	When to use it
Monthly Overview	A people × days table, like the Report	For an overall check or to send to your payroll provider
By project	One sheet per workplace, with the hours of the people who worked there	To know how many hours each workplace took
By employee	One sheet per person, with hours split by workplace	To check one person
By employee detailed	One sheet per person with every clock-in	For a dispute or a detailed check

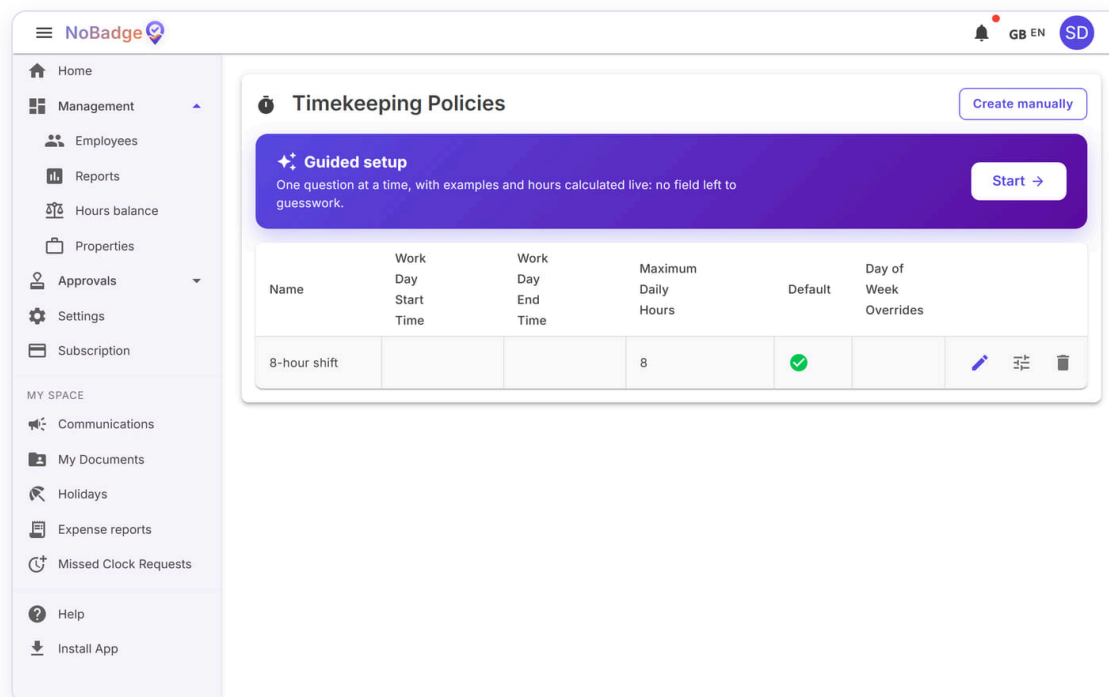
Before downloading, close any open days and answer the requests. An open day goes into the *Monthly Overview* and the *By project* file with the hours elapsed up to the moment of the export; holidays and missed clock-ins still pending are not in any file.

12. Settings and working-hours rule

Admin Settings collects the company's rules, grouped by topic: clock-ins, employee requests, notifications and more. Each card says what it does and how it is set; the search box at the top finds a setting straight away. Among the most useful: **Clock Outside Geofence** (people outside the area can still clock in, giving a reason), **Auto-close forgotten clock-outs**, **Admin Clock-In Notifications**.



The working-hours rule. NoBadge doesn't simply count the time between clock-in and clock-out: it applies the **working-hours rule**, which decides rounding, maximum hours and overtime. From **Timekeeping Policy** > **Manage** you reach the **Timekeeping Policies**: the one with the green tick applies to everyone, except for exceptions for a workplace or a person. To create or change one use **Guided setup** > **Start**: it asks one question at a time and shows straight away, with examples, how many hours would result.



Clock-ins	How the <i>8-hour shift</i> rule reads them	Recognised hours	Overtime
06:57 → 15:03	Clock-in moved to 07:00, clock-out to 15:00	8h 00m	—
13:58 → 23:13	Clock-in moved to 14:00, clock-out to 23:00	8h 00m	1h 00m
07:02 → 16:17	Clock-in within the grace period, clock-out at 16:15; overtime of 1h 13m to the nearest quarter hour	8h 00m	1h 15m

If you change the rule, use **Recalculate hours** in Reports to apply it to the days already past in the month.

13. Subscription

Under **Subscription** you see when your trial ends and add your payment method: a card for the monthly payment, based on your active users. The price you see there is the one for your plan.

14. Frequently asked questions

Someone can't clock in: "Location Validation Failed". Their phone appears to be outside the workplace area. Ask them to turn on precise location and tap **Retry Check-In** near the entrance. If it happens often, check the address and radius under **Location** and widen the radius, or switch on **Clock Outside Geofence**.

Someone sees "You are not assigned to any project yet". They are not assigned to any workplace: add them from **Staff** > **Assign employee**.

The invitation didn't arrive, expired, or the person changed phone. Open their profile and click **Invite**: a new link is sent, valid for 7 days. You can also send it by WhatsApp.

A day shows hundreds of hours. It's a day left open: the person didn't clock out. Close it from the details of the day (section 8), or turn on auto-close in the settings.

The hours don't match the time between clock-in and clock-out. That's the working-hours rule: open the day and click the **calculator**, which shows every step.

I'd like a shift leader to check hours without being an administrator. At the workplace, **Staff** tab, use **Add manager** with the *Manage employee hours* permission.

Who can see my company's data? You and the people you give a role to; each employee sees only their own hours and requests. No other company sees your data.

Who do I ask for help? The menu has **Help**, with the support contacts.