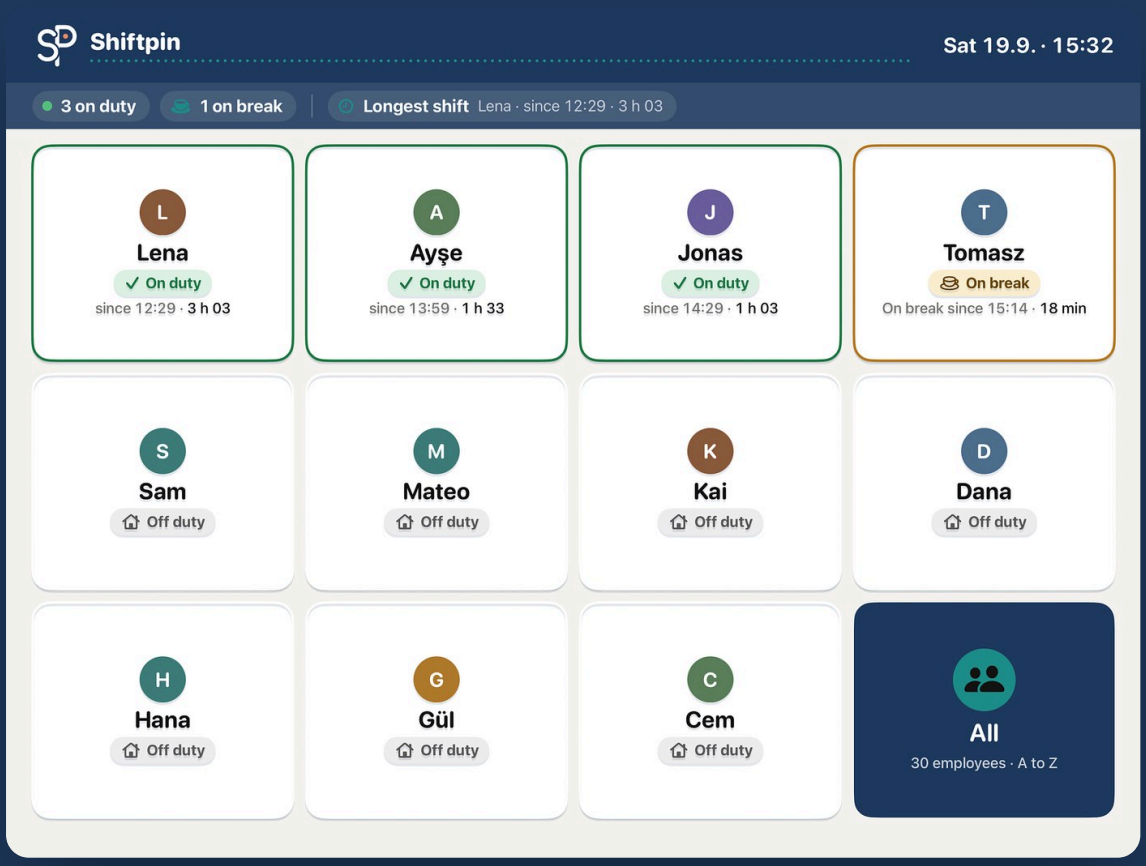
shiftpin

Guide.

Set up in a quarter of an hour, clock in from day one. For owners, shop managers and the team.



As of October 2026 · applies to Shiftpin (iPhone) and Shiftpin Terminal (iPad) · shiftpin.app

OVERVIEW

Contents

1 · What you need	devices, Apple ID, two apps
2 · Set up in six steps	from download to the first time entry
3 · Clocking in at the terminal	with a page to put up on the wall
4 · Your day on the iPhone	Today, corrections, reports, export
5 · Settings	breaks, closing time, locations, look
6 · More people and devices	sharing, access, backup
7 · Subscription	trial, renewing, cancelling
8 · When something does not work	the most common cases

How Shiftpin is built

Shiftpin Terminal · iPad
Stands in the shop. Your team taps their own tile, enters the PIN and clocks in or out. Nothing else can be done there, wages and reports are not visible on the iPad.

Shiftpin · iPhone
Your app. You add employees, see who is on duty, correct times, run reports and export for payroll. Protected with Face ID or the device passcode.

The data lives in your own iCloud and syncs between the devices. There is no Shiftpin account and no password to remember.

