



Purchasing employee tags

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How to purchase tags

Purchase employee swipe cards or key fobs directly from your TimeDock web dashboard, by following the instructions below.

- **Pre-assigned swipe cards of key fobs**
Tags that are pre-programmed for selected employees. Cards will be printed with the employee photo, name and QR barcode.
- **Un-assigned swipe cards or key fobs**
Spare tags that you can program to employees yourself using the TimeDock hardware or Android app. Cards **do not** include a QR barcode.

Note: Unsure which option to purchase? View our [employee tags comparison](#) article for a breakdown of options and compatibility.

Pre-assigned swipe cards or key fobs

Use this option to order swipe cards or key fobs that are pre-assigned to selected employees. Pre-assigned swipe cards will have the employee QR code, photo, name and ID printed.

Log in to TIMEDOCK and use the top navigational menu to navigate to **Setup > Employees**. From this screen click-to-select the employee(s) you would like to order tags for. The employee row(s) will be highlighted blue to indicate selection. Next, in the left-hand-side actions menu select **Buy Tags**.

New

Print ID Cards ▾

Buy Tags

Select All ▾

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Delete

Employees

WAREHOUSE

	FULL NAME	DEPARTMENT	#	QR	EDIT
	Mitch Monreal	WAREHOUSE	010		EDIT
	Steve Conner	WAREHOUSE	007		EDIT
	Kevin Hawk	WAREHOUSE	012		EDIT
	Harvey Harrell	WAREHOUSE	008		EDIT

Show 10 entries
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Click on the *Pre-Assigned Cards Or Fobs* option to progress to the order form.

Choose an order type

Pre-Assigned Cards Or Fobs


Tags Will Be Pre-Programmed/Printed For Your Selected Employees.

Un-Assigned Cards Or Fobs

Spare Tags That Can Be Programmed Using The TimeDock Hardware Or Android App.

Next, you will be presented with an order confirmation page for pre-programmed employee cards or key fobs.

Choose the type of tag hardware for your order by clicking on the *Description* dropdown box. You can also update the Copies textbox if you'd like to receive multiple *copies* for each of your selected employees.

Description	Qty	Copies	Cost
Pre-programmed employee swipe cards with QR code and contactless NFC chip. 	2	1	\$2.00
<p>Cards are printed with employee QR code and are NFC pre-programmed for your selected employees.</p> <p>2 employees selected.</p>			

Complete your delivery and contact details before clicking the **Pay Now** button to select an option for online payment.









Note: Selecting the **Pre-Assigned Cards Or Fobs** option with **no** employee records selected will add your entire employee list to your order.

Un-assigned swipe cards or key fobs

Use this option to order spare swipe cards or key fobs that you can program yourself using the TimeDock hardware or Android app.

Log in to TIMEDOCK and use the top navigational menu to navigate to **Setup > Employees**.

From this screen click the **Buy Tags** button in the left-hand-side actions menu.

