

Limit location access to the time clock by using the Copper browser program. This is highly recommended for securing access limits using a Windows OS system only. (Apple or MAC computers will need to use the limit access by IP address or by Computer options.) Below are instructions on how to setup each computer to use the Copper Browser to access the time clock. If an employee attempts to access the time clock using a different browser, the employee will receive an error message and an email notification will be sent to the administrator.

**Go to Main Menu | Time Clock Maintenance | Location Access Setup page.**

There are three steps to follow: 1. Create Password, 2. Download Program to Desktop, 3. Change Browser Settings to Setup For a Dedicated Computer (optional).

### 1. Grant Access by Browser Passwords:

This option requires a password to manage the setup. There is the option to assign more than one password to be assigned to multiple people if you have multiple locations. Each office location can have their unique password for greater security. The administrator assigns the password to the manager for setup access. Do not create a password for each employee. Only the Administrator or Manager should have the password.

Grant Access By Browser Passwords <a href="#">[What's This?]</a>	
Use the <a href="#">Easy Time Clock.exe</a> browser with any of these passwords:	
Password	Description
<input type="text" value="Edit Password"/>	<input type="text"/>
New Password	Description
<input type="text"/>	<input type="text"/>

#### Create a New Browser Password:

- **Password** - In the New Password field, type the password. It is case sensitive and can have numeric or letters or both included. Use caps and lower case letters for added security.
- **Description** - In the description, type the name of the person assigned to that password or the name of the location.
- **Save Changes** - Click the 'Update' button to save.

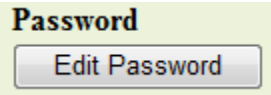
#### Sample:

New Password	Description
<input type="text" value="126CC"/>	<input type="text" value="Store Location - Louisville"/>

Use the <a href="#">Easy Time Clock.exe</a> browser with any of these passwords:	
Password	Description
<input type="text" value="Edit Password"/>	<input type="text" value="Store Location - Fargo"/>
<input type="text" value="Edit Password"/>	<input type="text" value="Store Location - Louisville"/>

**Edit or Change a Browser Password:**

- **View the Password** - The 'Edit Password' button covers the created password so no one can view it looking over your shoulder. To view the password assigned to the individual or location, click on the 'Edit Password' button.



- **New, Change or Remove Password** - Delete the old password and type in the new password in the same field.

Edit or Remove Password:

Use the [Easy Time Clock.exe](#) browser with any of these passwords:

Password	Description
<input type="text" value="Edit Password"/>	Store Location - Fargo
<input type="text" value="Edit Password"/>	Store Location - Louisville

Use the [Easy Time Clock.exe](#) browser with any of these passwords:

Password	Description
<input type="text" value="634"/>	Store Location - Fargo
<input type="text" value="Edit Password"/>	Store Location - Louisville

New Password:

New Password	Description
<input type="text" value="126CC"/>	Store Location - Louisville

- **Save Changes** - Click the 'Update' button to save changes.

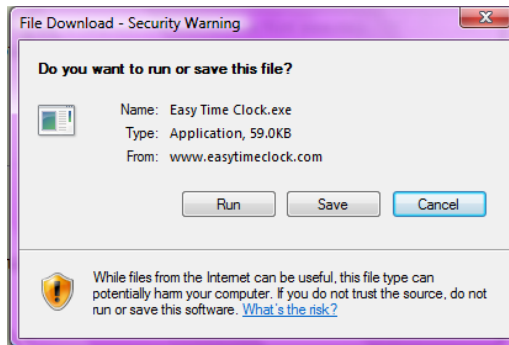
**2. Download Easy Time Clock Copper Program on Each Computer**

- **Easy Time Clock.exe** – To download the program to your computers, click on the Easy Time Clock.exe link.

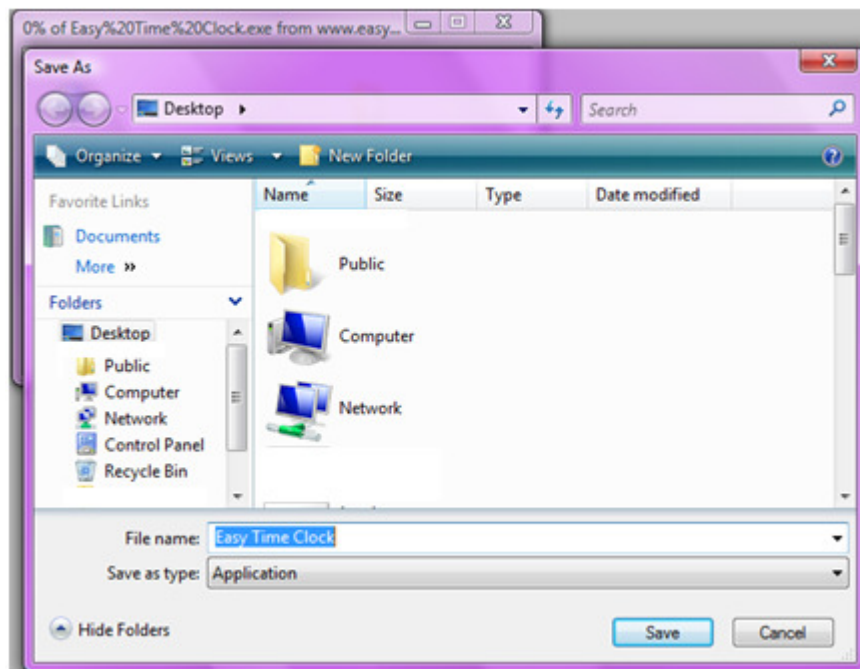
Use the [Easy Time Clock.exe](#) browser with any of these passwords:

