

By default, employees can log in from any location with an internet connection. Clock In Restrictions allow you to block log ins from areas that have not been authorized.

**Summary:**

**IP Address** – Uses the network IP address

**Subnet Group** – Uses the network IP address, but broadens the restriction to accommodate a rotating IP address (rotating IP's are not common)

**Vault** – A downloadable program that runs through Microsoft Edge and is unlocked with a password

**Authorized Browser** – Unlock designated browsers on one or more computers using a password

Setup menu: Clock In Restriction

**IP Address**

Access is based on the IP Address of your router. Anyone who can connect to your office WiFi (including cellphones!) will be able to log in.

Restrict Access to IP Address  
(For static IP Address)

New IP Address Office Location

68.97.173.8

Get IP Address

If you **are** connected to the IP address you want to authorize, click "Get IP Address."

If you **are not** connected to the IP address you want to authorize, type the IP address in the text box.

If you do not know the IP address you need to authorize, you may be able to get it from the **Access Report**, in the Reports menu.

Date	Page	Action	Employee	Address
3/20/2023 5:50:51 PM	Standard Login	Unauthorized access attempt	David Miller	68.97.173.8

FAQ about IP Address

**How can I view the IP address my employees are attempting to log in from?**

In the Reports menu, the Access Report logs all activity. Try searching the word "Unauthorized" to find the lines for unauthorized access attempts.

**I've been using the IP address restriction for a while, but now my employees are seeing "Unauthorized Access" when they try to log in...**

Your IP address has probably changed. 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. When this happens, just replace the old IP address with the new one in the Clock In Restriction page.

## Subnet Group

This option is for very specific companies that have a designated range of IP addresses.

### Restrict Access to Subnet Group

(For a dedicated range of IP Addresses)

New Network	Subnet Mask	Office Location
<input type="text" value="68.97.173.0"/>	<input type="text" value="255.255.255.0"/>	<input type="text"/>

Connected to the network you want to authorize, click "Get Network."

### FAQ about Subnet Group

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

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

**The IP addresses keep changing the last 2 sets of numbers. Can I broaden the restriction?**

This will make the restriction less secure, but you can broaden the subnet group. Replace the third set of numbers in the Network and the Subnet Mask with "0." The 0 allows that set of numbers to vary.

New Network	Subnet Mask		New Network	Subnet Mask
<input type="text" value="68.97.173.0"/>	<input type="text" value="255.255.255.0"/>	→	<input type="text" value="68.97.0.0"/>	<input type="text" value="255.255.0.0"/>

## Authorized Browser

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

If you're on the device/browser you want to unlock, click "Grant Access."

### Restrict Access to Authorized Browser

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

Password	Office Location
<input type="text" value="supersecret!"/>	<input type="text"/>

This computer does not have access to the time clock.

Company Login

Browser Password

Set your own password

Enter Password on Grant Access page

### FAQ about Authorized Browser

**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.

**Why did the computer clear the password?**

If the cache is cleared on the browser, the password will need to be entered again.

**Vault**

This restriction is limited to PC computers. This downloadable program is a Microsoft Edge emulator that requires a password to unlock.

Restrict Access to **Vault** [?](#)  
(To limit access to individual Windows computers)

**Step 1: Click “New Activation”**  
*(if you already see a “Show Key Code” button, you may not need to activate a new Key Code)*

[Download Vault Here](#) ←

If downloading Vault onto the computer you’re using now, click this link to download the .exe file.

Key Code

Uses

Username

Office Location

Key Code	Uses Remaining	Activations	Username	Office Location	Share	Download	Remove
<input type="button" value="Show Key Code"/>	<input type="text" value="10"/>	<a href="#">History</a>	<input type="text" value="All Usernames"/>	<input type="text"/>	<a href="#">Email</a>	<a href="#">File</a>	<input type="checkbox"/> Remove

**Step 2: Click “Show Key Code”**  
Take note of the 4-digit password, if downloading the program yourself.

**Step 4: Set to a Username or Keep “All Usernames”**  
“All Usernames” allows the program to let any of the employees log in with that Key Code.  
  
By setting to an individual username, the program won’t let anyone else log in from the computer the Key Code is used on.

**Step 5: Send to Employees**  
This link will generate an email with download instructions and the Key Code for you to send to employees.

*Tip:*  
*Keeping “All Usernames” usually requires less maintenance.*

**FAQ about Vault**

**Can I use Vault on a Mac computer?**

*Vault is not compatible with Mac. Authorized Browser is the suggested alternative.*

**Why is a new computer not taking the Key Code we’ve always used?**

*As the Key Code is used to unlock Vault on each device, the “Uses Remaining” goes down. On the Clock In Restriction page, if you see a “0,” you will need to allow more uses by adding a larger number and saving.*

**How do I change the username that shows on the Vault login page?**

*If you find an employee’s name is hardcoded into the Username field but you need a new employee to use it, go to the Clock In Restriction page, find the old employee’s name and use the dropdown menu to choose the new employee. Close and reopen the Vault program.*