

NoBadge for the people who clock in — Employee guide

October 2026

With NoBadge you clock in and out from your phone, check your hours, request holidays and time off, report a missed clock-in and find your documents, such as your payslips. This guide follows your working day: first your first login, then clocking in, then everything else.

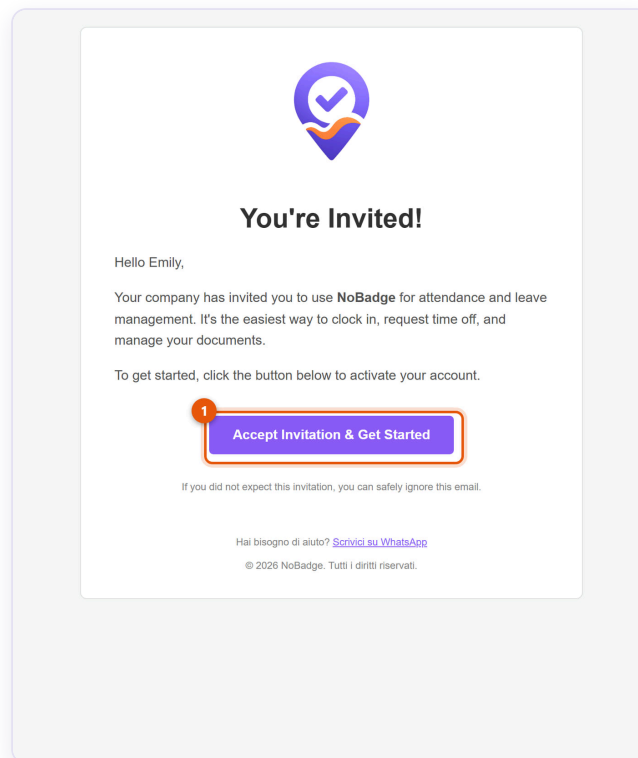
In the examples the company is *Liffey View Hotel Ltd*, the workplace is *Liffey View Hotel Dublin* and the employee is *Emily Carter*, receptionist. In your app you will see your own company's names, and some items (for example Expense reports or Missed Clock Requests) only appear if your company has switched them on.

1. At a glance

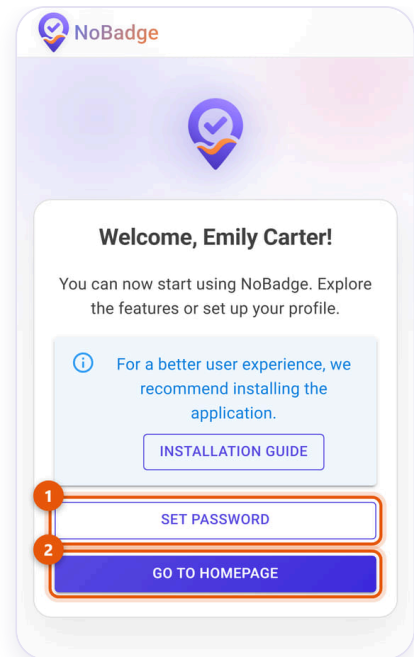
What you want to do	Where
Clock in and out	Home , the big button
See your hours for the month	Home , the calendar below the button
Read company announcements	Home at the top, or Communications in the menu
Request holidays or time off	Holidays
Report a missed clock-in	Missed Clock Requests in the menu
Download payslips and documents	My Documents
Claim back an expense	Expense reports in the menu
See your notifications	the bell at the top

2. Your first login

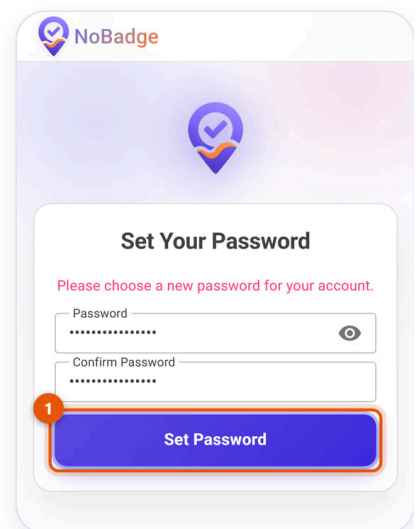
Step 1. The invitation. You receive an email from NoBadge with your company's name (sometimes the invitation comes by WhatsApp, with the same link). Tap **Accept Invitation & Get Started** (1). If you can't find the email, check your spam folder; if the link has expired, ask your manager to send you a new one.



