

USER MANUAL

Guide to installing, configuring, and using the application

TAG4PAY - tag it, pay it

Welcome to the **Tag4Pay** user manual, the application developed by **Global Tag Srl** for managing digital payments using **NFC technology**.

Tag4Pay is designed for use in contexts such as:

- Events, trade fairs, street fairs, and festivals
- Holiday villages and resorts
- Beach clubs, beach bars, and VIP areas
- Any other environment that requires simple, fast, cashless management

The system allows transactions via **NFC-enabled Android smartphones**, by reading dedicated electronic wristbands.

In this manual you'll find:

- How to install and configure the app
- How to make payments and top-ups
- How to manage data export
- Useful information on security, backups, and customization

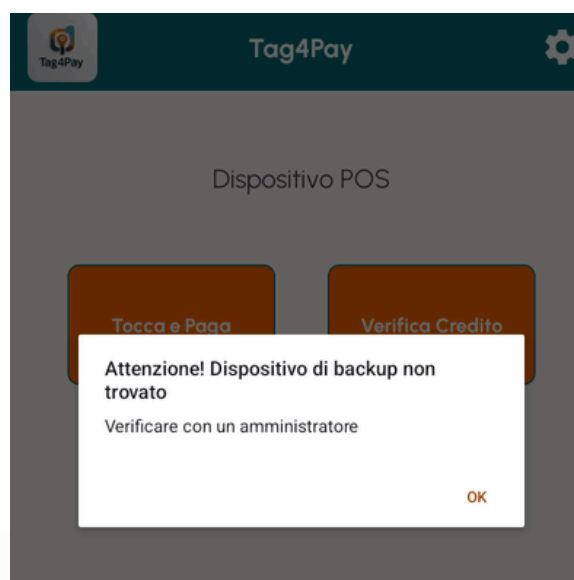
We recommend reading this document carefully before using the app to ensure you make the most of all its features.

FIRST-TIME USE GUIDE

At first launch, the app will ask for the “Access to all files” permission. This is required to enable data export. When you tap “OK,” the device’s settings page opens so you can grant this permission (if the app was pre-installed, the authorization may already be granted).



You'll also be asked to choose a location for periodic data backups. You can do this from the Transaction Archive menu (see the Transaction Archive section on p. 14), which can be enabled from Settings (see the Settings section on p. 3).

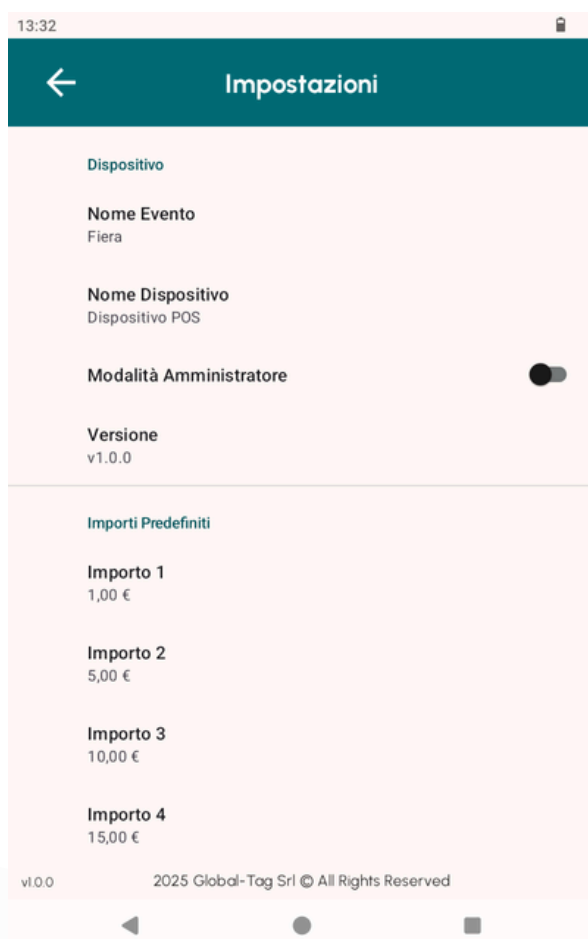


SETTINGS

On the main page, at the top right, there is the Settings menu (⚙️), which you can access after entering the password.

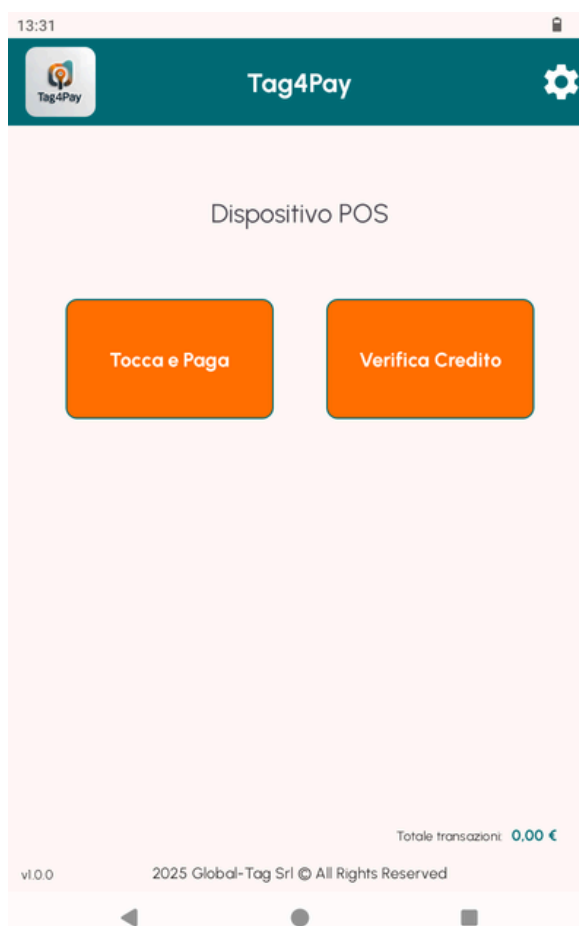
The options you can change are:

- **Event Name:** The text shown on the device's LCD display when it isn't being used for other tasks.
- **Device Name:** The text shown in the main menu and used as part of the filename for manually exported files.
- **Administrator Mode:** When enabled, allows access to the Top-Up and Transaction Archive functions.
- **Preset Amounts:** The values shown on the blue buttons when selecting an amount for payments and top-ups, designed for quick access to frequently used amounts.



USER MODE AND ADMINISTRATOR MODE

The Tag4Pay app provides two usage levels, designed to suit both operational staff and management.



User Mode screen



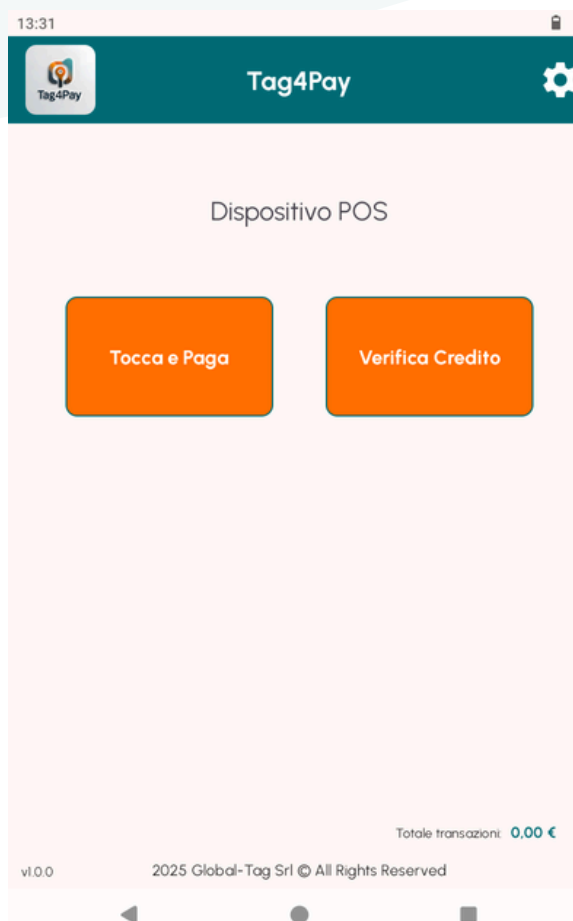
Administrator Mode screen

USER MODE MENU

This mode is active by default and provides access to the basic operational features needed for daily use:

- Recording payment transactions
- Reading the available credit
- Viewing local transactions

It's intended for operators, staff, or point-of-sale personnel.



