

COMPANY GUIDE

Get Ponktio running in your company

From sign-up to the monthly close: create the company, invite the team, set up clock-in and pull reports. Step by step, with real screens.

Guide for administrators · app.ponktio.pro

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1 Create your account and company

It all starts here: sign up, confirm your email and create your company. You only need a name and a country.

1. Go to **app.ponktio.pro** and tap **Create account**. Enter your email and a password of at least 8 characters.
2. Open the confirmation email and tap the link to verify your address.
3. Once inside, tap **Create company**: set the **name** and **country** (currency, week start and clock adjust automatically).
4. You'll land on **Getting started**, which walks you through the essentials.

Tip: fill in your **company profile** (legal name, tax ID, address) in Settings. It appears on reports and on the Labour Inspection view.

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Getting started

TO GET STARTED

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That is it: the product does what you signed up for. The rest is optional.

- ✓ Choose the country
- ✓ Choose the time zone
- ✓ Create the first site
- ✓ Add someone
- ✓ Invite someone to their account optional
- ✓ First clock-in
- Define a work policy optional
- Define holidays and absences optional
- Set up a kiosk optional
- Set up payment optional

Getting started: the recommended path to set your company up.

2 Invite your team

Everyone clocks in with their own account. You invite them from the panel; they join and get linked to the company.

1. Go to **Team** and add each person (or import them at once).
2. Create an **invitation**: by email, or as a **link** to share over WhatsApp.
3. The person opens the invitation, picks a password and can start clocking in from the app.
4. Give each employment a **role** (employee, supervisor, admin...).

Employees never pay: the app is free for your staff. Only the company has a subscription.

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Team

Person's name

Email (optional: without it, a link is generated)

Add and invite

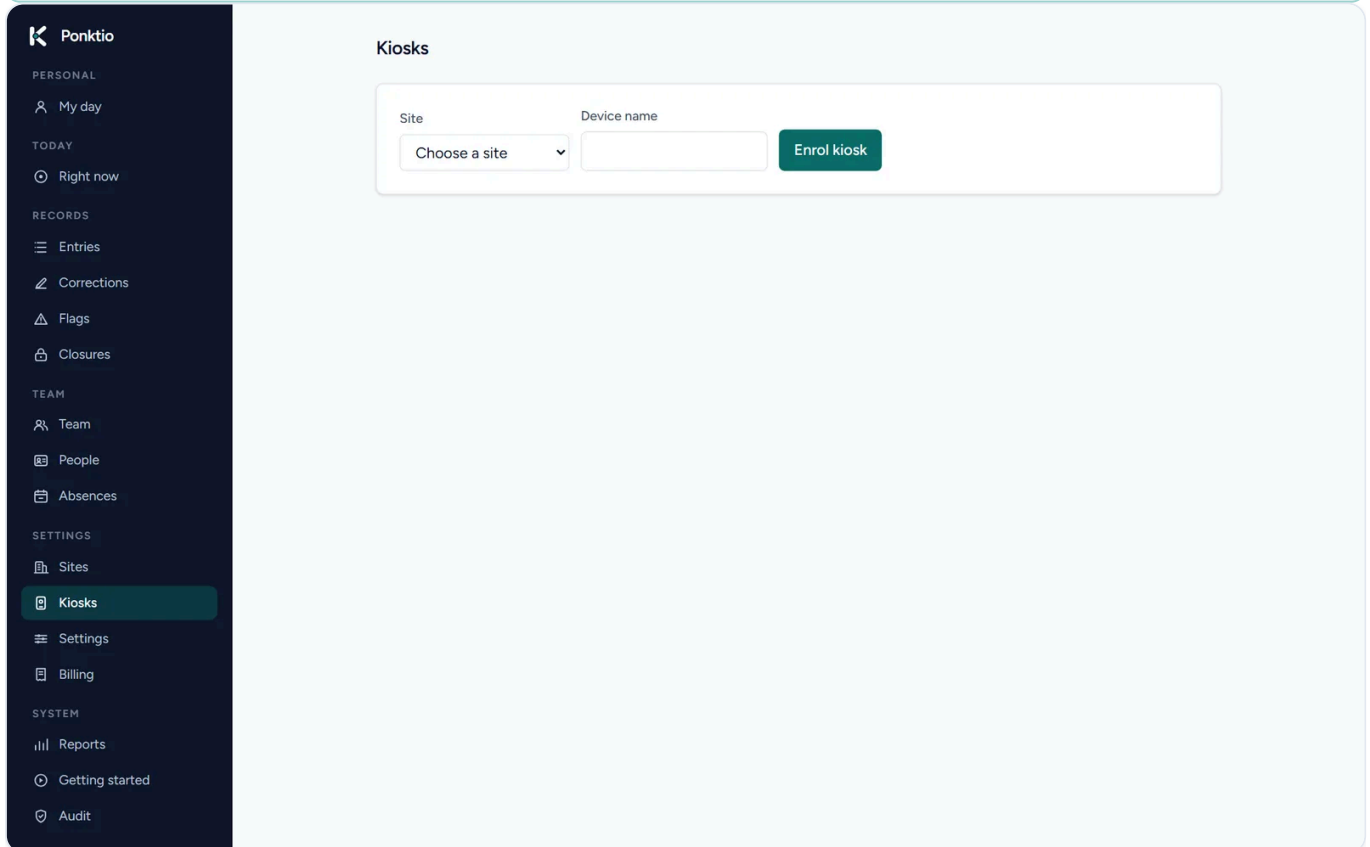
Team: people, employments and invitations.