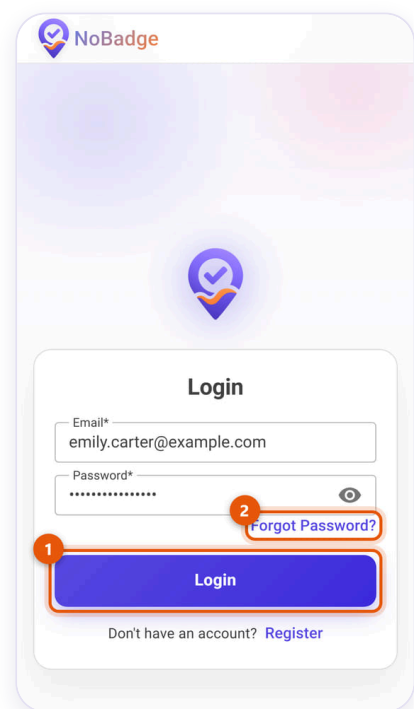
Step 2. The welcome page. NoBadge recognises you from the link and greets you by name. Tap **Set Password** (1) to choose your password: you will need it to log back in if you sign out or change phone. On Android you can also start straight away with **Go to Homepage** (2) and choose a password later; on iPhone you must choose it now, because the installed app asks for it.



Step 3. Your password. Type it twice and tap **Set Password** (1). It needs at least 8 characters, including a capital letter, a number and a symbol (for example `LiFFey!2026`). Right after that you are on your Home page.

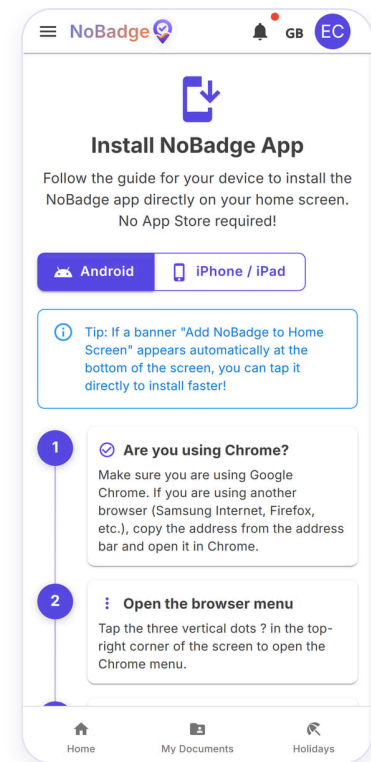


Next time NoBadge keeps you signed in: open the app and you are already on Home. If it asks you to log in, enter your email and password and tap **Login** (1). If you have forgotten your password, use **Forgot Password?** (2): you will receive an email to choose a new one.



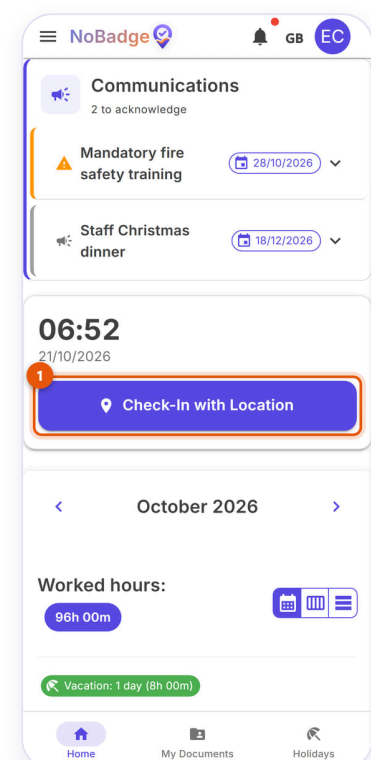
Install the app on your phone

NoBadge is not downloaded from an app store: you install it from the browser and then open it from an icon, like any other app. From the menu open **Install App**, choose **Android** or **iPhone / iPad** and follow the steps. On iPhone you do it from Safari, with *Share* > *Add to Home Screen*.

