

ETC's mobile app is great for employee clocking. GPS location can be tracked and restricted when using this feature.

Setup tab, Access

Allow Mobile App Access (Required to utilize feature)

Employees will only be able to utilize the mobile app when access has been granted.
Admins cannot use the mobile app. The mobile app is only used for clocking in and out.

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"/>

Restrict to only Mobile App Clocking (Optional)

If you don't want employees using any other method of clocking in or out, you can choose "Mobile App Only." Employees will still be able to log in to view time cards, but will see the message "Please use the mobile app to clock in and out." No clock in buttons will be available.

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"/>

Require GPS Tracking (Optional)

This feature does not restrict clock in based on location, but does require the employee to allow the app to track the location of all punches.

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 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"/>

Restrict by GPS Location (Optional)

Setup tab, Clock In Restriction

1. Select **Mobile App GPS**
2. Set authorized location
 - a. If in location: Click **Get Current**
 - b. If not in location: Enter Address in "Address or Description" as listed in Google
 - Click **Get Address**
3. Adjust the red circle accordingly
4. Save Changes

New Location	Latitude, Longitude	Radius (meters)	Address or Description	
Get Current	Get Address	35.612077,-97.525488	20	621 NW 138th St. Edmond, Oklahoma 73013 USA

