

Easy Time Clock's mobile app is perfect for employees who don't have access to a computer and can use their Android or iPhone devices to clock in and out. Admins can set optional GPS clock-in restrictions for employees using the mobile app.

**Step One:**

Login as Admin

**Setup tab, Access**

Here you will see that Elizabeth and Kenneth have been granted access, but David has not.

**Step Two:**

Allow Mobile App Access

Employee	PTO Usage Report <small>Check All</small>	Time Card Authorization <small>Check All</small>	Shift Comparison <small>Check All</small>	Exempt From Clock In Restriction <small>Check All</small>	Access Mobile App <small>Check All</small>	Mobile App Only <small>Check All</small>	Mobile App Require GPS <small>Check All</small>
Bathory, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Berkowitz, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bianchi, Kenneth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step Three:**

Restrict to ONLY Mobile App Clocking.

Here you will see that Elizabeth and Kenneth only can clock in/out through the mobile app and nowhere else, although they can still access their timecard via computer for viewing purposes.

Employee	PTO Usage Report <small>Check All</small>	Time Card Authorization <small>Check All</small>	Shift Comparison <small>Check All</small>	Exempt From Clock In Restriction <small>Check All</small>	Access Mobile App <small>Check All</small>	Mobile App Only <small>Check All</small>	Mobile App Require GPS <small>Check All</small>
Bathory, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Berkowitz, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bianchi, Kenneth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Step Four:**

Require GPS Tracking

Here you will see that Elizabeth and Kenneth are required to allow their phone to provide their GPS location when using the app.

Employee	PTO Usage Report	Time Card Authorization	Shift Comparison	Exempt From Clock In Restriction	Access Mobile App	Mobile App Only	Mobile App Require GPS
	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>	<input type="button" value="Check All"/>
Bathory, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Berkowitz, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bianchi, Kenneth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Step Five:**

Restrict by GPS Location (Optional)

1. Go to **Setup | Clock In Restriction**
2. Select **Mobile App GPS**
3. Click **Get Current Address** from your location
4. Save Changes
5. **Additional Addresses**

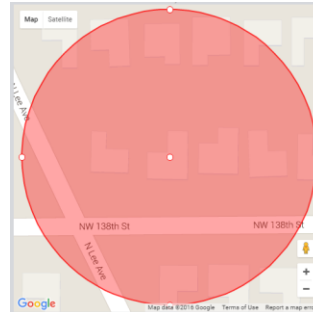
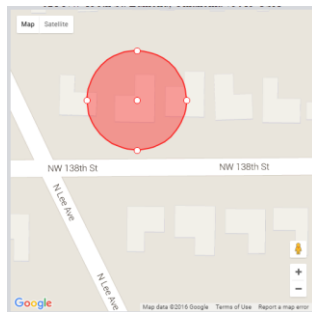
a. **Type in the full address** including - street address, city, state, zip code, and Country (USA) in the **Address or Description** box.

New Location	Latitude,Longitude	Radius (meters)	Address or Description	
<input type="button" value="Get Current"/>	<input type="button" value="Get Address"/>	35.612077,-97.525488	20	621 NW 138th St. Edmond, Oklahoma 73013 USA

b. Click **Get Address** button

New Location	Latitude,Longitude	Radius (meters)	
<input type="button" value="Get Current"/>	<input checked="" type="button" value="Get Address"/>	35.612077,-97.525488	20

c. Change **Radius** or **move location** if you need a smaller area  
Click and Drag circle to change, or type in a number ending in +.



For further assistance with Mobile App, contact Customer Service.

(405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)