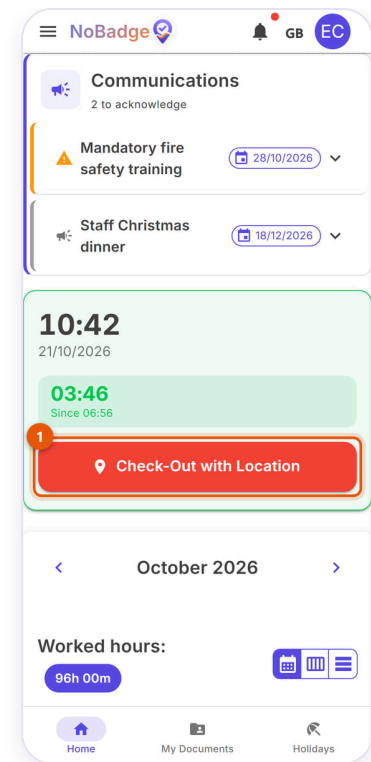


3. Clocking in and out

When you arrive at work, open NoBadge. At the top you see the time and date; below it, the **Check-In with Location** button (1). Tap it: your phone checks that you are inside the workplace area and records your arrival. If your phone asks for permission to use your location, answer **Allow**.



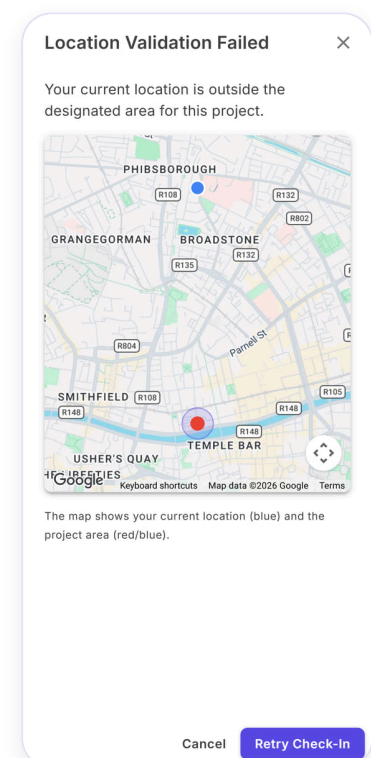
From then on the box turns green: you see how long you have been at work (03:46) and since what time (06:56). At the end of your shift tap **Check-Out with Location** (1). A window may appear where you can add a note about the day: write one, or skip it.



Do you work at more than one site? A site selector appears above the button: choose the one you are at before clocking in.

If your clock-in is refused

If your phone appears to be outside the workplace area, you see **Location Validation Failed** with a map: the blue dot is you, the circle is the workplace area. Move closer to the entrance or step outside, turn on your phone's precise location and tap **Retry Check-In**. If it keeps happening while you are at work, tell your manager: they can check the workplace address or make the area bigger.

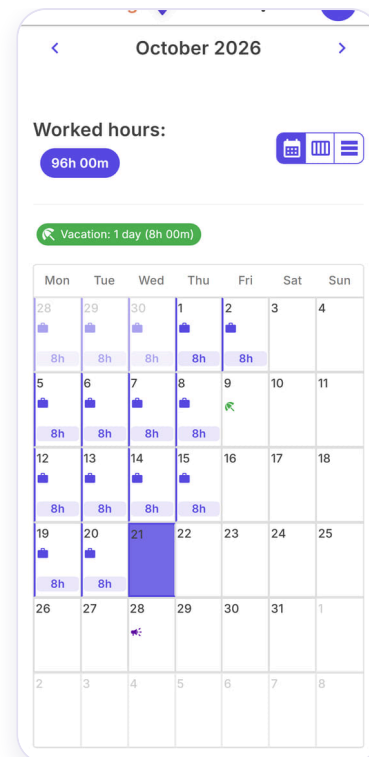


Without a connection

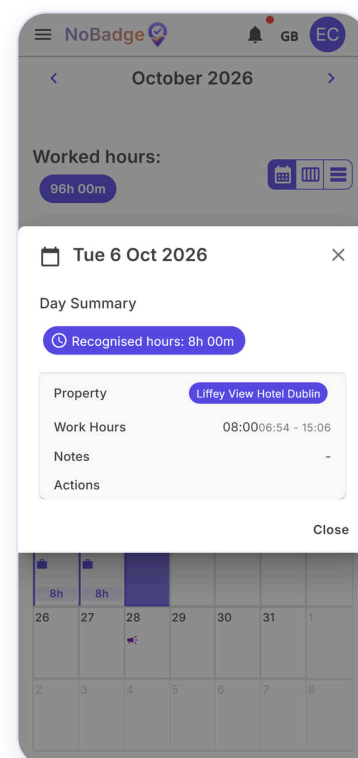
If your phone has no signal, the clock-in is saved on the phone with the right time and sent automatically as soon as the connection is back (or with **Sync now**, in the bar that appears at the top). You need to have opened the app at least once with a connection.