CHAPTER 1

What you need

What	Details
iPhone	with iOS 18 or later, for the app “Shiftpin”. The app runs on the iPhone only.
iPad	with iPadOS 18 or later, for “Shiftpin Terminal”. That is every iPad from 2019 onwards (iPad 7th generation or later, iPad Air 3rd generation or later, iPad mini 5th generation or later, every iPad Pro from 2018). A used device is fine.
Apple ID	iCloud must be switched on on both devices. Recommendation: give the iPad its own shop Apple ID, so no private messages or photos show up in the shop. You then invite this iPad with “Terminal only” (chapter 2, step 5).
Wi-Fi	in the shop. If it goes down, the terminal keeps working and transfers the entries later.
Stand	optional but handy: a fixed stand or wall mount with a charging cable.

Tip for the iPad: In the iPad settings under “Display & Brightness”, set Auto-Lock to “Never” and keep the iPad plugged in. With “Guided Access” (Settings → Accessibility) you can lock the iPad to the terminal app.

CHAPTER 2

Set up in six steps

Allow about 15 minutes. You need your iPhone, the iPad and the names of your employees.

1 Get Shiftpin on the iPhone and create your business

Download “Shiftpin” from the App Store and open it. Tap **Create a new business**, enter the name of your business and choose the **Country**. The country sets the break rules and the currency. The name later appears on the terminal, in exports and in invitations, and you can change it any time.

2 Start the trial

Shiftpin shows the page **Try free for 14 days**. Choose “Monthly” or “Yearly” and confirm with your Apple ID. Nothing is charged during the first 14 days, and you can cancel in the App Store settings during that time. Without an active subscription or trial the terminal does not record time.

3 Add employees

Team → plus at the top right

Only the first name is required. Also useful: a photo (shown on the tile on the iPad), **Employment** (Minijob, Part-time, Full-time, Temp), **Hourly wage** and **Weekly hours**. If you work with a payroll office, also enter the **Personnel number** under “Contract” (optional), it then appears in the export. Then tap **PIN** and set a four-digit PIN. The PIN is stored in encrypted form only, nobody can read it later, not even you.

4 Get Shiftpin Terminal on the iPad

Download “Shiftpin Terminal” from the App Store and open it. The iPad shows **This iPad becomes the terminal** and waits for the invitation. If you are curious, you can already look at the demo with sample data there (PIN 1234).

5 Invite the iPad

More → Sharing

You do not invite the device but the **iCloud account (the Apple ID) the iPad is signed in with**. You can see which one it is at the very top of the iPad's Settings.

1. On the iPhone, choose **Terminal only** under **Access** and tap **Set up sharing and invite**.
2. In Apple's dialog, enter the **email address or phone number of the iPad's Apple ID** as the recipient and send it via Messages or Mail.
3. Open the link **on the iPad** and confirm. After a few seconds to minutes the tiles appear.

The link only works with exactly the invited account. That is on purpose: nobody else can get at your data with a forwarded link. "Terminal only" means this account can clock in and out, while the iPhone app with wages and reports stays locked.

iPad signed in with your own Apple ID? Then you need no invitation, the data arrives through your iCloud on its own. We still recommend a separate shop Apple ID so nothing private shows up in the shop.

6 Test it

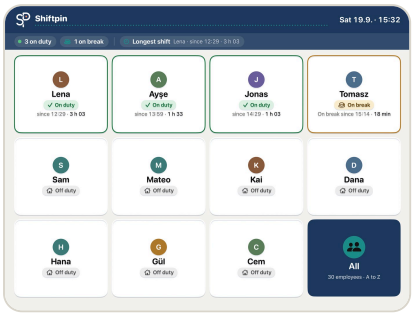
On the iPad, tap a tile, enter the PIN and choose **Clock in**. On your iPhone the person appears under **Today** in "On duty". That is the whole setup.

Worth doing next: set closing time and notifications (chapter 5), enter your name under More → Settings → Owner (it appears on the terminal under "Forgot your PIN?" and in the correction history) and put the next page up in the staff room.

CHAPTER 3 · PAGE TO PUT UP

How to clock in.

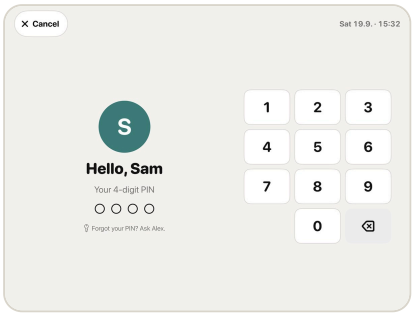
On the iPad in the shop. Takes five seconds.