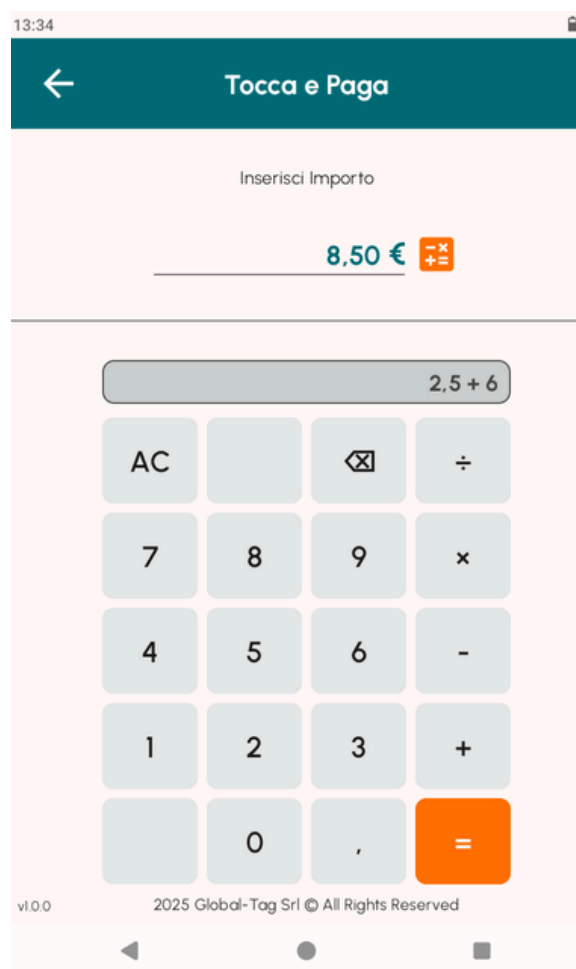
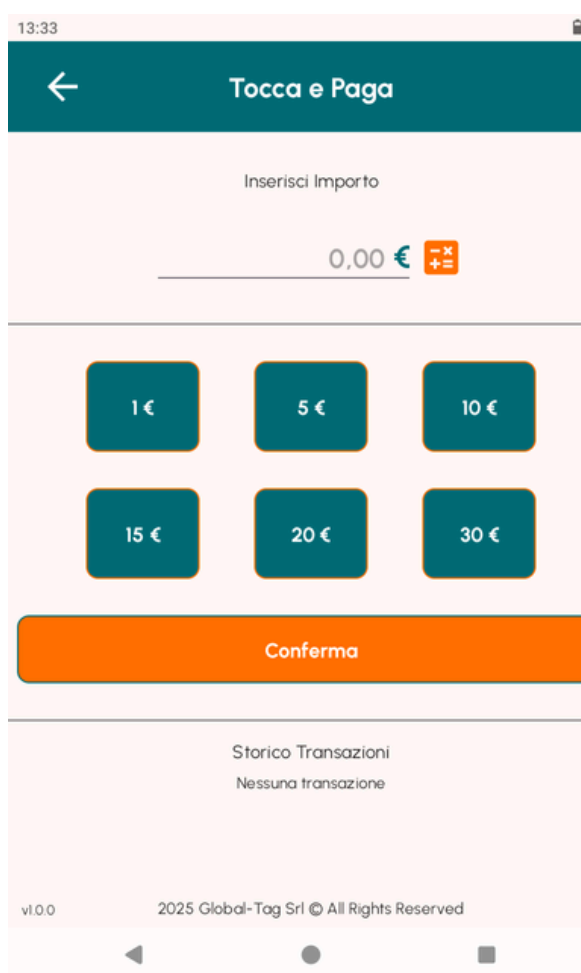
TAP & PAY

By tapping Tap & Pay you access the app's main function, where transactions can be performed.

The first step of a transaction is selecting the amount.

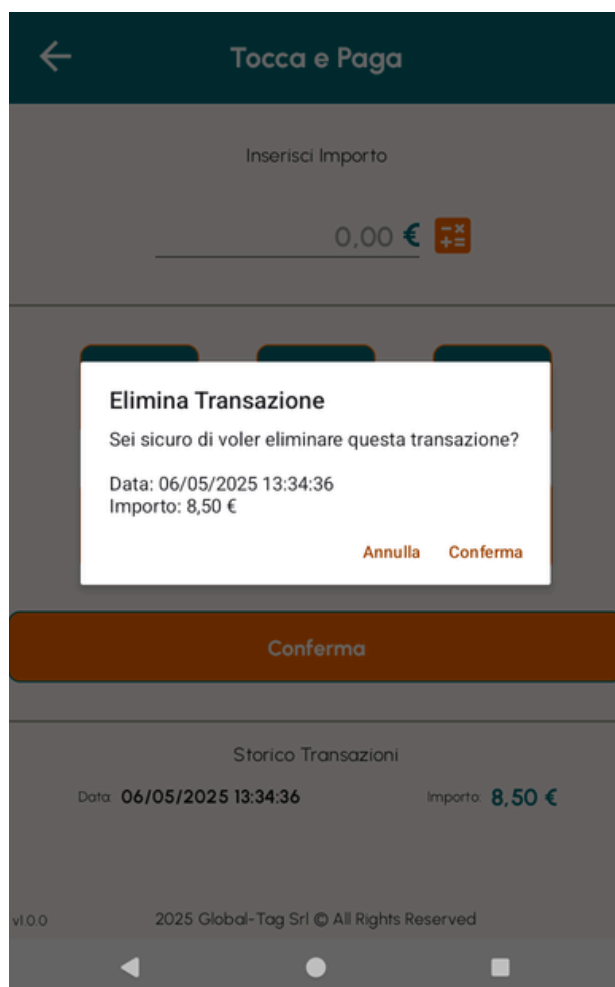
You can choose the amount in different ways:

- Tap the text field at the top to enter the value manually.
- Press one of the blue buttons to set the amount to the value shown on the button. These values can be changed in Settings under Preset Amounts.
- By tapping the orange icon next to the text field, you open a calculator. Its result is automatically inserted into the field. To exit the calculator, press the back button or tap the upper area of the screen.



By pressing Confirm, you proceed to scan the wristband.

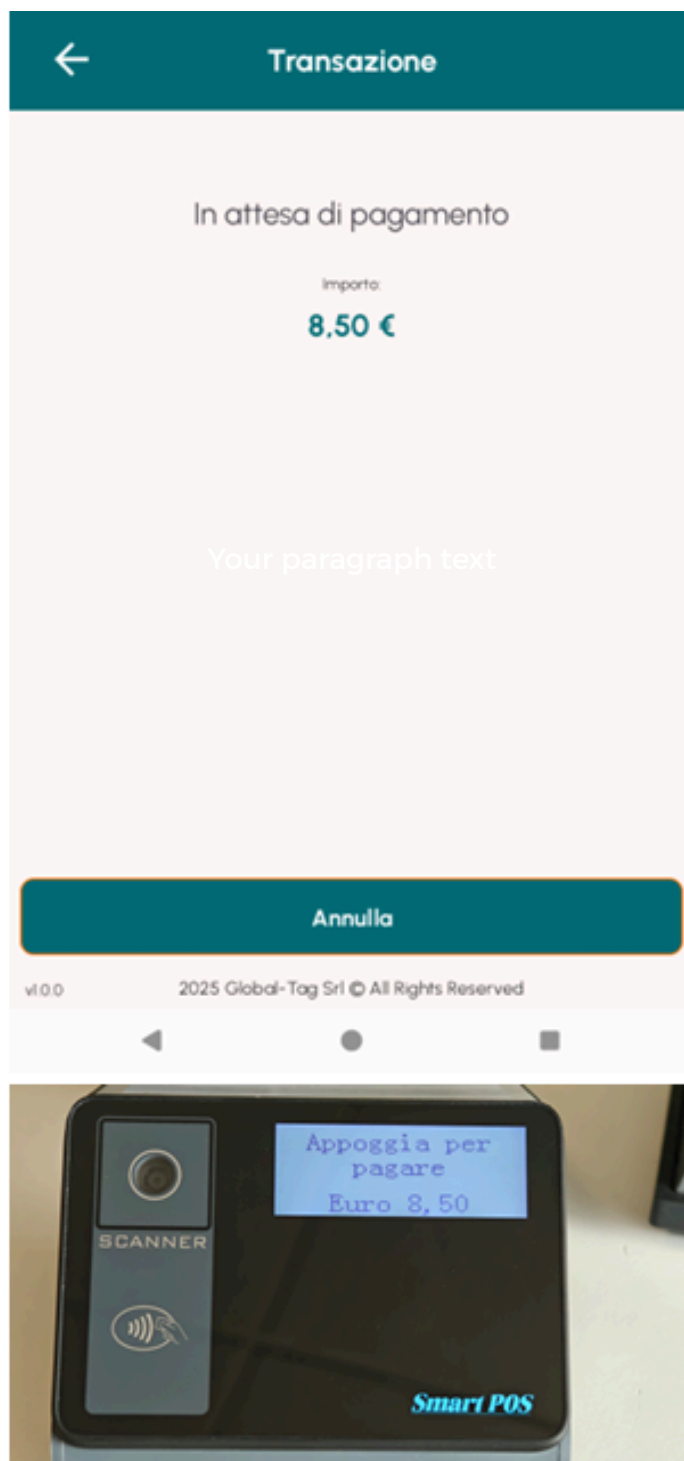
The most recent transactions are shown at the bottom of the screen, and you can scroll to view up to 10. By long-pressing one of them, a dialog appears that lets you delete it.