4. Your hours

Below the button is the calendar for the month: for each day the recognised hours, with icons for holidays and for days with an event. At the top is the total for the month (**Worked hours**) and, below it, a summary of your holidays and time off. Use the arrows to change month; the icons on the right switch to the weekly or list view. In the example, 9 October is a day of holiday and the 16th is empty: that is the missed clock-in described in section 7.

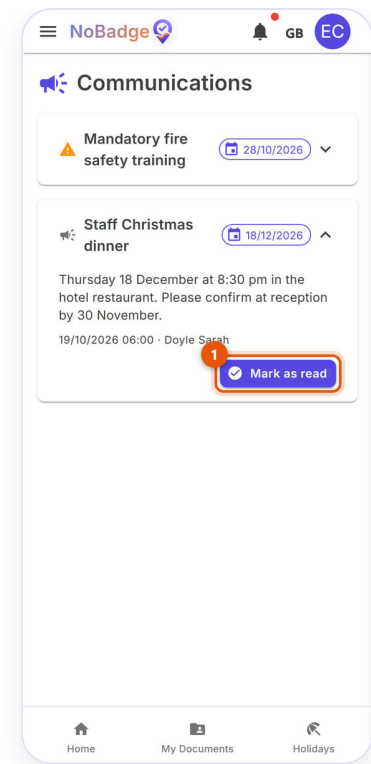


Tap a day to see its details: the workplace, the **Recognised hours**, the working hours, the actual clock-in and clock-out times, and any notes. The recognised hours can differ by a few minutes from the actual times, because your company applies its own rounding rules. The details are read-only: if something looks wrong, talk to your manager or report a missed clock-in.



5. Communications

Company announcements (rotas, training, notices) appear at the top of Home and under **Communications** in the menu. Tap an announcement to open it; when you have read it, tap **Mark as read** (1): your manager can see who has read it. The orange triangle marks an important announcement, and the date on the right is the day of the event.



6. Holidays and time off

Open **Holidays** from the bar at the bottom. The **My Time Off Requests** page lists all your requests with their status:

Status	What it means
Pending	Your manager has not answered yet
Approved	Confirmed: the days appear in your calendar
Rejected	Not confirmed: you find the reason under <i>Approver Notes</i>

In the example, the day off on 30 October was rejected with the note "We have the conference on the 30th: could you move it to another day?", while the holiday from 2 to 6 November is still pending. A pending request can be withdrawn from its box.

The screenshot shows the 'My Time Off Requests' screen. At the top, there's a '+ New' button. Below it, two request cards are visible. The first card is for a 'Vacation' request, 'Pending' status, for 5 days starting 11/2/2026, with a note 'A few days away with family'. The second card is for a 'Personal' request, 'Rejected' status, for 1 day starting 10/30/2026, with a note 'We have the conference on the 30th: could you move it to another day?'. The bottom navigation bar has 'Home', 'My Documents', and 'Holidays' tabs.

Requesting one or more days. Tap **New**. Leave **Full Day** (1) selected, choose the **Start Date** and **End Date**, the **Type** (Vacation, Sick Leave, Personal...), add a note if needed and tap **Submit Request** (2).

The screenshot shows the 'New Time Off Request' form. At the top, there's a 'Request Type' section with 'Full Day' (1) selected and 'Hourly Leave'. Below that are fields for 'Start Date*' (10/21/2026), 'First day of your time off', 'End Date*' (10/21/2026), 'Last day of your time off', 'Type*' (Vacation), and 'Notes'. At the bottom, there's a 'Cancel' button and a 'Submit Request' button (2) highlighted with a red box.

Requesting a few hours. Choose **Hourly Leave**: enter the date and the start and end times; below you see the estimated duration. Then **Submit Request**. When your manager answers, you get a notification under the bell.

New Time Off Request

Request Type

Full Day

Hourly Leave

Date*

10/21/2026

Day of your hourly leave

Start Time

When does your leave start?

Hour

minutes

End Time

When does your leave end?

