

Easy Time Clock offers various restrictions for where and how employees clock in and out. By default, employees can access their time card and clock in and out from any device that can connect to the internet. With the Clock In Restrictions, employees' options can be limited based on the restrictions you choose.

By Office

IP Address: Access is based on the IP Address of your router. Anyone who can connect to your WiFi or Ethernet connection in the office will be able to log in.

Subnet Group: This option is great for companies that have a rotating IP Address. A Subnet Group acts as an umbrella-covering any possible IP Addresses within the network.

To generate your current location's IP Address or Network just click "Get IP Address" or "Get Network".

Grant Access By IP Address
(If each office location has a static IP address)

New IP Address	Office Location
108.163.216.14	
<input type="button" value="Get IP Address"/>	

Grant Access By Subnet Group
(If you have a dedicated set of static IP Addresses)

New Network	Subnet Mask	Office Location
108.163.216.0	255.255.255.0	
<input type="button" value="Get Network"/>		

By Individual Computers

Easy Time Clock Browser: A special browser run through Internet Explorer can be downloaded onto individual computers and accessed with a code. This option is currently only available for PC computers.

Grant Access By Easy Time Clock Browser
(To limit access to individual computers)

After you create an Activation Code, view it and go to the [Downloads](#) page and click on "Easy Time Clock Setup" to download the program to your desktop. Use your Company Login of **Courtneys Test** and the activation code.

Activation Code	Computers	Activation	Username	Office Location	Email	Text	Remove
<input type="button" value="Display Code"/>	1		All Usernames ▼		To Employee	To Employee	<input type="checkbox"/> Remove
6749	2	Pending	All Usernames ▼		To Employee	To Employee	<input type="checkbox"/> Remove
<input type="button" value="Activation Code"/>	Computers		Username	Office Location			
<input type="button" value="New Activation"/>	10		All Usernames ▼				

Browser Password: Grant access to a specific browser on each computer with a password you create.

Grant Access By Standard Browser [\[What's This?\]](#)

(To limit access to individual computers without a download
Works with Internet Explorer, Firefox, Chrome, Apple Safari, etc)

Use the [Grant Access](#) page with any of these passwords:

Password	Office Location
<input type="button" value="Edit Password"/>	<input type="text" value="Lisa's Desk"/>
<input type="text" value="4567"/>	<input type="text" value="John's Desk"/>
New Password	Office Location
<input type="text"/>	<input type="text"/>

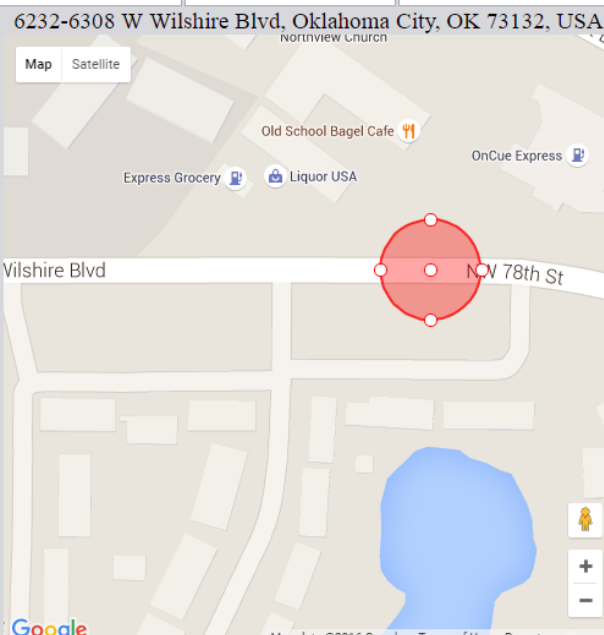
Mobile App

Mobile App GPS: This restriction works by using a mobile device's GPS Location. The Location function must be activated on the phone and the employee must be within the authorized location in order to log in. *Make sure you grant access for your employees to use the mobile app in the Access page.*

Grant Clock In Access By Mobile App GPS

To grant mobile access to your employees, visit [Employee Access](#).

	Latitude,Longitude	Radius (meters)	Address or Description
<input type="button" value="Show Map"/>	35.551292,-97.625963	20	6232-6308 W Wilshire Blvd, Oklahoma City, OK 73132, USA
New Location	Latitude,Longitude	Radius (meters)	Address or Description
<input type="button" value="Get Current"/>	<input type="button" value="Get Address"/>	<input type="text"/>	<input type="text"/>



6232-6308 W Wilshire Blvd, Oklahoma City, OK 73132, USA

Map Satellite

Old School Bagel Cafe

Express Grocery

Liquor USA

OnCue Express

Wilshire Blvd

NW 78th St

Map data ©2016 Google Terms of Use Report a map error

FAQ

Can multiple restrictions be set for employees who work remotely or are in other offices?

Yes. You can set multiple IP Addresses, Easy Time Clock Browsers, GPS locations, etc. You can also mix and match.

Can one or more employees be exempt from this restriction?

Yes. From the Admin account, go to the Setup tab, and Access. Check the box under “Exempt from Clock In Restriction.”

I want to restrict by individual computers, but the Easy Time Clock Browser isn't available on my Mac.

The Browser Password restriction is a great alternative, and works in a very similar way.

How can I view the IP Address or GPS location my employees are attempting to log in from?

Go to the Reports tab, and Access Report. You can view the IP Address or GPS location in the “Address” column. For GPS, you can click the address numbers to view a map of the employee's location.

How do my employees download the Easy Time Clock Browser?

Have them visit www.easytimeclock.com/downloads. For more information on the Easy Time Clock Browser, see help files: [ETC Browser Setup](#) and [ETC Browser Employee Download](#).

How do I set an IP Address or Subnet restriction if I'm not at that location?

If you do not know the IP Address of the location you are needing to set a restriction for, it may be available in the **Access Report**, located in the Reports tab. Find an entry from an employee at that location and note what's in the Address column.

For entering Subnets, type in the IP Address, then replace the last set of numbers with a “0.” The Subnet Mask will nearly always be 255.255.255.0.

Ex. If we know the IP Address is 108.163.216.14, the “Network” will be 108.163.216.0 with 255.255.255.0 as the Subnet Mask.



For further assistance with Clock In Restrictions, contact Customer Service.

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