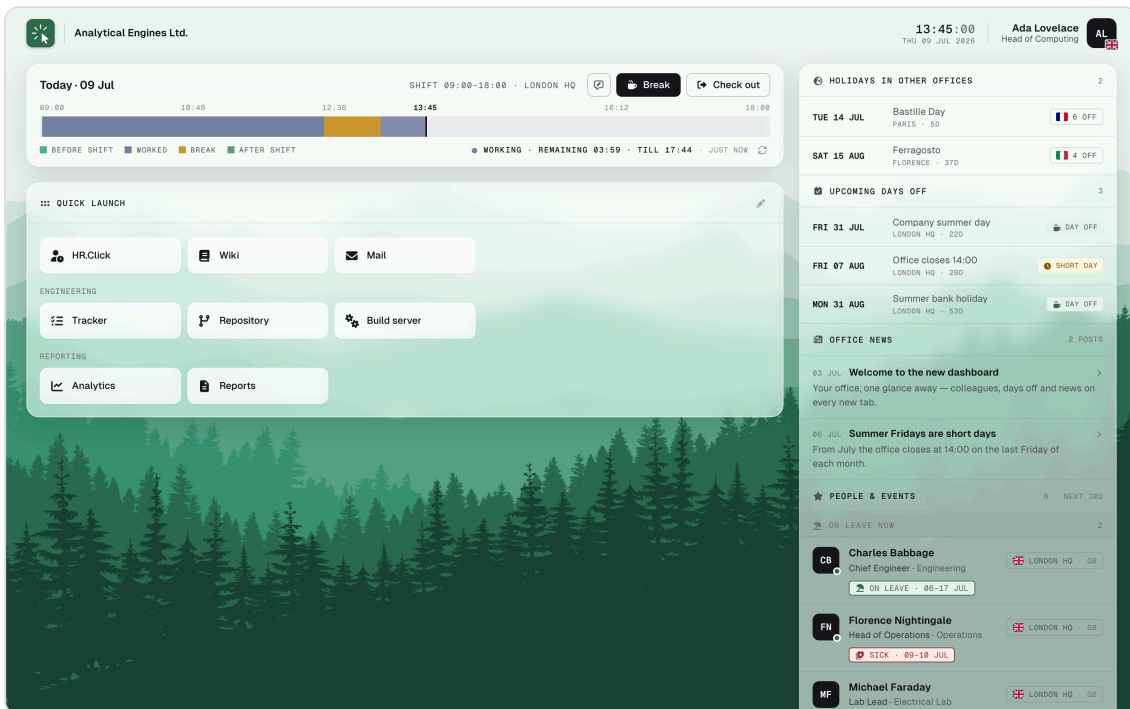




HR | Click

HR.Click | Tab

Your office on every new tab



For every employee. It is a companion to the **Employee Web Guide** — the portal itself is documented there.
Applies to the Chrome extension “HR.Click | Tab” · Document v1.0 · August 2026

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Tab — the office new-tab page

1 What this extension is

HR.Click | Tab replaces Chrome's new-tab page with your office: the state of your working day and its buttons, your own quick-launch tiles for the tools you open all day, and a rail of what is happening around you — who is away, whose birthday it is, what is closed in which country, and the latest office news. All of it over a panorama that follows the time of day.

One extension works with any HR.Click portal — you type your company's address once, on first run. After that it opens instantly, with or without a network.

TAB OR TIME?

HR.Click publishes two extensions. **Tab** is this one: the full new-tab page, punch buttons included. **HR.Click | Time** is a small toolbar popup with nothing but those buttons, for people who would rather keep their new tab. Install whichever suits you — installing both works, but each keeps its own session and appears as its own device in HR.Click.

2 Installing and connecting it

- 1 Install **HR.Click | Tab** from the Chrome Web Store. In the portal you can reach the listing from **Settings** → **Profile** → **Browser extension**.
- 2 Open a new tab. Type your **portal address** (e.g. `https://yourcompany.hr.click`) and press **Connect**. Chrome asks for permission to talk to that address; the extension checks it really is an HR.Click instance and picks up your company name and logo.
- 3 Press **Sign in**. Your portal opens in a separate window — sign in there as usual and press **Authorize**.
- 4 The new tab fills in. There is nothing else to configure.