3 Set up sites and kiosks

If people clock in from a venue, define your **sites** and, if you like, a **kiosk**: a fixed tablet where the team clocks in with a code and a PIN.

1. In **Sites**, create each of your company's venues.
2. In **Kiosks**, enrol a tablet as a shared clock-in point.
3. Give each person a **code and PIN** for the kiosk.
4. Besides the kiosk, each site can show a **dynamic QR** that people scan with their phone.

The kiosk authenticates with the **device** token, not a person's session: nobody has to leave their account signed in.



The screenshot shows the Ponktio web application interface. On the left is a dark sidebar with a menu. The main content area is titled 'Kiosks' and contains a form for enrolling a new kiosk. The form has two input fields: 'Site' with a dropdown menu showing 'Choose a site', and 'Device name' with a text input field. To the right of these fields is a green button labeled 'Enrol kiosk'.

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Kiosks

Site Device name

Choose a site

Enrol kiosk

Kiosks: one device on the wall clocks the whole team.

4 Day to day: the live board

The **board** tells you at a glance who's working, who's on a break and whether there's any issue.

1. Open **Right now**: you'll see the counters and your team's live list.
2. In **Records** you have every clock-in, with its confidence level and source.
3. Each clock-in is **immutable**: it isn't edited or deleted. To fix something, you make a correction that leaves a trail.

The screenshot shows the Ponktio application interface. On the left is a dark sidebar with a menu. The main content area is titled 'Right now' and displays three summary boxes at the top: '1 Working', '0 On break', and '1 Flags'. Below these are five staff entries, each with a circular icon containing a code, the staff member's name, and an 'Off duty' button. The third entry, Marea Ríos (MR), is highlighted in yellow and includes a 'low_confidence' label and a 'Working since 17:55' badge.

