

This restriction is limited to PC computers. This downloadable program is a Microsoft Edge emulator that requires a password to unlock. This help file will go over setup, and then maintaining Vault as you add new usernames.

Part One: Setting up Vault Restriction

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)

Key Code Uses

[Download Vault Here](#)

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

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"/>	History	<input type="text" value="All Usernames"/>	<input type="text"/>	Email	File	<input type="checkbox"/> Remove

Step 2: Click “Show Key Code”

Take note of the 4-digit password, if downloading the program yourself.

Step 3: Change “Uses Remaining”

If you need to download to more than 10 computers, or if you want to make sure employees don’t unlock computers that shouldn’t be authorized, change the number to a smaller or larger amount.

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

Can I use Vault on a Mac computer?

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

Where did the program download to?

After download, you should be able to find Vault as a blue and white shield icon on the desktop.

Part Two: Maintaining Vault

Occasionally, you may have to come back to the Clock In Restriction page to...

- Send the link with instructions to download Vault
- Authorize additional uses
- Retrieve the Key Code

Key Code	Uses Remaining	Activations	Username	Office Location	Share	Download	Remove
Show Key Code	<input type="text" value="0"/>	History	<input type="text" value="All Usernames"/> ▼	<input type="text"/>	Email	File	<input type="checkbox"/> Remove
Click to see the Key Code	Increase number and save				Send to employees		

FAQ

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.