Only the portal window ever sees your password — the extension never asks for it. Signing in also registers this browser as a device in HR.Click, which is how a punch from here is proven to come from you.

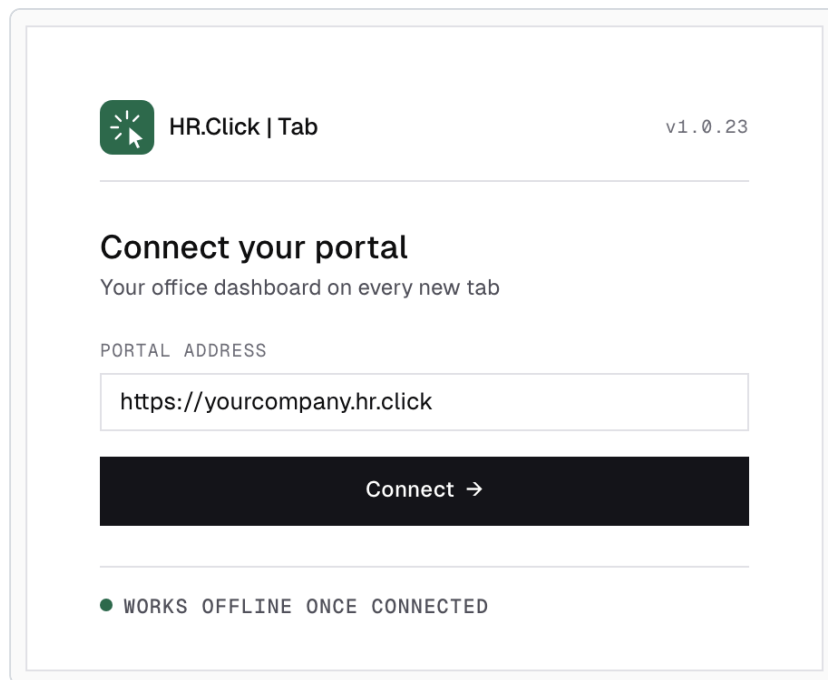


Figure 1 — First run — the portal address, then one sign-in.

3 The new tab, panel by panel

The page is two columns over the panorama. On the left, your day and your tiles; on the right, the office rail.

- **Your day** (top left) — the working-day bar with your punch buttons. Section 4 covers it.
- **Quick launch** — your own tiles, grouped into categories. Section 5.
- **Holidays in other offices** — what is closed today or shortly, in the offices that are not yours. Useful before you send something to a colleague abroad.
- **Upcoming days off** — the holidays and special days that apply to *your* office, in order.
- **Office news** — announcements addressed to your office; click one to read it in full.
- **People & events** — colleagues with something happening in the next 30 days.
ON LEAVE NOW is pinned at the top; each row carries the person's office and a chip for what is coming: a birthday, a work anniversary, leave (hatched while it is still awaiting approval), sick leave or a holiday.

The rail only shows sections that have something in them — a quiet week is a shorter page, not a page of empty headings.