Hour

minutes

Estimated Duration: -

Type*

Vacation

Select the type of leave

Notes

Cancel

Submit Request

7. Forgot to clock in?

If you did not clock in one day (flat battery, phone left at home...), open **Missed Clock Requests** from the menu and tap **New**. Enter the workplace, the day, the clock-in and clock-out times, write a note explaining what happened and tap **Submit Request**.

New Missed Clock Request

Submit a missed clock request for a day you forgot to clock in/out. The request will be sent to an administrator for approval.

Select Project

Liffey View Hotel Dublin

Select the project for which you forgot to clock in

Date*

10/21/2026

Select the date of the missed clock

Check-in Time

Hour

minutes

9

0

Check-out Time

Hour

minutes

18

0

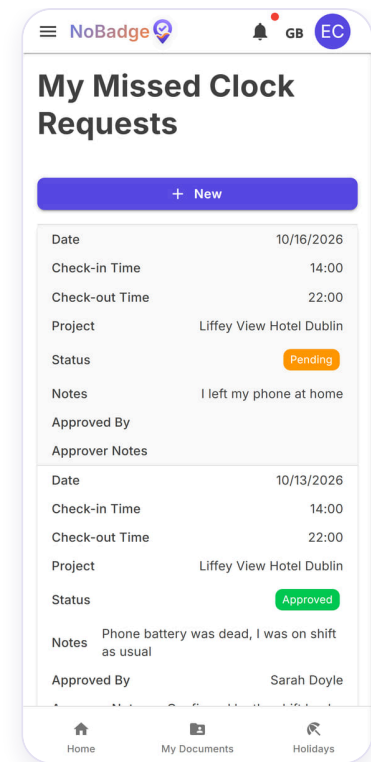
Notes

Add any notes explaining the missed clock (optional)

Cancel

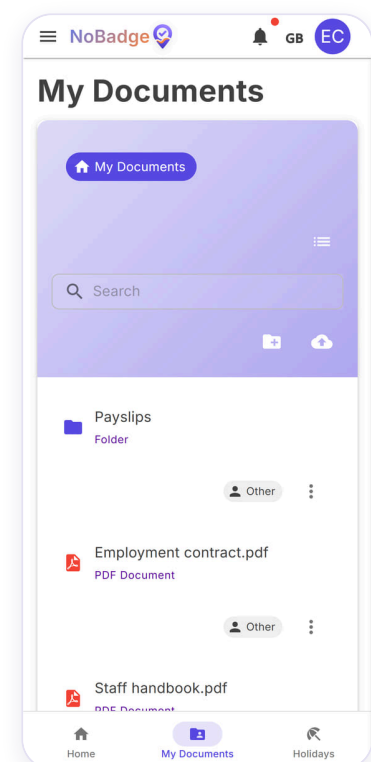
Submit Request

The request stays **Pending** until your manager approves it; once approved, the day appears in your calendar with its hours. In the example the request for 13 October is approved ("*Confirmed by the shift leader*") and the one for the 16th is pending.

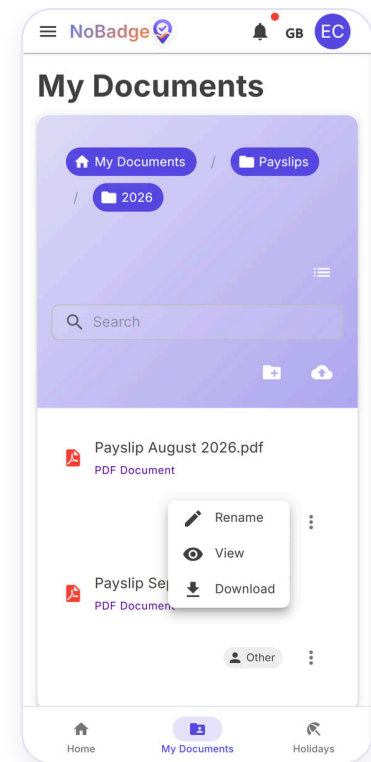


8. Your documents

In **My Documents** (bar at the bottom) you find the files your company shares with you: payslips, contract, staff handbook. Payslips are usually in a folder split by year.

