NFC tags - explanation, assignment and editing

General

NFC stands for Near Field Communication and is used in many areas, from cashless payments and paperless tickets to access control.

To use the time terminal (kiosk), NFC tags are used that have been assigned to persons.

Who can assign and edit NFC tags?

The "**NFC tags" action** can only be used by **kiosk admins** to manage the assignment of NFC cards. Permissions for this are granted via the **"KioskAdmins" permission group**.

Persons in this group automatically have the permission to edit the NFC cards of all employees of the client.

Note: If desired, it is also possible to grant a restricted permission in order to limit management authority to specific persons or groups. If needed, please contact our Personalwolke team via a support request.

How is a new NFC tag assigned?

Open Administration # Kiosk # NFC tags

Click "**Add NFC tag**"

Enter the serial number of the NFC tag without colons (11:22:33:44:55 # 1122334455)

Click **"Save and open details**"

Click "**Assign employee**"

Select the appropriate option, depending on whether the person already has an NFC tag (a card) or not

Enter the person by typing the name or by selecting from the selection list

Click "**Save**"

How is an NFC tag edited?

Open Administration # Kiosk # NFC tags

Find the NFC tag and click the edit icon

Editing options:

- **Remove assignment**: the validity of the NFC tag is ended, but the tag remains available in the list
- **Change validity**: changes to the validity period of the assignment
- **Reassign**: change the person to whom the NFC tag is assigned, see above
- **Delete NFC tag**: the NFC tag and all assignments are deleted from the list