![EasyTimeClock.com - Cloud-Based Time & Attendance System logo]

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The ETC Vault restriction allows you to download our exclusive browser onto one or more PC's, making the time clock inaccessible to your employees from any other location.

> **Setup** Tab, **Clock In Restriction**

1. Choose "**ETC Vault**"

Clock In Location Restriction [?]
☐ Unrestricted

By Office
☐ IP Address
☐ Subnet Group
☐ Mobile App GPS

By Computer
☑ ETC Vault
☐ Authorized Browser

2. Click | Key Code / New Activation |

3. Now Click | Key Code / Show Key Code |

Key Code
1747

4. Take note of this 4-digit code. You will need this when downloading Vault.

5. Under "Uses Remaining," you will see a number. This is how many computers you are allowing access with that particular Activation Code. The number is editable.

6. Under "Username," you can set each employee to their own Key Code. Otherwise, all employees can share the same Key Code by keeping Usernames at "All Usernames."

All Usernames:

Key Code	Uses Remaining	Activations	Username	Office Location	Share	Download	Remove
Show Key Code	15	[What's This?]	All Usernames ▼		Email	File	☐ Remove

Individual Usernames:

Key Code	Uses Remaining	Activations	Username	Office Location	Share	Download	Remove
Show Key Code	1	[What's This?]	Bathory, Elizabeth ▼		Email	File	☐ Remove
Show Key Code	1	[What's This?]	Berkowitz, David ▼		Email	File	☐ Remove
Show Key Code	1	[What's This?]	Fish, Albert ▼		Email	File	☐ Remove

7. "Office Location" – *is an optional field where you can record more information about where each code was used.*

8. Make sure you | Save Changes | .
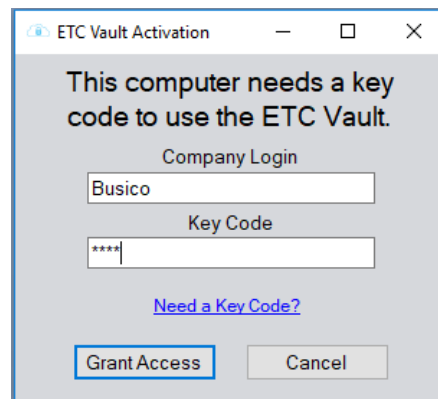
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Downloading the Easy Time Clock Browser

- ⏲ If downloading the browser yourself, you can simply click the Downloads link from the Clock In Restriction page.
- ⏲ If employees are downloading the browser themselves…
    - ⏲ From the Clock In Restriction page, you can send instructions and the Key Code to employees via Email.
    - ⏲ They can visit https://www.easytimeclock.com/EtcVault.
    - ⏲ They can visit www.easytimeclock.com, use the Downloads menu to choose "ETC Vault."

- ⏲ Click **Download Now**

- ⏲ Open the downloaded file

    - ⏲ A security warning pop-up may appear. Follow the instructions it gives you.

- ⏲ Enter Company Login and Activation Code

- ⏲ Grant Access

Now a shortcut of the login page will be created on the desktop. Employees can _only_ clock in and out from this shortcut.