

The mobile app is available for employees to clock in and out on when granted access by the Admin.

*The app does NOT have Admin functionality – it is a clocking tool for employees!

Allow Mobile App Clocking:

Setup menu: Access

Employee	PTO Usage Report Check All	Time Card Authorization Check All	Shift Comparison Check All	Exempt From Clock In Restriction Check All	Access Mobile App Check All
David Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elizabeth Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
James Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jennifer Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Check the boxes for **Access Mobile App** and Save Changes.

Mobile App ONLY Clocking:

Disable the ability to clock in/out from anywhere but the mobile app. This can be helpful to use when utilizing geofence restrictions, to disallow employees from bypassing the geofence restrictions by clocking in on a browser.

Setup menu: Access

Access Mobile App Check All	Mobile App Only Check All
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to Access Mobile App, check the boxes for **Mobile App Only** and Save Changes.

employee view:

LegitCo Time Card - James Smith

[Time Card](#) |
 [Compensations](#) |
 [Change Password](#) |
 [Color Themes](#) |
 [Calendar](#)

2/1/2025 - 2/14/2025 [Print Report](#)

The first workweek of this pay period started on 1/26/2025

Date	In	Out	Hours	Type	Day	Week	Pay Period
Mon 2/10/2025	8:58 AM	5:01 PM	8h 3m	Work	8h 3m Wrk RR	8h 3m Wrk RR	8h 3m Wrk RR
Tue 2/11/2025	9:02 AM	<u>Time So Far</u>	0h 0m	Work		8h 3m Wrk RR	8h 3m Wrk RR

The current date and time is 2/11/2025, 4:10:38 PM
Please use the mobile app to clock in and clock out.

Employee can still log in on browser to view time card. A note is added that indicates clocking requires the mobile app.

Require GPS:

Use if you are NOT using geofence restrictions, but you do want to ensure that employees allow the app to pin their location upon clocking. If the employee disallowed GPS when they first opened the app, this setting will let them know they cannot clock in/out without including their GPS.

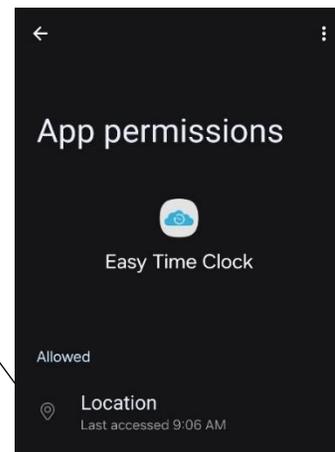
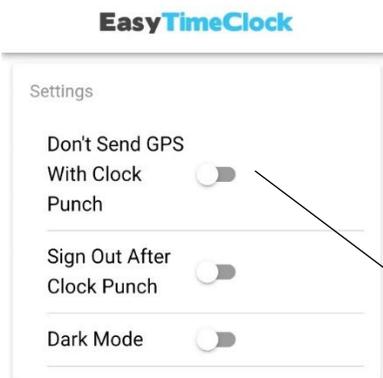
Setup menu: Access

Access Mobile App	Mobile App Only	Mobile App Require GPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to Access Mobile App, check the boxes for **Mobile App Require GPS** and Save Changes.

troubleshooting:

If the employee has already disallowed GPS, they will need to open the app settings in the phone and allow the Location permission.



There is also a setting from within the app that disallows GPS. Make sure the employee does not have this activated.

Where to find GPS location of punch:

Reports, Access Report – GPS locations are recorded on the line with the punch. Click the coordinates to open a map of the location.

GPS Restriction

Restrict clock punches to specific geofence areas. When multiple areas are activated, employees are able to use any of the designated locations to clock in or out.

***Don't forget to allow access to the mobile app on the Access page, under Setup.**

Setup menu: Clock In Restriction

Clock In Location Restriction [?](#)

Unrestricted

By Office	By Computer
<input type="checkbox"/> IP Address	<input type="checkbox"/> Vault
<input type="checkbox"/> Subnet Group	<input type="checkbox"/> Authorized Browser
<input checked="" type="checkbox"/> Mobile App GPS	

Check the box for **Mobile App GPS** to activate the setting.

If you're currently in the location...

New Location

<input type="button" value="Get Current"/>	<input type="button" value="Get Address"/>	Latitude,Longitude	Radius (meters)	Address or Description
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Click **Get Current** for the system to use your current location.

If you're NOT currently in the location...

New Location

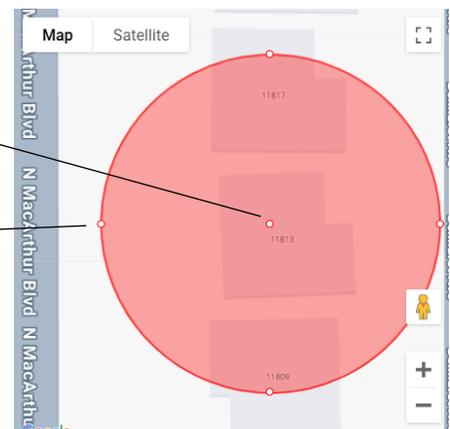
<input type="button" value="Get Current"/>	<input type="button" value="Get Address"/>	Latitude,Longitude	Radius (meters)	Address or Description
		<input type="text"/>	<input type="text"/>	11900 N MacArthur Blvd, Oklahoma City, OK 73162

1. Type the address of the location
2. Click **Get Address**

Use the dot in the middle of the circle to move the entire area.

Use the dots on the outer circle to adjust the radius.

Save Changes and repeat these steps to add multiple GPS areas.



Important:

The Mobile App GPS restriction ONLY affects the mobile app. If employees log in on a browser, there will be no restriction on their clocking ability. If you want all punches to be tracked with GPS, we suggest implementing "Mobile App Only" in addition to the GPS restriction.

Clock In Location Restriction [?](#)

Unrestricted

By Office

- IP Address
- Subnet Group
- Mobile App GPS

By Computer

- Vault
- Authorized Browser

+

Access Mobile App	Mobile App Only
<input type="checkbox"/> Check All	<input type="checkbox"/> Check All
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>