WARNING!

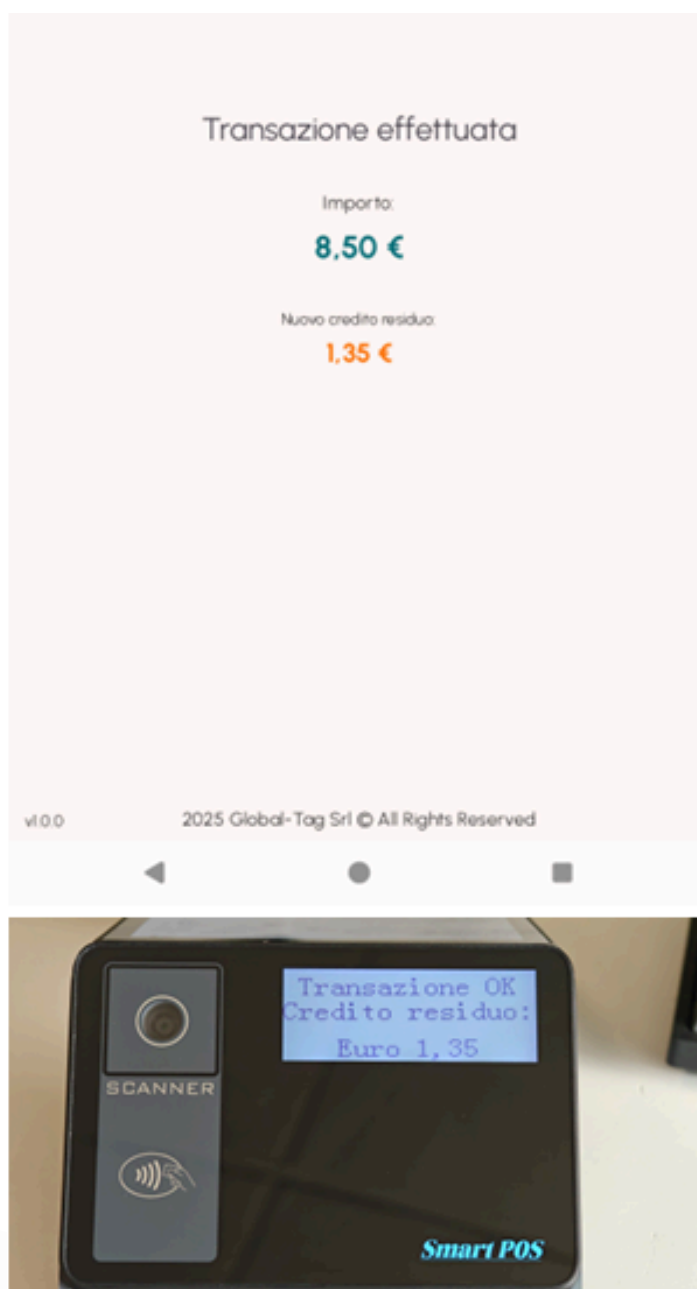
Deleting a transaction from the app does not refund the credits on the wristband; the transaction is only removed from the local log.

After you press Confirm, the app starts the NFC scan. The amount to be paid is shown both on the screen and on the device's LCD display.



By pressing Cancel, you can return to the previous screen. If no wristband is detected within 30 seconds, the app automatically returns to the previous screen.

Once a wristband is detected, it is verified for authenticity, the amount is deducted, and the transaction is saved. The amount paid and the remaining credit on the wristband are then shown on both the screen and the device's LCD display. If an error occurs or the credit is insufficient, a message is shown on both the screen and the LCD.



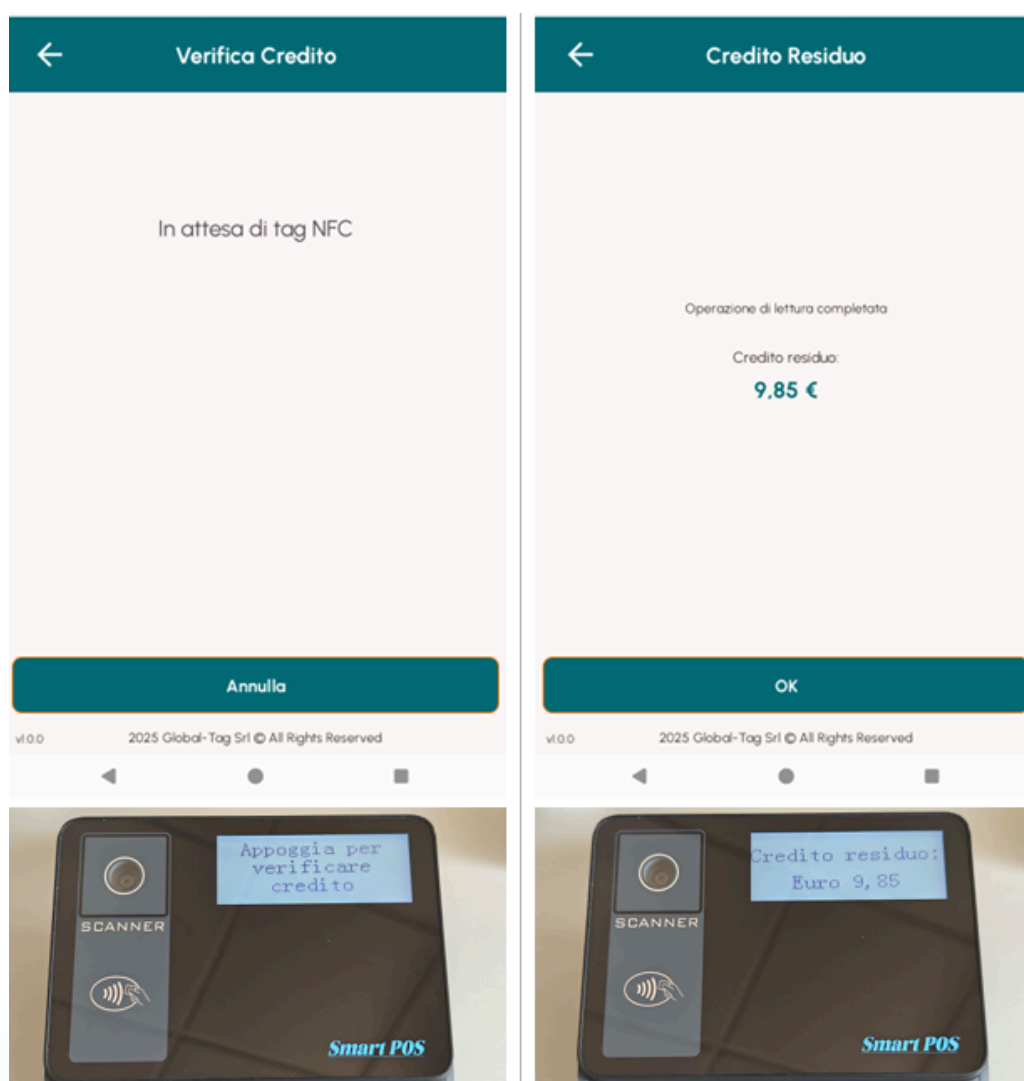
CHECK BALANCE

By tapping Check Balance, you can view the remaining credit on a wristband.

The app immediately starts the NFC scan. By pressing Cancel, you can return to the main screen. If no wristband is detected within 30 seconds, the app automatically returns to the main screen.

Once a wristband is detected, it is verified for authenticity, and the remaining credit on the wristband is displayed on both the screen and the device's LCD.

If an error occurs, a message is shown on both the screen and the device's LCD.



ADMINISTRATOR MODE MENU

These features are not available by default and must be enabled from the Settings menu (password-protected) under “Administrator Mode.” Once enabled, two new buttons appear on the main screen:

- **Enable NFC Top-Up:** Allows you to add credit to electronic wristbands.
- **Transaction Archive:** Lets you save and export data for transactions and top-ups, and also includes a backup function.