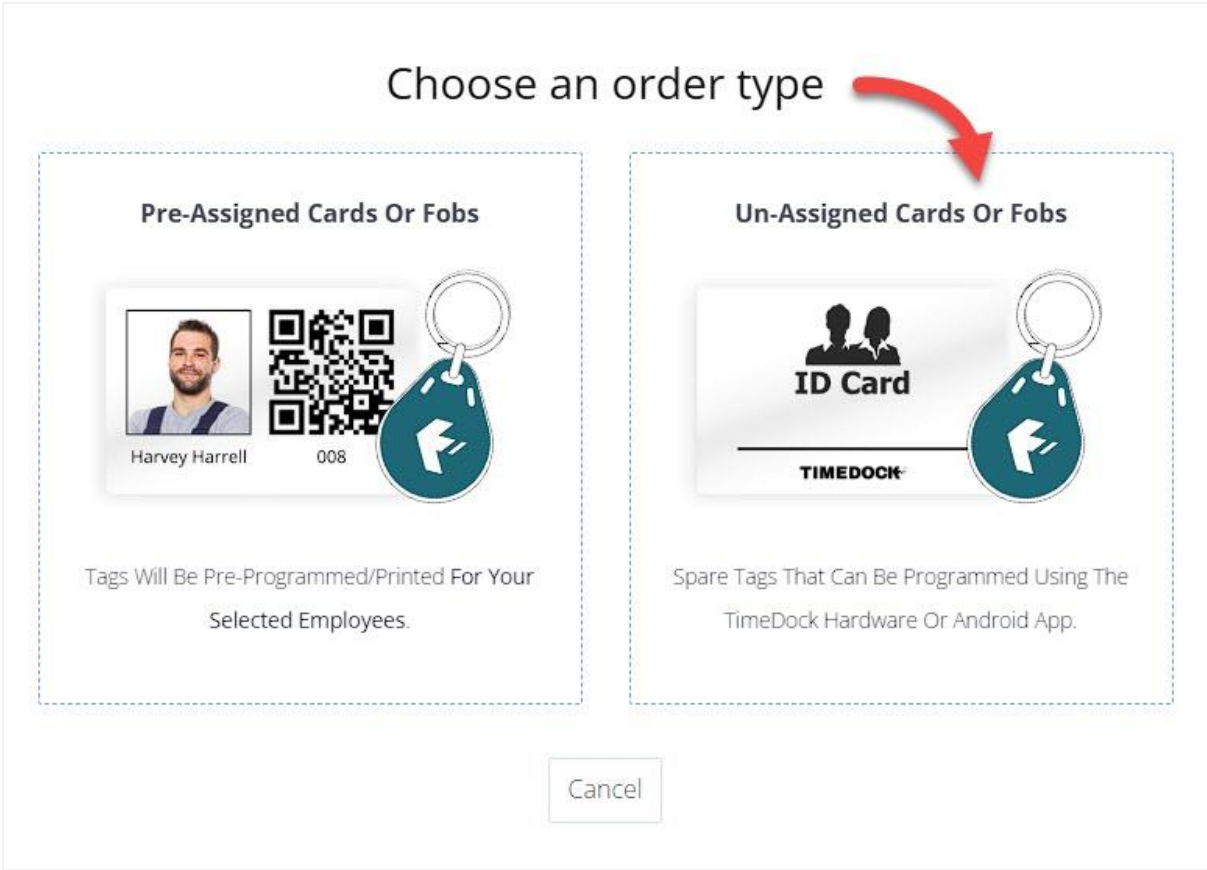
Employees		WAREHOUSE		
FULL NAME	DEPARTMENT	#	QR	EDIT
 Mitch Monreal	WAREHOUSE	010		EDIT
 Steve Conner	WAREHOUSE	007		EDIT
 Kevin Hawk	WAREHOUSE	012		EDIT
 Harvey Harrell	WAREHOUSE	008		EDIT

New
 Print ID Cards
Buy Tags
 Select All
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 Delete

Show 10 entries


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Click on the **Un-Assigned Cards Or Fobs** option to progress to the order form.



Next, you will be presented with an order confirmation page for un-programmed employee cards or key fobs.

Choose the type of tag hardware for your order by clicking on the *Description* dropdown box. Update the *Qty* textbox to enter the total number of tags you would like to order.

Description	Qty	Copies	Cost
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px;"> Un-programmed employee swipe cards with contactless NFC chip. </div> <div style="font-size: 0.8em; color: gray;">▼</div> </div> <div style="margin-top: 5px;">  <div style="font-size: 0.8em; color: gray; margin-left: 5px;"> Cards can be NFC programmed using the TimeDock hardware or TimeDock Android app. Learn how to program TimeDock NFC tags here. </div> </div>	10	1	\$10.00

Complete your delivery and contact details before clicking the *Pay Now* button to select an option for online payment.

See also

- [Employee tags comparison](#)