1

Tap your tile

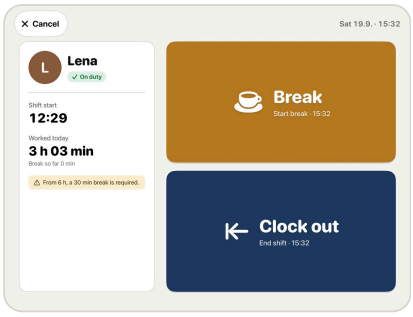
Cannot find yourself? Tap “All” at the bottom right, everyone is listed there from A to Z.



2

Enter your PIN

Your four digits. The PIN is personal, please do not share it.



3

Choose the action

The iPad only shows what fits right now. Afterwards it returns to the overview on its own.

Button	When
Clock in	when your shift starts
Break	when you go on your break
End break	when you are back from your break
Clock out	when your shift ends

PIN wrong three times? Then your tile is locked for 30 seconds. Just wait a moment.

No Wi-Fi? Clocking in still works. The times are transferred as soon as the network is back.

Forgot to clock in or tapped the wrong button? Please say so right away, the time will be added afterwards. Every change is logged with a reason.

Forgot your PIN? Ask: _____

What else the terminal shows

- **Overview:** people on duty and on break come first, then those who were active most recently. The **All** tile at the bottom right opens the full list.
- **Break hint:** after the PIN the person sees from when a break is mandatory. If break time is missing, a warning triangle appears on the tile (can be switched off under More → Notifications → **Also show on the terminal**).
- **Signature:** if you like, the person signs every entry with a finger. Set it under More → Settings → **Signature**: “Off”, “On every entry” or “Only when clocking in and out”. The signature appears in the day view and in the PDF export.
- **Idle:** if a screen is not touched for 30 seconds, the terminal jumps back to the overview. Nobody clocks in for the person before them by accident.
- **Offline:** the header shows “Offline” and how many entries are waiting to be transferred.

Terminal settings on the iPad

Press and hold the logo at the top left for **three seconds**. There you choose the location of this iPad and start or end the demo mode. So that not everyone can do this, set a **Terminal code** (four digits) on the iPhone under More → Settings. It is then asked for before the terminal settings open.

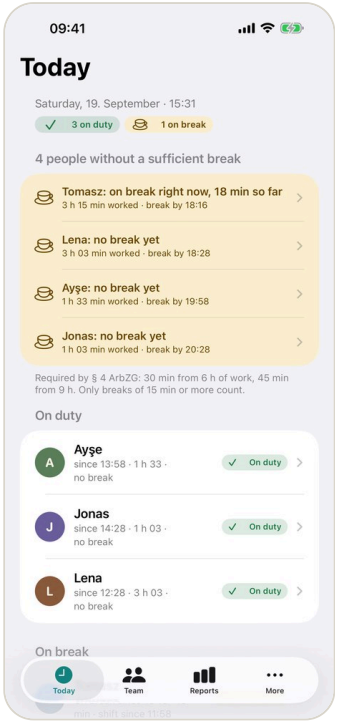
CHAPTER 4

Your day on the iPhone

Today: who is in?

The **Today** tab shows who is on duty, on break or off duty. At the very top you see who is still missing break time. Pull the list down to refresh.

You can also record time yourself from here: swipe a row to the left and choose **Sign in**, **Break**, **End break** or **Sign out**. Handy when someone forgot to clock out and you notice right away.



“Today” tab

Correcting times

Today → tap the person → tap the entry

In the **Correct** sheet you set the right time or type and enter a **reason**. Without a reason you cannot save. The original time stays visible, and the **Correction history** shows who changed what and when. This is part of the export as well.

Adding an entry later

Today → tap the person → Add time entry later

Choose type and time, enter a reason, done. The entry is marked as “added later”. For other days, go back with the arrows next to the date.

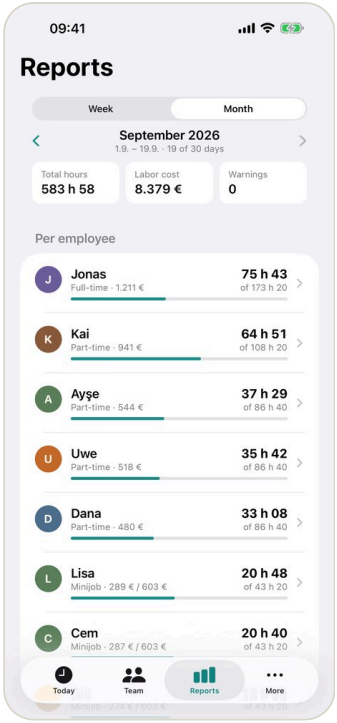
Forgot to clock out: after closing time Shiftpin notifies you on your iPhone if someone is still on duty. Tap the notification and enter the correct clock-out time. If you like, Shiftpin closes forgotten shifts at 23:59 by itself and asks you to check the time (chapter 5).