This mode is reserved for managers, technicians, or infrastructure administrators.

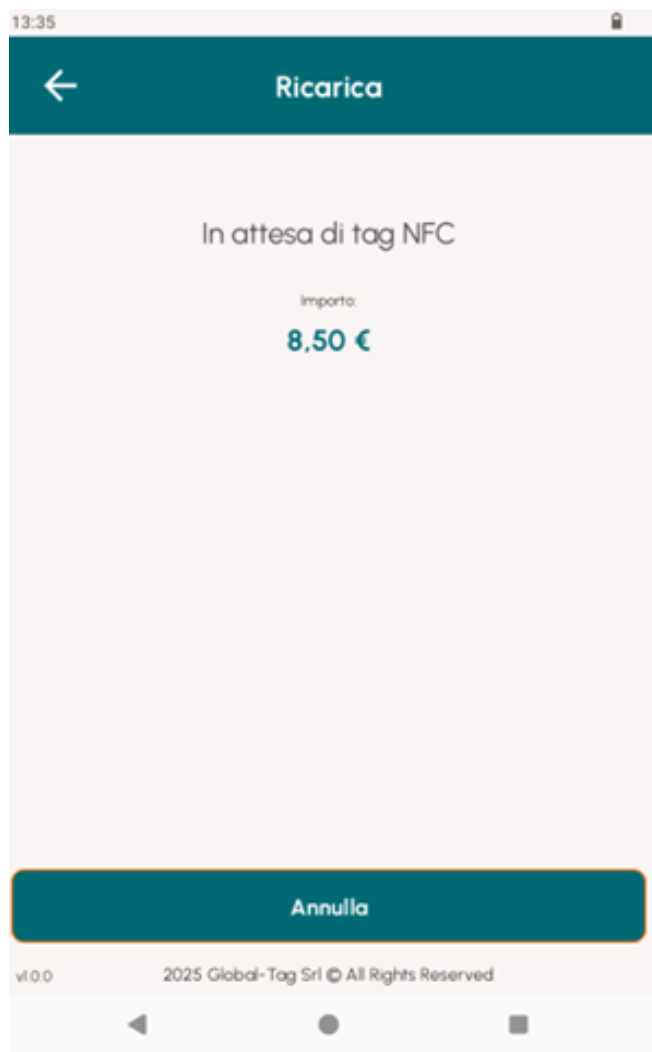


ENABLE NFC TOP-UP

The top-up function works the same way as Tap & Pay, but instead of deducting credit from a wristband, it adds it.

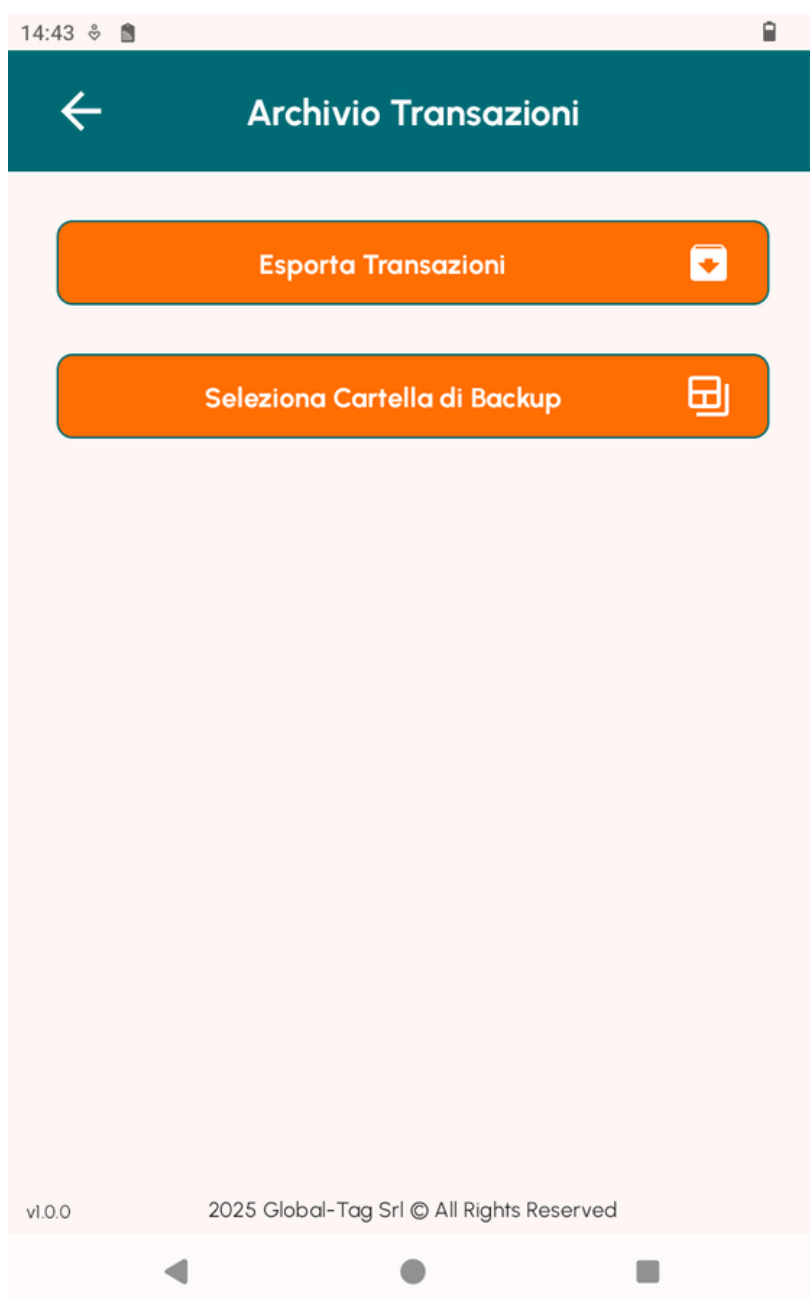


The screenshot shows the 'Ricarica NFC' (NFC Top-Up) screen of the Tag4Pay application. At the top, the status bar shows the time 13:35. The app header is dark teal with a back arrow and the title 'Ricarica NFC'. Below the header, the prompt 'Inserisci Importo' (Enter Amount) is displayed. A numeric input field shows '0,00 €' with a currency symbol and a small orange button with minus and plus signs. Below the input field, there are six teal buttons with orange borders for selecting amounts: 1 €, 5 €, 10 €, 15 €, 20 €, and 30 €. At the bottom of this section is a large orange button labeled 'Conferma' (Confirm). Below a horizontal separator, the 'Storico Ricariche' (Top-Up History) section shows a single entry with the date and time 'Data: 06/05/2025 13:35:43' and the amount 'Importo: 8,50 €'. The footer contains the version 'v1.0.0' and the copyright notice '2025 Global-Tag Srl © All Rights Reserved'. The bottom of the screen shows the standard Android navigation bar.



TRANSACTION ARCHIVE

From the Transaction Archive menu, you can export the list of transactions performed by the device. Transactions are exported as a password-protected ZIP archive containing a CSV file compatible with Microsoft Excel.

