

The restrictions available on this page limit clocking **and** logging in to specific locations. Multiple restrictions can be used at once, allowing employees to use either/or. To let an employee clock in without the restriction set for all other employees, choose “Exempt from Clock In Restriction” in the Setup tab, Access.

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.

If you are in the desired location, click “Get IP Address.”

Restrict Access to IP Address
(For static IP Address)

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

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 coordinates to view a map of the employee’s location.

How do I set an IP Address 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.

Will the IP Address ever change and stop my employees from clocking in?

It is possible! When the internet is shut off due to a change in service, repairs, or even a reboot, a new IP Address may be assigned to the modem. Make sure to update the IP Address when this happens!

Subnet Group: This option is great for companies like State Farm who own a dedicated range of IP Addresses.

If you are in the desired location, click “Get Network.”

Restrict Access to Subnet Group
(For a dedicated range of IP Addresses)

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

How do I know whether I should use IP Address or Subnet Group?

Subnet Group should only be used if your company owns a dedicated range of IP Addresses, which is not common. In most cases, IP Address is the best option.

By Computer

ETC Vault: This is an Internet Explorer emulator that can be unlocked and used for logging into ETC. This browser does not access any other web pages. Vault will need to be downloaded to any computer that should have access to it, and will require a Key Code to unlock it.

**This option is only available for PC computers*

Restrict Access to ETC Vault [2]
(To limit access to individual Windows computers)

[Download Vault Here](#)

Code" and notate code and Company Login of **BusiCo** to unlock Vault.
Code not working? Make sure the number next to the Key Code button is greater than zero.

Key Code	Uses Remaining	Activations	Username	Office Location	Share	Download	Remove
6634	0	Pending <small>[What's This?]</small>	All Usernames		Email	File	<input type="checkbox"/> Remove
<input type="button" value="New Activation"/>	10		All Usernames				

Number needs to be larger than "0" to use the code on new computers.

When set to "All Usernames," only one code should be used for everyone.

Send download instructions and the Key Code to employees.

I want to restrict by individual computers, but the ETC Vault isn't available on my Mac.
The Authorized Browser restriction is a great alternative, and works in a very similar way.

How do my employees download the ETC Vault?

Have them visit <http://www.easytimeclock.com/EtcVault>. They will download, then they will need the Key Code.

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

Restrict Access to Authorized Browser
(To restrict access to individual computers based on browser.
Can be used with Internet Explorer, Firefox, Chrome, Safari, etc.)

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

Password	Office Location
1234	

How can I restrict how many times an employee can use the password?

There are no usage limits on the Authorized Browser restriction, so we suggest entering the password yourself to unlock browsers, rather than sharing the password with your employees.

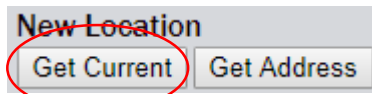
Mobile App

Mobile App GPS: This restriction works by using a mobile device’s 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.*

What you need to know:

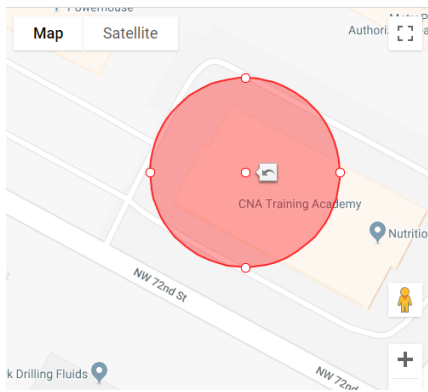
- Access must be granted before an employee can use the mobile app. This can be done in the Setup tab, Access.
- This restriction pings the location of the employee only when clocking in and out, it does track movement throughout the day.
- Unlike the other restrictions on this page, the GPS option only restricts the mobile app, and does not disallow clock-ins from other devices. If you want employees to be restricted to GPS only, make sure to choose “Mobile App Only” in the Access page, located in the Setup tab.
- If you do not want to restrict by location but want to make sure a location is always tracked, you can bypass this setting and activate the “Mobile App Require GPS” setting in the Setup tab, Access.

In Desired Location: Click “Get Current”



Not In Desired Location: Enter Address as listed in Google and click “Get Address”

New Location	Latitude,Longitude	Radius (meters)	Address or Description
Get Current	Get Address		5601 NW 72nd St, Warr Acres, OK 73132, USA



Use the white dots to adjust the position and radius of the circle.

Make sure to keep a large radius.

What do I do if the app is saying my employee is in the wrong place when I know they are not?

GPS is not a perfect way to capture an exact location. Sometimes, the app may ping an employee a few feet, yards, or even miles away from where they actually are. Our system relies on the user’s device to retrieve the GPS coordinates. If employees are having trouble, make sure the radius is set large enough, and have them try clocking in as close to a window or door as possible.