CHAPTER 4

Reports and export

Reports

The **Reports** tab shows total hours, labor cost and the number of warnings per **Week** or **Month**. Below, every person is listed with actual and target hours. Tapping a person opens their shifts with start, end and break.



“Reports” tab

Keeping an eye on Minijobs

Germany’s “Minijob” has a monthly earnings limit. For these employees Shiftpin tracks how close the monthly earnings are to the limit and warns in good time. You set the limit and the warning threshold under More → Settings → **Minijob**. Monitoring can be switched off per person in the employee profile.

Export for payroll

More → Export

Choose month and employees (preset: last month, everyone; every month since the first time entry is available), then **Export and share**. You get two files and send them by mail, AirDrop or to the Files app:

- **CSV:** one row per time entry, opens in Excel, for payroll accounting. The last column is the personnel number.
- **PDF:** one timesheet per person with clock in, clock out, break, working time, correction notes and, if switched on, signatures.

Exports are always in German, no matter which language the app runs in, because they go to German payroll offices.

CHAPTER 5

Settings

Everything is under the “More” tab. Changes apply to all devices of your business right away.

Breaks

Shiftpin never books breaks automatically, people always clock them themselves. The app does check the statutory break of your country and warns when it is missing:

Country	Mandatory break	breaks count from
Germany	30 minutes when working more than 6 hours, 45 minutes for more than 9 hours (§ 4 ArbZG)	15 minutes
Austria	30 minutes when working more than 6 hours (§ 11 AZG)	10 minutes
Switzerland	15 minutes for more than 5.5 hours, 30 minutes for more than 7 hours, 60 minutes for more than 9 hours (Art. 15 ArG)	15 minutes
Other country	no break warnings	

Notifications

More → Notifications

- **Break overdue** with an **Early warning** (5 to 30 minutes before) and repeated reminders.
- **Forgot to clock out**: after **Closing time** plus a tolerance it tells you who is still on duty. You set the closing time per weekday.
- **Close shift automatically**: ends forgotten shifts at 23:59 and notes this in the history. Please correct the clock-out time afterwards.
- **Quiet hours:** during this time (preset 22:00 to 7:00) your iPhone stays silent.

The notifications only appear on your iPhone, never on the employees’ phones. Please allow notifications on first launch.

Locations

More → Locations

Create one location per shop. Each iPad then chooses its location (hold the logo for three seconds) and only shows the employees whose **Home location** it is, plus everyone with **Show at all locations**. Stand-ins can clock in at location A and clock out at location B. Without locations every terminal shows all employees.

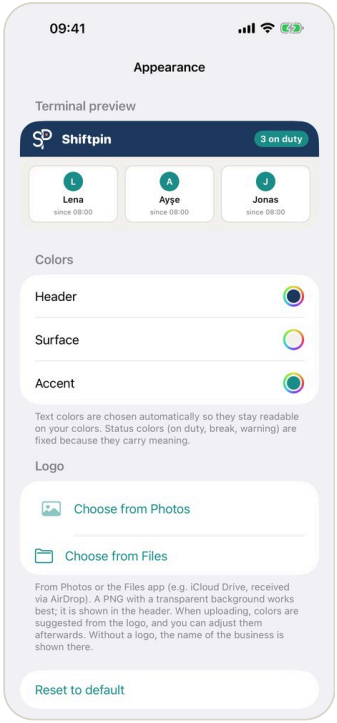
CHAPTER 5

Look, language, team

Appearance

More → Appearance

Upload your logo (ideally a PNG with a transparent background). Shiftpin suggests matching colors from the logo, and you can freely adjust **Header**, **Surface** and **Accent** afterwards. The preview shows what the terminal will look like. Shiftpin picks text colors itself so everything stays readable.



Appearance

Language

Both apps are available in German, Turkish and English. They follow the language of the device. To change only the app: More → **Language** opens the app's iOS settings, choose "Language" there. On the iPad it works the same way via the Settings app → Shiftpin Terminal.