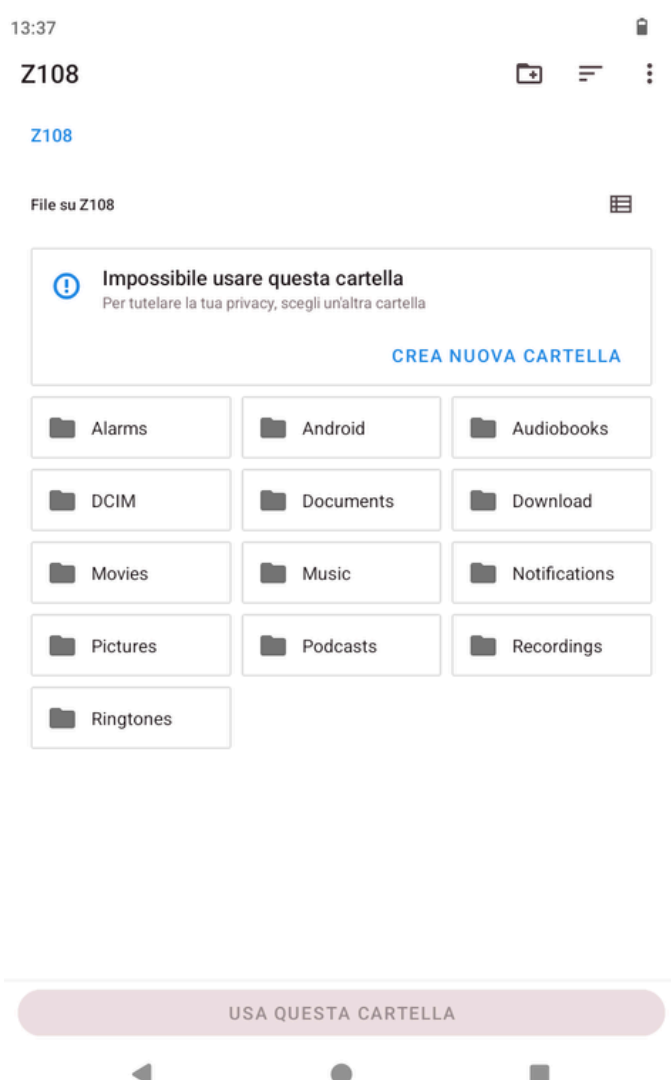
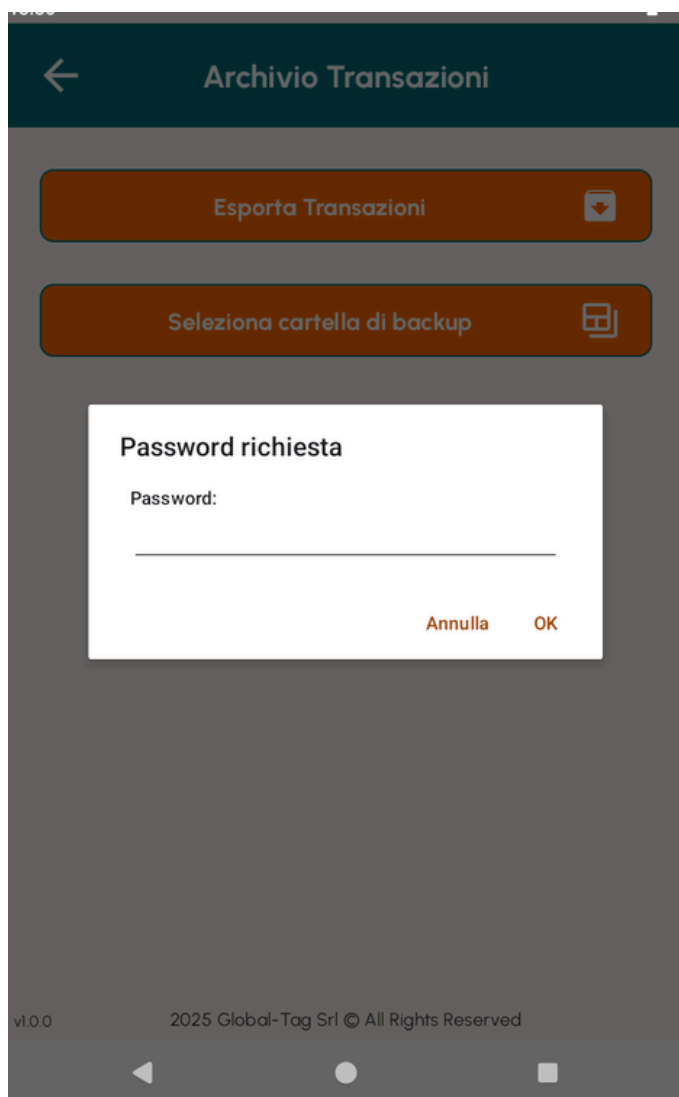


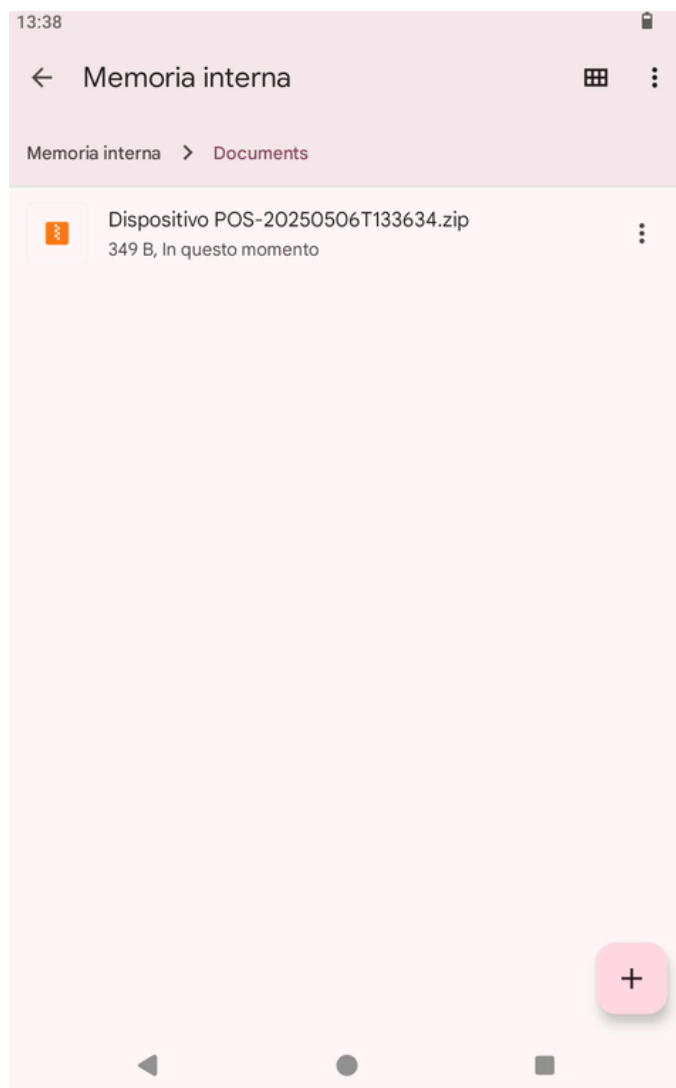
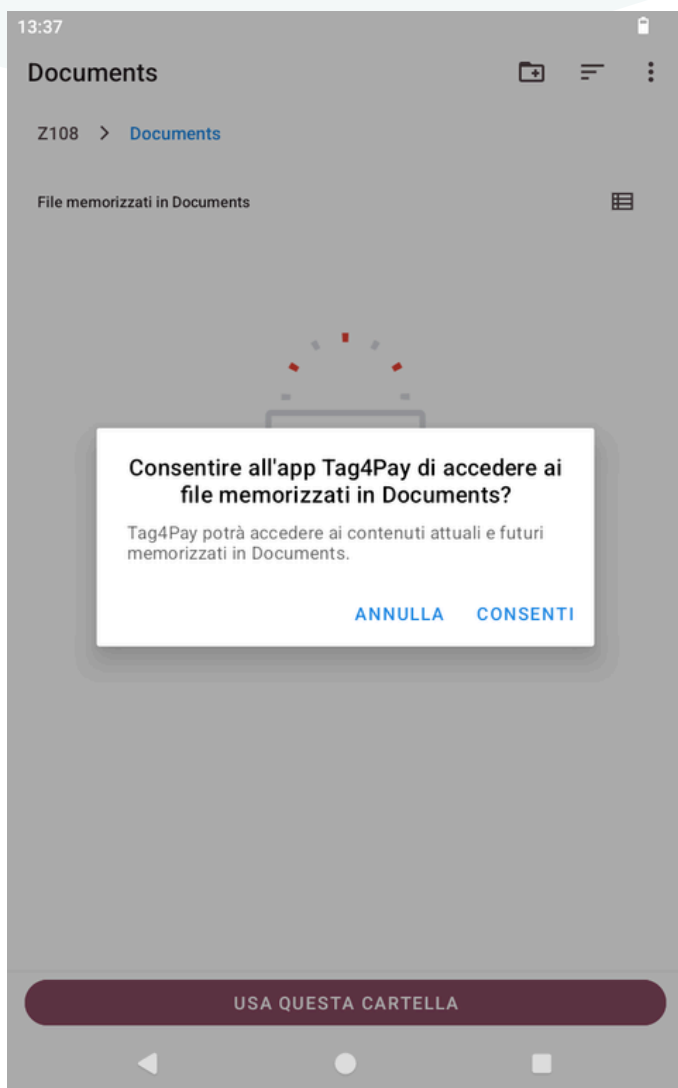
MANUAL EXPORT

By tapping Export Transactions and entering the password, the file picker opens. Navigate to the desired folder, then tap “Use this folder” and “Allow.”

A password-protected ZIP file will then be generated in the selected folder.

The filename will consist of the device name specified in Settings plus the date and time of the export.





NOTE

The Export Transactions button lets you manually perform a one-time export. For automatic periodic export of transactions, see the Automatic Export section (p. 17).