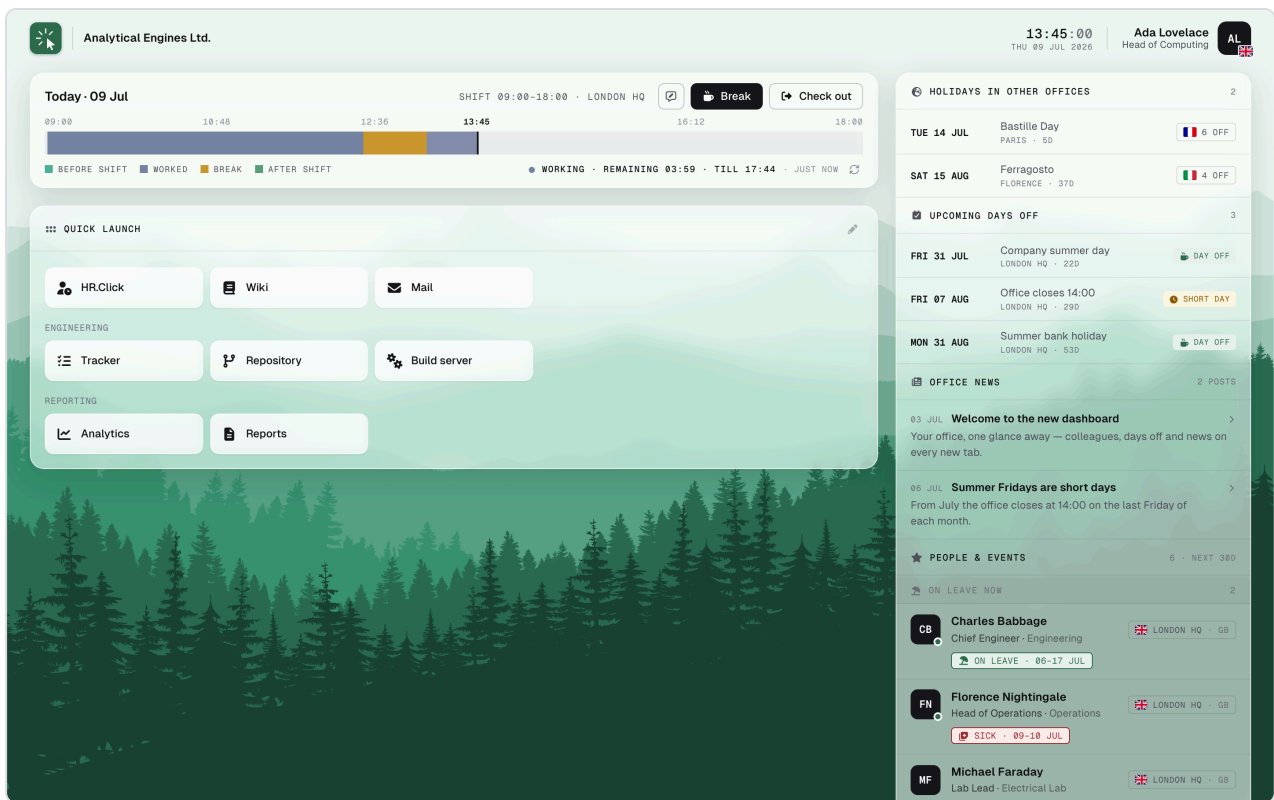


Figure 2 — The new tab — your day and tiles on the left, the office rail on the right.

HOLIDAYS IN OTHER OFFICES

2

TUE 14 JUL Bastille Day
PARIS · 5D  6 OFF

SAT 15 AUG Ferragosto
FLORENCE · 37D  4 OFF

UPCOMING DAYS OFF 3

FRI 31 JUL Company summer day
LONDON HQ · 22D  DAY OFF

FRI 07 AUG Office closes 14:00
LONDON HQ · 29D  SHORT DAY

MON 31 AUG Summer bank holiday
LONDON HQ · 53D  DAY OFF

OFFICE NEWS 2 POSTS

03 JUL **Welcome to the new dashboard** 
Your office, one glance away — colleagues, days off and news on every new tab.

06 JUL **Summer Fridays are short days** 
From July the office closes at 14:00 on the last Friday of each month.

PEOPLE & EVENTS 6 · NEXT 30D

ON LEAVE NOW 2

 **Charles Babbage**
Chief Engineer · Engineering  LONDON HQ · GB
 ON LEAVE · 06-17 JUL

 **Florence Nightingale**
Head of Operations · Operations  LONDON HQ · GB

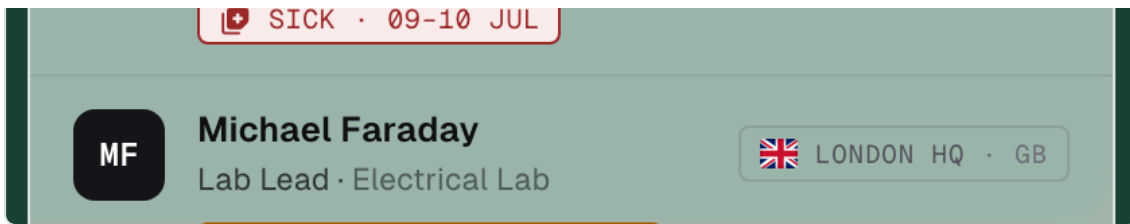


Figure 3 — The rail — foreign holidays, days off, news, people & events.