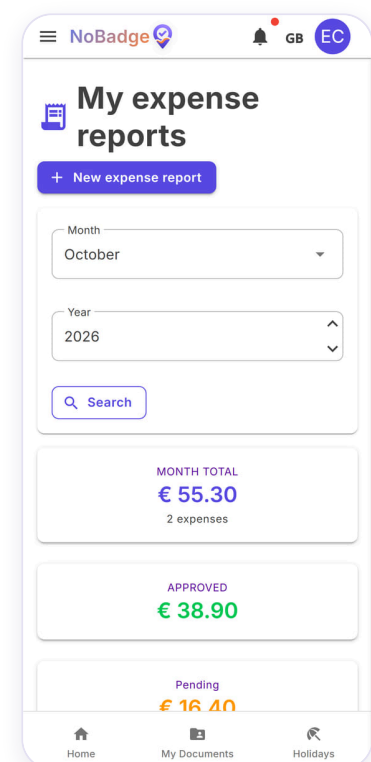


Tap a folder to open it; the names at the top take you back. With the three dots next to a file you can **View** it on your phone or **Download** it. You can also upload your own files with the cloud icon and create folders; files added by the company cannot be deleted.

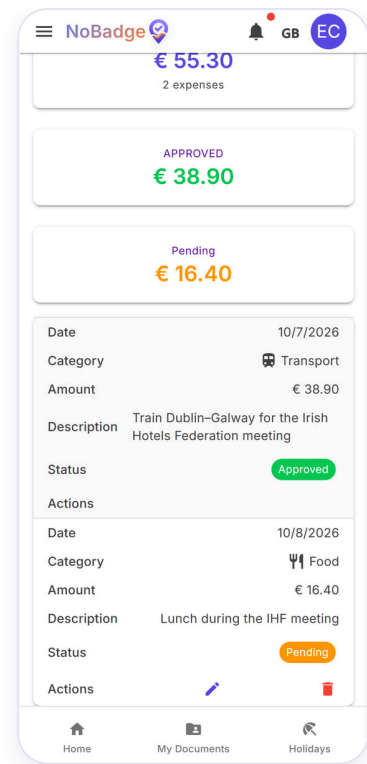


9. Expense reports

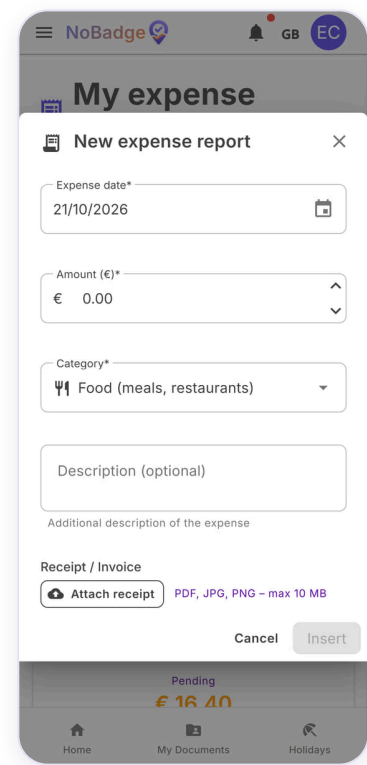
If you paid for something for work (a train ticket, a lunch on a work trip), open **Expense reports** from the menu. At the top choose the month and year; below you see the total for the month, how much is already approved and how much is pending.



Further down is the list of expenses, each with date, category, amount, description and status. While it is pending you can correct it with the pencil or delete it with the bin.

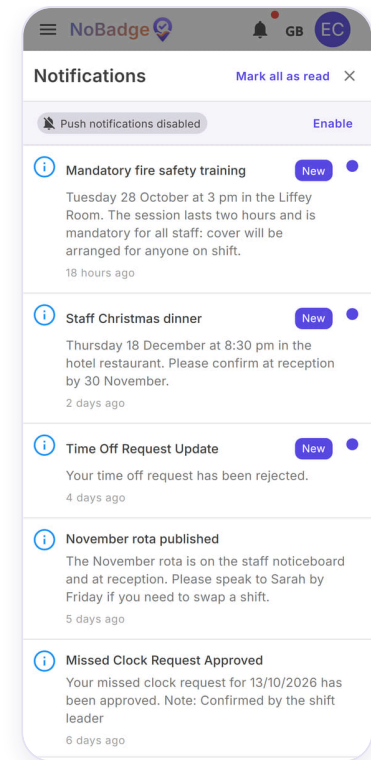


For a new expense tap **New expense report**: date, amount, category and a description. With **Attach receipt** you add a photo of the receipt or a PDF (up to 10 MB). Then **Insert**.