WARNING!

Deleting a transaction from the app does not refund the credits on the wristband; the transaction is only removed from the local log.

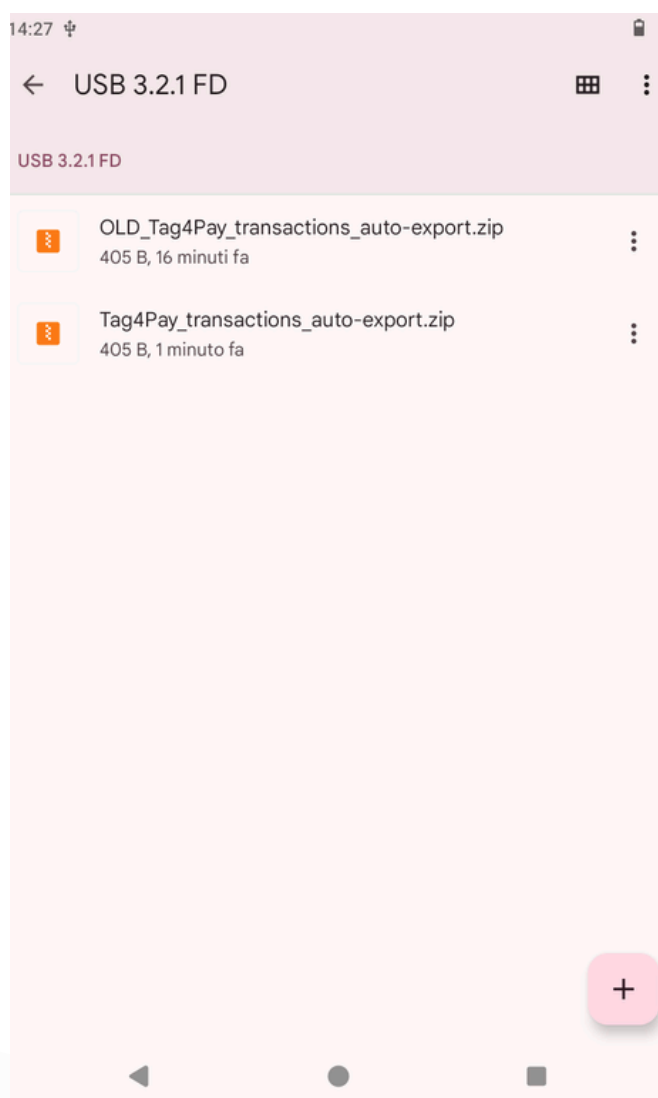
AUTOMATIC EXPORT

When the application is open, it automatically exports transactions every 15 minutes to the path.

[/Documents/Tag4Pay/Tag4Pay_transactions_auto-export.zip](#)

By pressing Select Backup Folder and entering the password, you can choose an additional location where the automatic export is copied, using a file picker just like for manual export. The chosen path is saved and will continue to be used until you select a different one.

The automatic export backup keeps two versions of the file: with each export, the previous file is renamed with the **OLD_** prefix.



At each application startup, the backup path is checked; if it isn't reachable or no path has been selected, a warning message is displayed. We recommend choosing an external drive as the backup location, such as a USB flash drive.



WARNING!

If the backup is performed on an external storage device—for example, a USB flash drive—it must be properly ejected before removal, otherwise the data may become corrupted.



NOTE

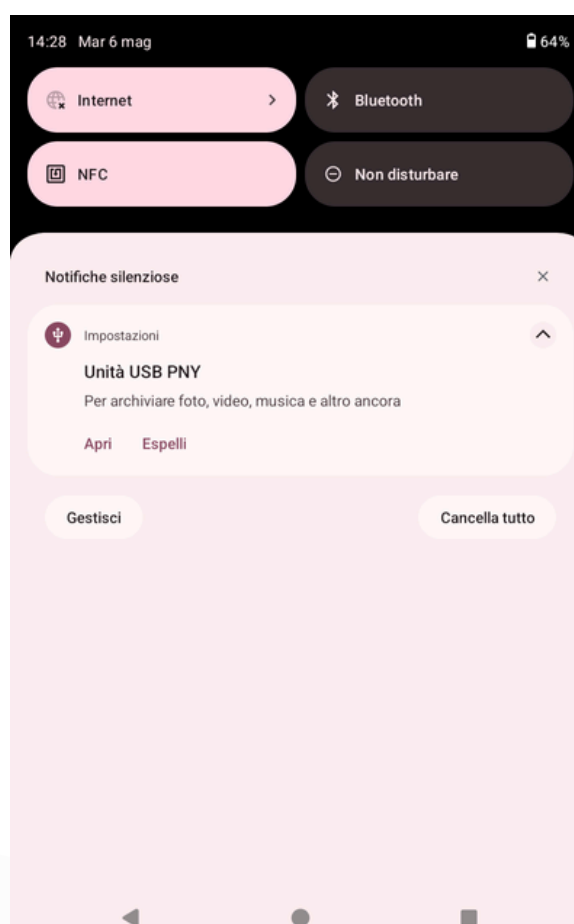
It's advisable to perform a manual export at the end of the day/end of the event rather than relying solely on automatic export, to ensure that all transactions—including the most recent ones—are exported.

EXTERNAL STORAGE DEVICES

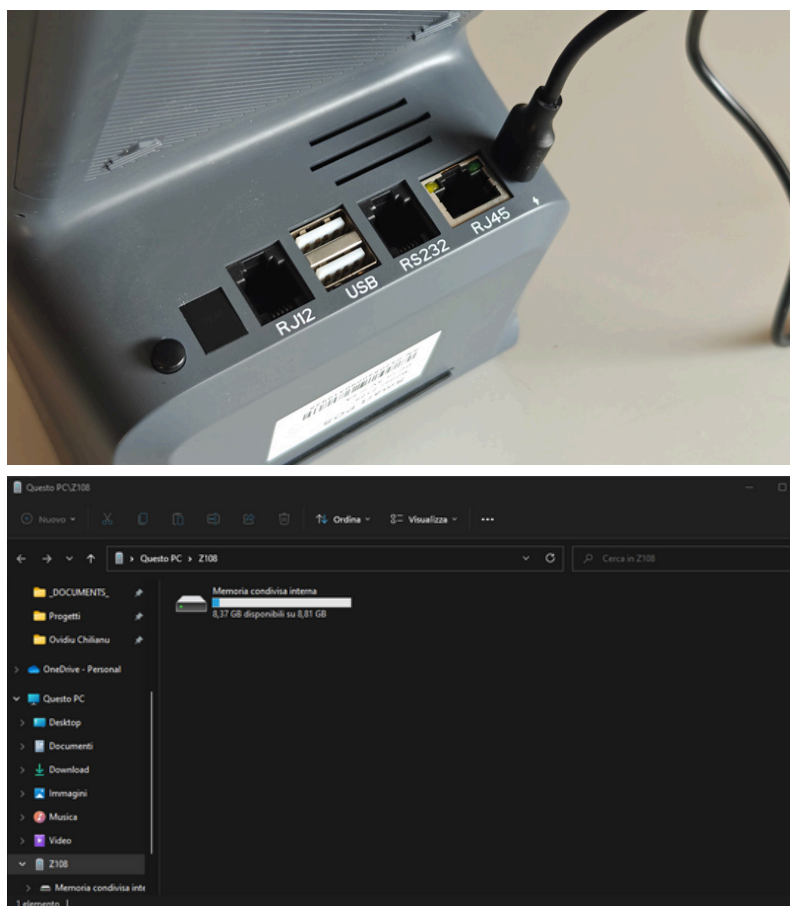
The Z108 handheld has two USB-A ports on the bottom, which allow the use of USB flash drives. For the drive to be detected, the button located on the bottom of the device must be in the pressed position (see image).