4 Punching the clock from the tab

The strip at the top left is the same day strip the **HR.Click | Time** popup shows, and it behaves identically:

- The bar draws your working day end to end — the office window as the track, worked stretches filled in, breaks cut out, a marker at the current moment, and time before or after the shift as its own segment.
- The buttons offer only what the day allows next: **Check in**, **Break**, **End break**, **Check out**.
- **Add a note to this check-in** attaches a short line to the punch (“stuck in traffic”, “client site”); your time manager sees it on that day. **Discard note** drops it before you punch.
- **REMOTE** means the punch will be recorded as remote — you are not on a network registered as an office. It still counts as worked time.
- **Refresh** re-reads the day, picking up check-ins made at the terminal or anywhere else.

YOUR COMPANY DECIDES

Checking in from the browser is off until an administrator turns it on for your company — that switch lives in a part of HR.Click only they can open. Until then the strip still shows your day — read-only, with no buttons. Some companies allow it only from the office network; away from it, a punch is refused and the face terminal remains the way in.

On a day off, or before your schedule starts, the strip says so: a check-in there is recorded as overtime. If your account is not time-tracked at all, it says that instead — you can switch it on in the portal under **Settings → Profile**.

5 Quick-launch tiles

Tiles are yours alone — the extension ships with none and never adds any by itself.

- 1 Press the pencil (**Edit tiles**), then **Add tile**.
- 2 Give it a **Name**, the **URL** it opens, an **Icon** and a **Category**. Tiles without a category sit under **General**.
- 3 While editing, drag tiles to reorder them and use the cross on a tile to remove it. **Save** keeps the arrangement; **Cancel** discards it.

Tiles are stored with your HR.Click account, not with the browser — sign in on another machine and they follow you.