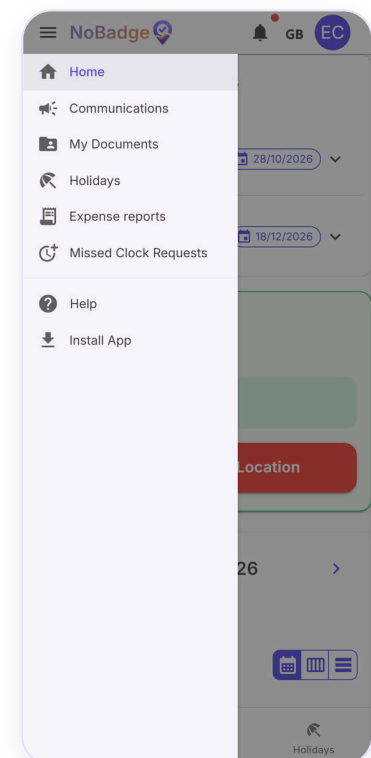


10. Notifications, menu, language

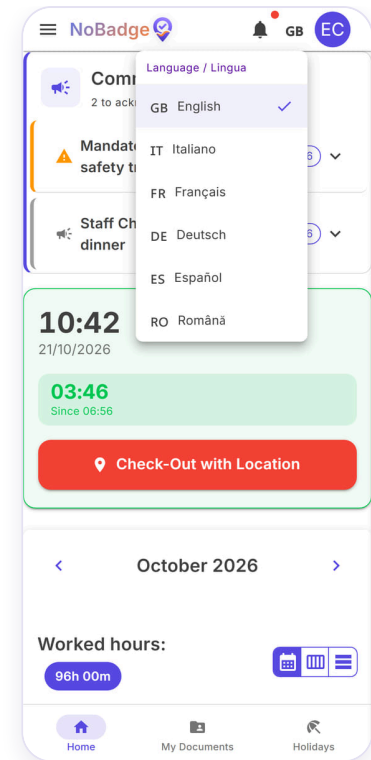
The bell at the top collects your notifications: the answers to your requests and new announcements. The dot marks the unread ones; **Mark all as read** clears them. With **Enable** you also receive notifications on your phone when the app is closed.



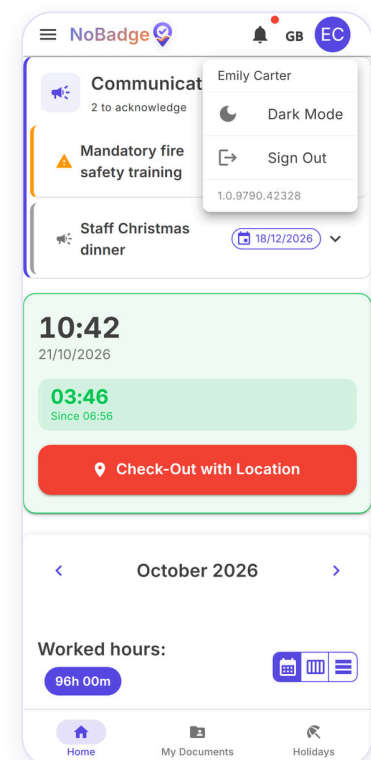
The menu (the three lines at the top left) contains every item: Home, Communications, My Documents, Holidays, Expense reports, Missed Clock Requests, Help and Install App.



The language is changed with the button next to the bell (a flag or the language code): choose between English, Italiano, Français, Deutsch, Español and Română.



Your initials, at the top right, open the menu with your name, **Dark Mode** (or Light) and **Sign Out**.



11. Frequently asked questions

The clock-in button is grey. Your phone does not have your location yet: turn on location services, allow NoBadge to use them and wait a few seconds. If you refused the permission, turn it back on in your browser or phone settings and tap **Retry**.

I see "You are not assigned to any project yet". You are not linked to a workplace yet: ask your manager to assign you to one.

I clocked in twice or at the wrong time. You cannot correct a clock-in yourself: tell your manager, who will fix it on their side.

I forgot to clock out. The day stays open. Let your manager know: they can close it with the right time.

I have a new phone. Open NoBadge on the new phone and log in with your email and password. If you don't remember your password, use **Forgot Password?** or ask for a new invitation.

Who can see my data? You only see your own hours and requests; the people who manage them in your company can see them too. Your location is used to check that you are at work when you clock in and is saved with your clock-in and clock-out: NoBadge does not record your movements during your shift.

Who do I ask for help? For rotas, hours and requests, ask your manager. For a problem with the app, open **Help** from the menu.