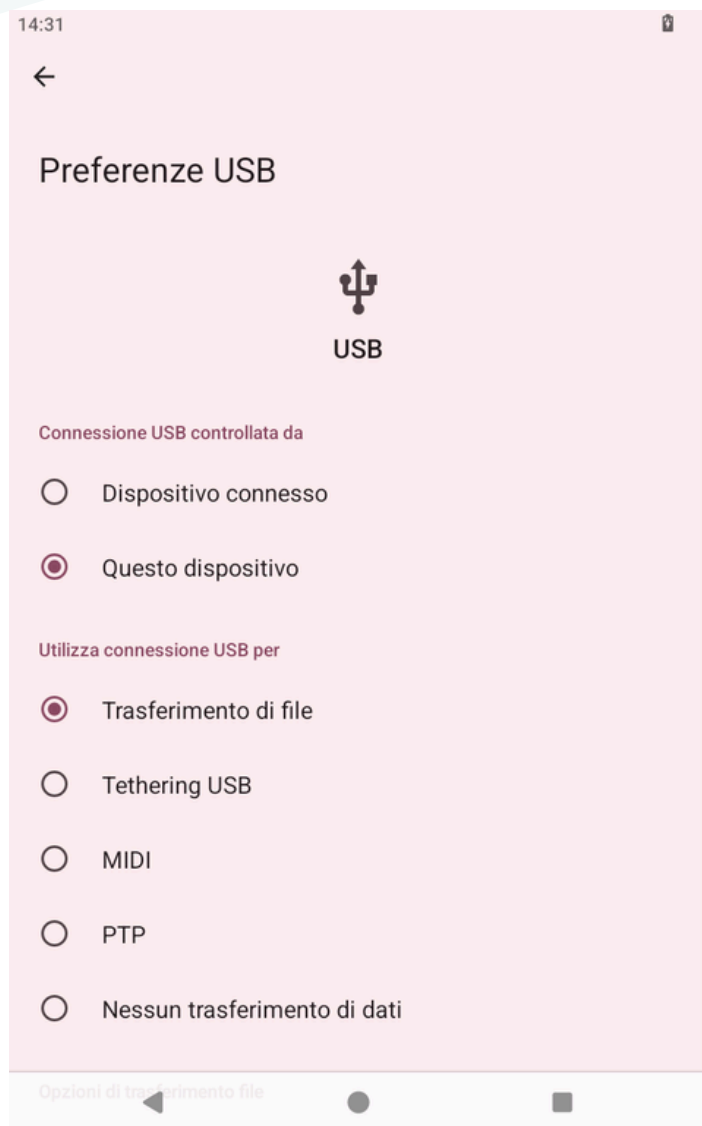
Once inserted, the USB drive will be selectable in the file picker. To avoid data corruption, you must properly eject the drive before removing it. To do this, open the notification drawer and tap the notification for the USB device, then tap “Eject.”



It's also possible to connect the device to a PC using a USB-C cable to retrieve the exported files from internal storage. The charging cable supplied with the device is suitable for this purpose. To make the connection, the button on the bottom of the device must be in the not pressed position (see image).



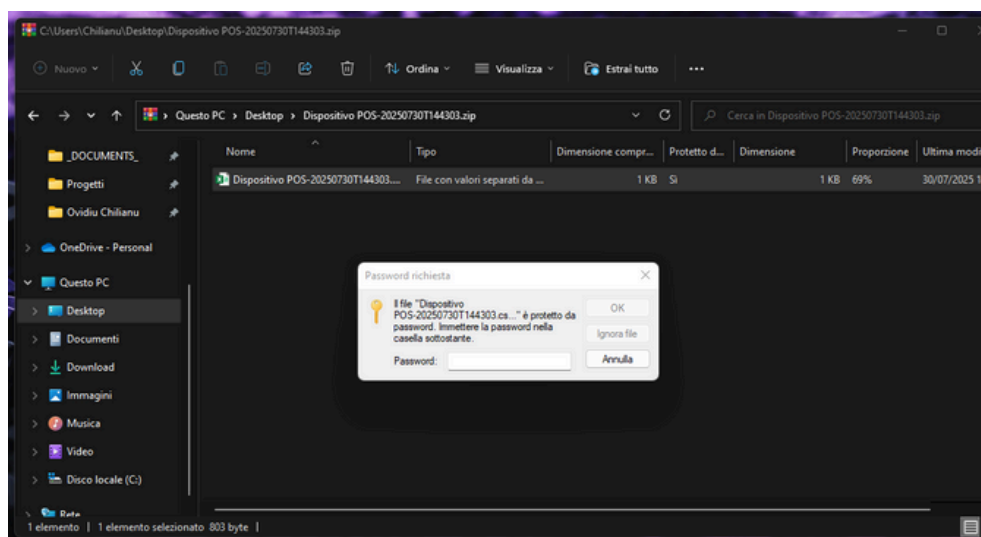
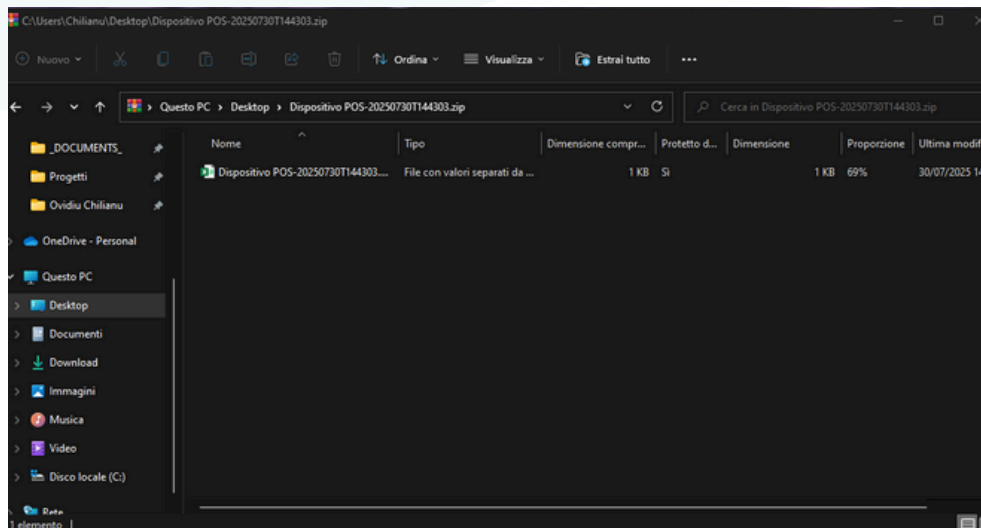
Once the device is connected to the PC, it should appear in File Explorer. If it doesn't, you may need to change the USB preferences on the device. Open the notification drawer and tap the USB notification. In the menu that appears, under "Use USB for," select "File transfer."



EXPORTED DATA FORMAT

Transactions are exported in a password-protected ZIP archive. To access the data:

1. Copy the archive to your PC.
2. Double-click the archive.
3. Double-click the CSV file to open it, or drag it to another folder to extract it.
4. Enter the password.



FileHomeInsertLayout di pagineFormuleDatiRiferimentiVisualizzaGuida

Costo unitario?

FormuleForm

The file can be opened with Microsoft Excel or any plain text editor.

```

Dispositivo POS-20250730T144303
File Modifica Visualizza
Data/Ona;UID Tag;Tipo;Importo;Nuovo Credito;Nome Dispositivo
30/07/2025 14:41:09;04e6a89aa94a80;Pagamento;5,00 €;45,00 €;Dispositivo POS
30/07/2025 14:41:18;04e6a89aa94a80;Pagamento;4,50 €;40,50 €;Dispositivo POS
30/07/2025 14:41:29;04e6a89aa94a80;Pagamento;9,00 €;31,50 €;Dispositivo POS
30/07/2025 14:41:40;04e6a89aa94a80;Pagamento;30,00 €;1,50 €;Dispositivo POS
30/07/2025 14:41:51;04e6a89aa94a80;Ricarica;20,00 €;21,50 €;Dispositivo POS
30/07/2025 14:42:09;04e6a89aa94a80;Pagamento;2,50 €;19,00 €;Dispositivo POS
30/07/2025 14:42:19;04e6a89aa94a80;Pagamento;15,00 €;4,00 €;Dispositivo POS
30/07/2025 14:42:33;04e6a89aa94a80;Ricarica;10,00 €;14,00 €;Dispositivo POS
30/07/2025 14:42:55;04e6a89aa94a80;Pagamento;3,50 €;10,50 €;Dispositivo POS
;;TOTALE PAGAMENTI;69,50 €;;
;;TOTALE RICARICHE;30,00 €;;
  
```

Each row represents a payment or top-up. The columns are:

- Date/Time: the date and time when the transaction was performed
- Tag UID: the UID identifier of the tag inside the wristband
- Type: “Payment” or “Top-Up”
- Amount: the transaction/top-up amount
- New Balance: the remaining credit on the wristband after the transaction
- Device Name: the name set in the app’s Settings under Device Name