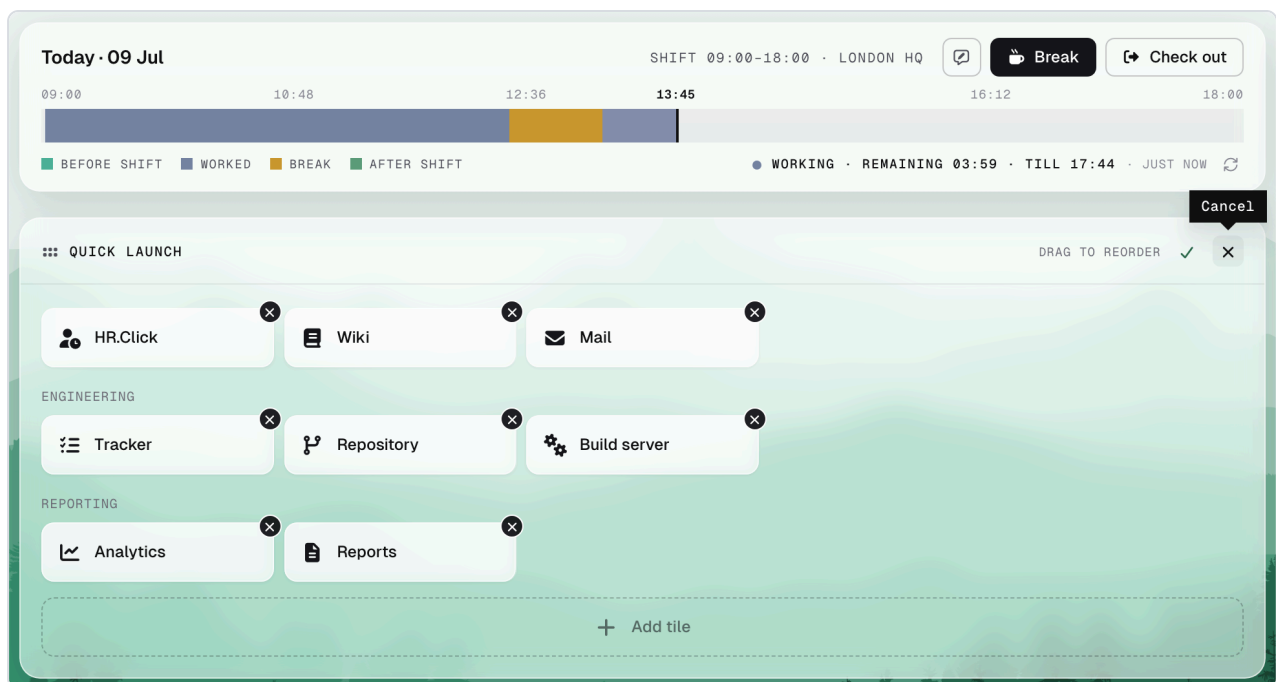


Figure 4 — Edit mode — drag to reorder, the cross removes a tile.

Add a tile

NAME

URL

CATEGORY

Engineering Reporting

ICON

No favicon found for this site — pick a Font Awesome icon for the tile.

Cancel Add tile

Figure 5 — A tile is a name, a URL, an icon and a category.

6 Making it yours — settings

Click your avatar (top right) to open **New tab settings**:

SETTING	WHAT IT DOES
Day colour	The palette of the daytime panorama.
Mode	Light — always daylight in your chosen colour. Dark — always night, stars included. System — follows your system light/dark theme. Time of day — follows the real sunrise and sunset for your timezone.
Translucency	Off gives solid white panels instead of translucent ones.
Glass blur	The frosted-glass effect behind panels. Available while translucency is on; turning it off costs nothing visually on a slow machine.
Portal	Which company and address this tab is connected to, and the account it is signed in as.
Refresh company logo	Fetches the company logo again. The logo is downloaded once at connect and kept locally, so this is the way to pick up a new one.
Export local log	Saves a small JSON file describing what this browser did over the last day — which punch buttons you pressed, which requests went out and how each one ended. It stays on your machine and holds no passwords or personal data; attach it if you report a punch that did not register.
Sign out	Ends the session for this browser only. Your other devices and the portal itself are untouched.

Settings apply the moment you change them and sync to your account in the background, so a second machine picks them up on its own.