Changing employees

Team → tap the person

- **New PIN: Reset PIN** creates a new PIN and shows it once. Or set a PIN of your choice via **PIN**.
- **Someone leaves: Deactivate**. The person disappears from the terminal, their times remain for reports and export. Deleting is not offered on purpose, because working time records have to be kept.
- **Someone returns:** tap them under "Deactivated" and choose **Reactivate**.

CHAPTER 6

More people and devices

More → Sharing

You invite business partners, family, shop managers or a second iPad just like the first terminal: choose the **Access**, then **Invite and manage participants**. Everyone uses their own Apple ID, nobody needs another subscription.

Access	What is possible	For whom
Terminal only	Clocking in and out on the iPad. The iPhone app stays locked.	shop iPads
Full access	Everything you can do, including wages, corrections and export.	partners, shop managers

Under **Participants** you see who has accepted and can change the access. To remove someone completely, open **Invite and manage participants** and remove the person there.

Backup

More → Business → Backup

Your data lives in iCloud and is therefore already backed up. In addition, **Create backup** saves the whole business as a file, for example to iCloud Drive: employees with PIN and photo, locations, settings, all time entries with signatures and corrections.

Restore backup merges instead of replacing: existing records are updated, missing ones are created, nothing is deleted. This is also how you move to a different Apple ID.

Careful: the backup file contains personal data and wages. Keep it the way you keep your payroll documents.

New iPhone or new iPad

iPhone: sign in with the same Apple ID, download Shiftpin, open it and choose “I was invited or already have a business”. The data arrives on its own. **iPad:** download Shiftpin Terminal and sign in with the shop Apple ID. If this Apple ID was already invited, the tiles appear without a new invitation.

CHAPTER 7

Subscription

Two plans per business, devices always unlimited. Start: up to 8 active employees and one location, 25 € per month or 250 € per year. Pro: unlimited employees and locations, 49 € per month or 490 € per year. The first 14 days are free.

- **Who buys:** only the owner, on their iPhone. Terminals and invited people need no subscription of their own.
- **See the status:** More → **Subscription**.
- **From Start to Pro:** More → Subscription → **Switch to Pro**. The switch takes effect immediately; Apple credits the rest of your current subscription. Clocking in keeps working even at the Start limit.
- **Cancel or switch:** More → Subscription → **Manage subscription in the App Store**. Billing runs through your Apple ID, the invoice comes from Apple.
- **New iPhone, subscription not recognized:** More → Subscription → **Restore purchases**.

When the subscription runs out

For seven days everything keeps running as usual, Shiftpin only reminds you. After that the terminal stops recording time and shows “Subscription expired”. **Your data is kept in full.** As soon as you renew, things continue without any further steps.

CHAPTER 8

When something does not work

What happens	What helps
iPad shows “Waiting for the invitation”	Did you invite exactly the iCloud account the iPad is signed in with (iPad Settings, at the very top)? Was the link opened on the iPad? Is iCloud switched on on the iPad (Settings → your name at the top → iCloud)? Then allow a few minutes, the first sync can take a while.
New employees are missing on the iPad	Check the iPad’s Wi-Fi. On the iPhone, More → Settings → Sync shows the last export. Open both apps once, then they sync.
Forgotten PIN	Team → person → **Reset PIN**. The new PIN is shown exactly once.
“Too many wrong attempts. Please wait.”	After three wrong entries this person’s tile is locked for 30 seconds. Others can keep clocking in.
“No PIN yet”	No PIN has been set for this person: Team → person → **PIN**.
Someone forgot to clock out	Today → tap the person → **Add time entry later**, type “Clock out”, correct time, reason.
Tapped the wrong button	Tap the entry → correct it or **Delete time entry**.
iPad shows “Offline”	No need to worry, it keeps recording. Check the Wi-Fi, the waiting entries are transferred on their own.
iPad shows “Subscription expired” or “No subscription yet”	On the owner’s iPhone open More → Subscription and subscribe or renew. The iPad checks every few seconds and continues on its own.
iPhone app shows “Terminal access only”	This Apple ID is invited for clocking in only. The owner can set the access to “Full access” under More → Sharing → Participants.
Wrong employees on the iPad	Hold the logo for three seconds and choose the right location. Check the person’s home location under Team.
No notifications	More → Notifications → Delivery: **Allow in iOS Settings**. Check the quiet hours.

More questions? Write to **support@shiftpin.app** (English is fine) or see **shiftpin.app/support.html**. We take wishes and ideas via the form on shiftpin.app.