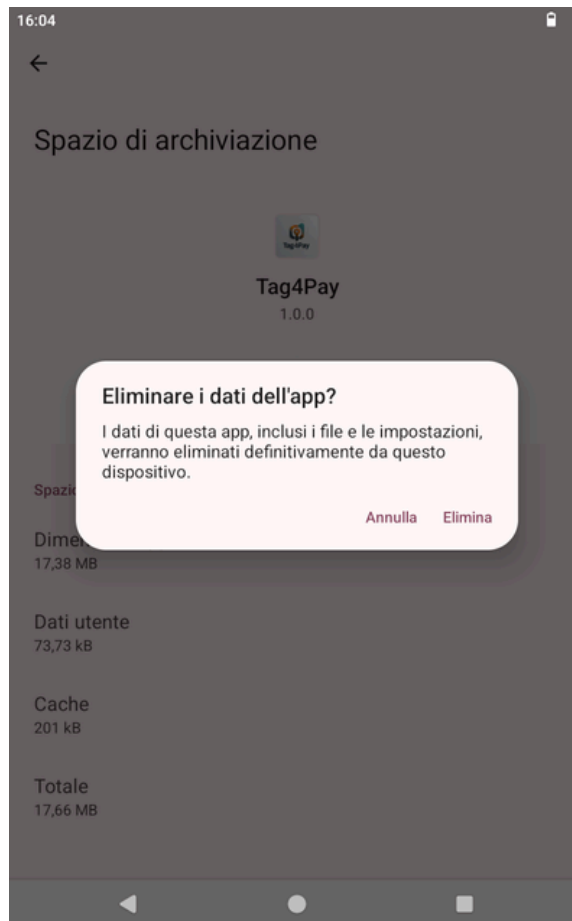
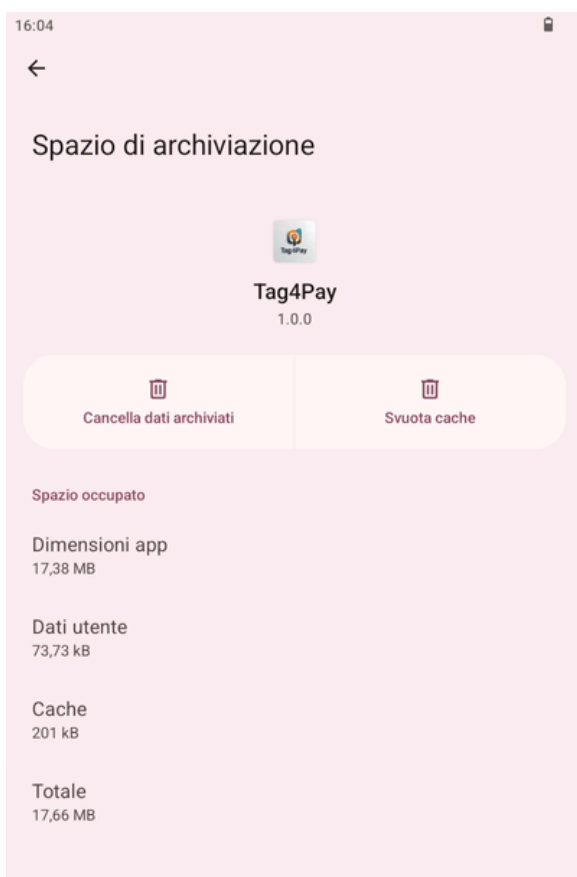
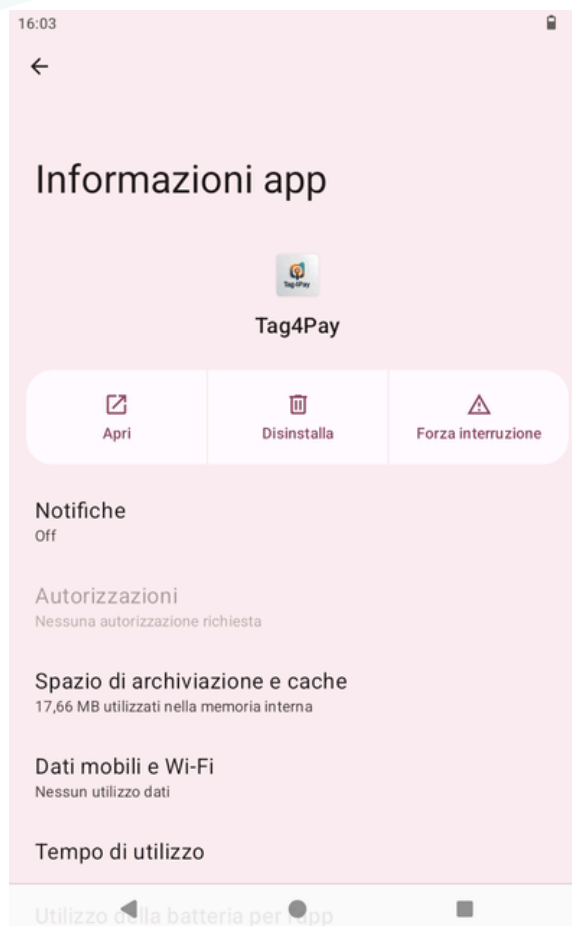
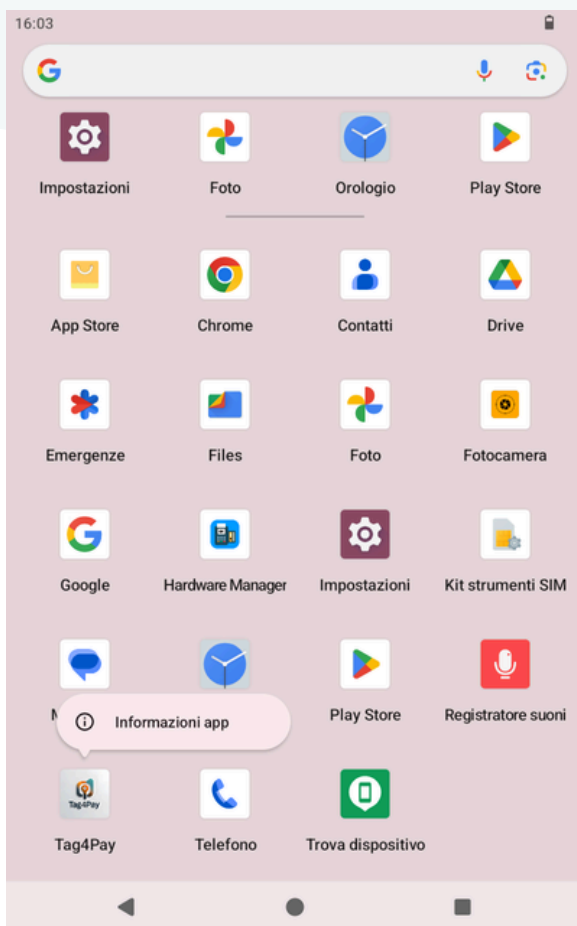
There are also two additional rows at the bottom of the table:

- TOTAL PAYMENTS: the sum of the amounts of all payments;
- TOTAL TOP-UPS: the sum of the amounts of all top-ups.

APPLICATION RESET

You can delete all app data (transactions, settings) as follows:

1. Press and hold the app icon until a pop-up appears.
2. Tap App info.
3. Tap Storage & cache.
4. Tap Clear storage (or Clear data).
5. Tap Delete to confirm.



WARNING!

This action will delete ALL transactions and top-ups from the app, PERMANENTLY and IRRECOVERABLY. Automatically exported files will be OVERWRITTEN and lost at the next app launch. Manually exported files will be preserved.

PASSWORD

The passwords used by the application are:

- Settings: **??Tg4Py!!**
- Export Transactions and Select Backup Folder: **??Tg4Py!!**
- ZIP Archives: **?EX!2k25**

WARNINGS AND TERMS OF USE

PROPER USE

- The app is intended exclusively for professional use to manage local NFC transactions.
- Do not use the system for transactions involving regulated goods or services without prior regulatory verification.

SECURITY AND ACCESS

- It is the administrator's responsibility to protect the passwords and restrict access to administrative features.
- Do not share export or backup credentials with unauthorized personnel.

BACKUPS AND DATA LOSS

- It is recommended to set up automatic backups on reliable external drives.
- Global Tag is not responsible for any data loss resulting from missing backup configuration or improper removal of USB flash drives.

RESET AND DELETION

- Using the Application Reset feature permanently deletes all local transactions and settings. Use it only after exporting your data.

NFC WRISTBANDS

- Proper operation is guaranteed only with wristbands supplied or approved by Global Tag Srl.
- Using third-party tags may cause malfunctions or incompatibilities.

DATA PROCESSING

- The app does not automatically transmit personal or sensitive data.
- If exported data are linked to personal records, the event operator is responsible for complying with applicable regulations (e.g., GDPR).

TECHNICAL SUPPORT

For technical issues or software updates, contact:

✉ info@global-tag.com

🌐 www.tag4pay.com