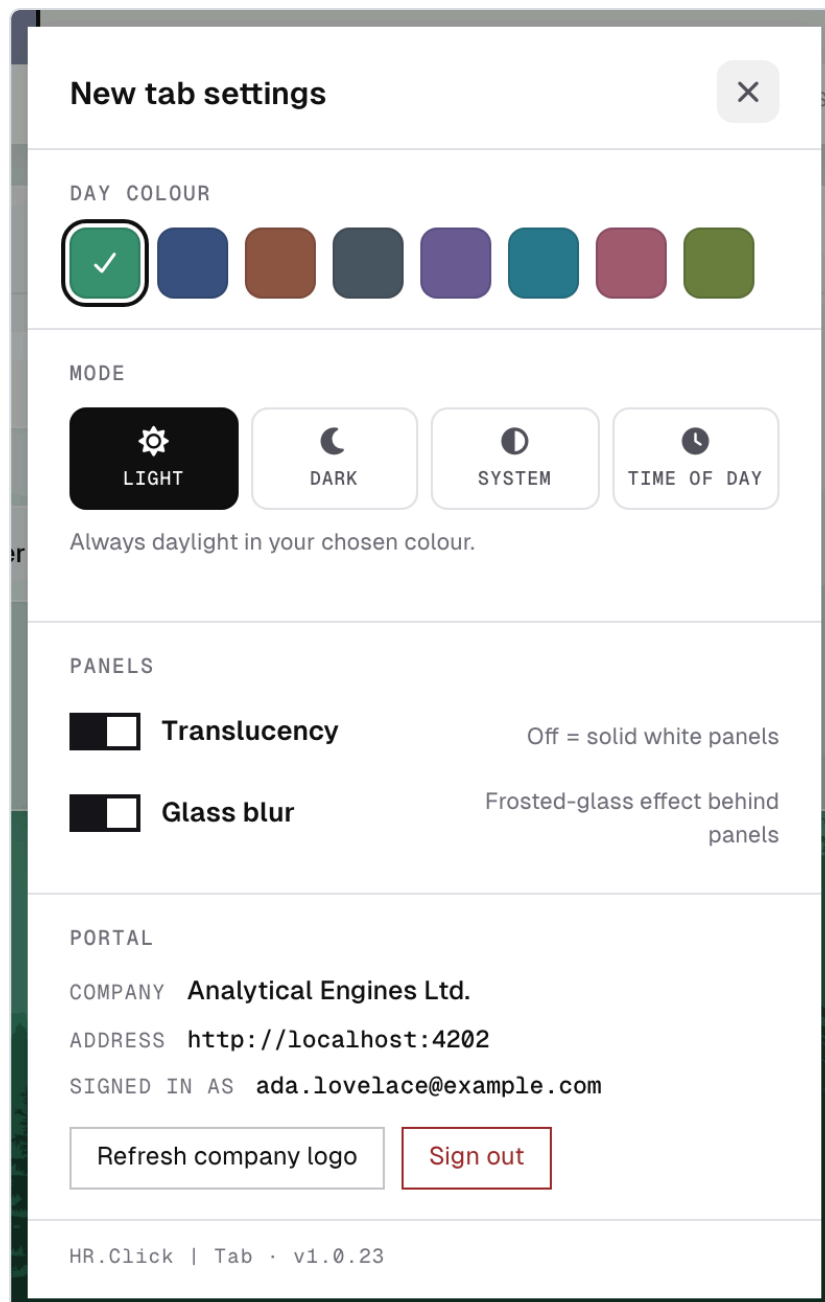


Figure 6 — New tab settings — panorama, panels, portal.

7 Offline, and how fresh the page is

The tab is built to open instantly, every time, including on a train:

- The last known office snapshot renders immediately from this machine; nothing waits on the network.
- A refresh happens in the background only when you are online and the snapshot has aged past a few hours — opening twenty tabs does not mean twenty requests.
- Nothing is ever discarded for being old. After an offline stretch the page still renders, with a discreet **offline · updated ...** line at the bottom telling you how stale it is.
- The day strip is on a shorter leash than the rail: it revalidates within minutes, because a punch made at the terminal must show up quickly.

8 What it stores, and what it can reach

- The session this extension holds is **deliberately narrow**: your office page, your own tab settings, your own day and your own punches. It cannot open the rest of HR.Click — no directory, no reports, no one else's data — even if the token were stolen.
- It keeps the office snapshot, your tiles and settings, the company logo and a small user snapshot on this machine, so the page draws with no network.
- It reads no pages, no history and no tabs. Chrome grants it access to your portal address alone — the permission you approved during setup. The tiles you create are links you typed yourself; the extension does not watch where you go.
- Colleagues' leave appears the same way it does on **My workplace** in the portal — who is away, not why.

9 Troubleshooting

SYMPTOM	FIX
"Connect" cannot find the portal	Check the address — it must be the same one you open in the browser, including <code>https://</code> . A portal that is down or unreachable from your network fails the same way.
The sign-in window never came back	Start the sign-in again from the tab. If Chrome blocked the window, allow pop-ups for the portal address.
A punch does not appear anywhere	Open Settings → Diagnostics , press Export local log and attach the file to your request — it shows whether the press reached the portal at all.
Signed out of the portal. banner	The session expired or was revoked. Sign in again re-runs the short sign-in; your tiles and settings survive it.
The page looks stale	Check the offline · updated ... line at the bottom. Back online, the next new tab refreshes it; the day strip has its own Refresh .
The company logo is out of date	Settings → Refresh company logo .
No punch buttons on the strip	Browser check-in is switched off for your company — see section 4.
The panorama feels heavy on an old machine	Turn off Glass blur , and Translucency with it.

HR.Click — "HR.Click | Tab" Browser Extension Guide · v1.0 · August 2026. Product screens shown with sample data; names of persons are fictitious examples.