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Right now

1
Working

0
On break

1
Flags

AN Antón Núñez Off duty

BF Brais Ferreiro Off duty

MR Marea Ríos low_confidence Working since 17:55

NP Nova Proba Off duty

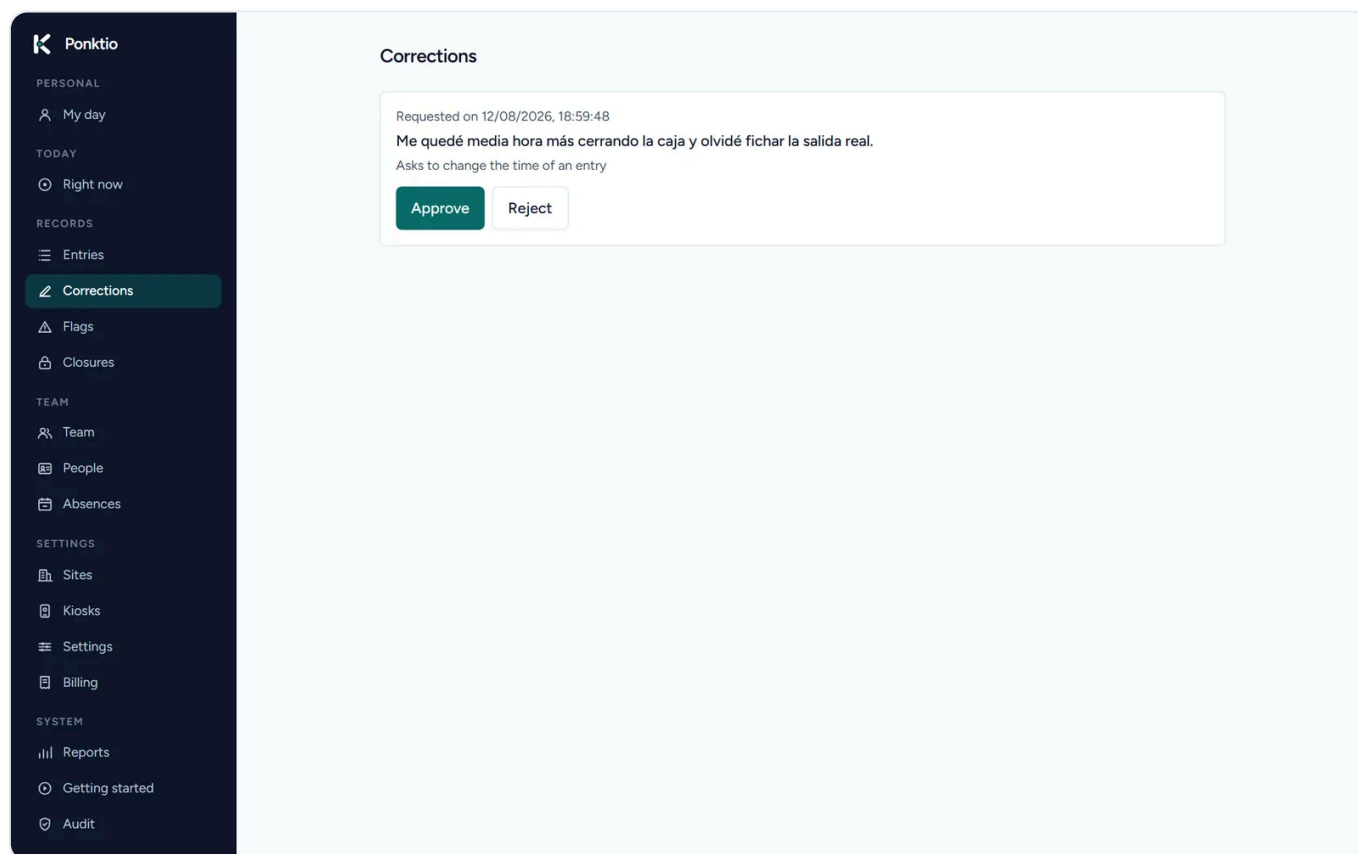
XD Xiana Doval Off duty

'Right now': your staff's live pulse.

5 Records and corrections

The record is the truth of what happened. When something needs adjusting, you correct it without rewriting the original.

1. In **Records**, filter by person, date or site.
2. If a clock-in is missing or wrong, create a **correction**: who, when and why is logged.
3. **Issues** (forgotten or doubtful clock-ins) are reviewed here so nothing slips through.



Corrections: fixing without erasing history.

6 Reports and export

Pull the hours for any period as CSV, Excel or PDF, ready for payroll or your accountant.

1. Go to **Reports** and pick the date range.
2. Download as **CSV**, **XLSX** or **PDF**.
3. For the monthly close, use **Closures**: each person receives their hours and confirms or disputes them.

Closures are **reviewed**, never rewritten: whoever confirms their hours leaves a confirmation that lasts.

Reports

From: 01/08/2026 To: 13/08/2026 CSV XLSX PDF

WORKED 240 h 23 min BREAK 27 h POSSIBLE OVERTIME 0 min

Engine 1.1.0 · Pack es 2026.1 · Zones 2026b · Europe/Madrid

Calendar

M	T	W	T	F	S	S
3 32 h 16 min	4 32 h 4 min	5 32 h 4 min	6 32 h 4 min	7 31 h 52 min	8	9
10 56 h 1 min	11 24 h	12	13 2 min			

A dashed border is a day with no entries. The gap is information too.

Work weeks

Marea Ríos · from 27/07/2026	8 h 2 min
Marea Ríos · from 03/08/2026	40 h 5 min
Marea Ríos · from 10/08/2026	16 h 2 min
Xiana Doval · from 27/07/2026	8 h 2 min
Xiana Doval · from 03/08/2026	40 h 5 min
Xiana Doval · from 10/08/2026	32 h 1 min

Reports: the period's hours, ready to export.

7 Settings, time off and audit

Settings control your company's rules; Time off holds policies and requests; and the Audit keeps a tamper-proof log.

1. In **Settings** you define thresholds (long shift, breaks), location on clock-in (optional) and the company profile.
2. In **Time off** you create policies (holidays, leave) and approve or reject the team's requests.
3. The **Audit** chains every action with a signature: your safeguard for an inspection.

Labour Inspection? Generate a **read-only, expiring public link** with the data the law requires, without giving access to your panel.

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When to flag

A twelve-hour shift is a flag in an office and the norm on a hospital ward. Set the thresholds to how you work.

Long shift (hours) Save

Require a break after (hours) Save

Duplicate window (minutes) Save

Location at clock-in

Off by default. If you turn it on, the app attaches the location only at the moment of clocking in, and your staff see it flagged in their app. There is never continuous tracking. Turn it on only if you have a legal basis for it.

☒ On: entries from the app carry the location.

Clock-in methods

Turn on the ways to clock in you want. They combine, and none uses biometric data.

☒ **NFC tags**
Tap a tag at the door or the workstation to clock in. Managed per site.

☒ **Geofence reminder**
Suggest clocking in when entering or leaving the site area. Never clocks in on its own.
Set where each site is. The app will prompt on entering or leaving so the person confirms; it never clocks on its own.

Local de Chantada	43.36200, -8.41100	Set here	Remove
Local de Monforte	no location	Set here	

☒ **Site Wi-Fi network**
Marks «on site» by network, without geolocation. Strengthens the clock-in's confidence.

Network fingerprint

Add

The app computes the site network's fingerprint when you clock in from it. Paste it here to recognize it, or remove it.

Remove

Settings: your company's rules, in one place.