Password	Description
<input type="text" value="634"/>	Store Location - Fargo
<input type="text" value="Edit Password"/>	Store Location - Louisville

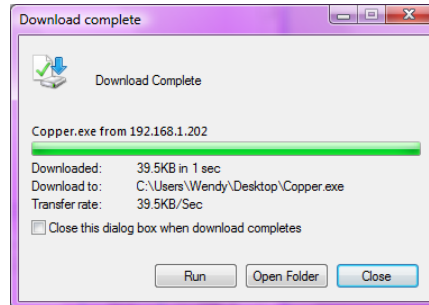
- Click the Save button



- Save to your desktop
- Save As –Use the default file name that appears. Do not rename it.
  - Click 'Save' button

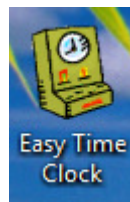


- **Download Completed** - You then will see the download to your desktop has been completed.
- **Close**

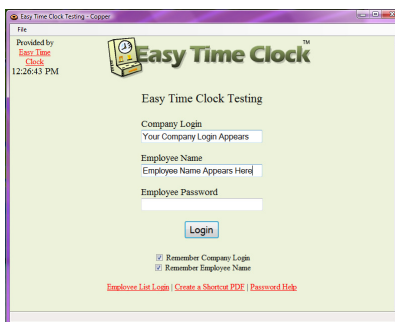


### 3. Shortcut Appears On Desktop – Click on the Icon to activate the browser and enter password.

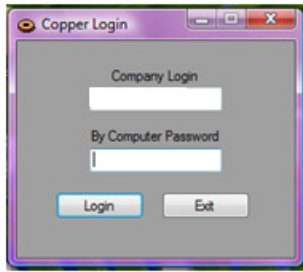
- **Click on Icon**



- **Click on the icon to access the time clock browser and select run.** The Company Login page will appear with the prefilled information already filled in.



- **A popup Copper Login page will appear.** You activate the Copper browser program with the password you created for installing the copper program. The company login name should be pre-filled, if not, type in the company login name. Then the company login page will appear. If you want to use the Employee List login page, you can click on the employee list login link at the bottom of the page to activate the list login. The copper browser will remember the last login page used.



The company login name should be entered into the Company Login field. The By Computer Password is the password you created to activate the copper program.

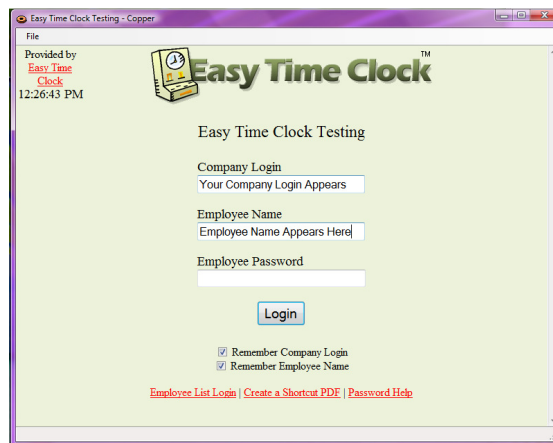
**\*\*\*\*This password should not be given to anyone but the administrator or a manager that has special permission to load the program. \*\*\*\***

- Click on the login button.

**\*\*ERROR MESSAGE HELP** - If you get an error when running the Copper program, it means that the Microsoft .NET Framework 3.5 program has not been installed. This is a prerequisite to running the Copper program. You can install it with the Microsoft Update program by selecting optional updates or with this link:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&displaylang=en>

- The company login page will appear with your company login name prefilled and your employee name prefilled. You can log in now and start using the new browser.



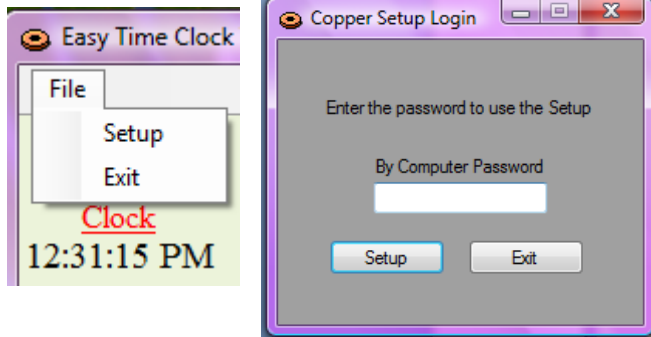
You are all set to use the system on your computer.

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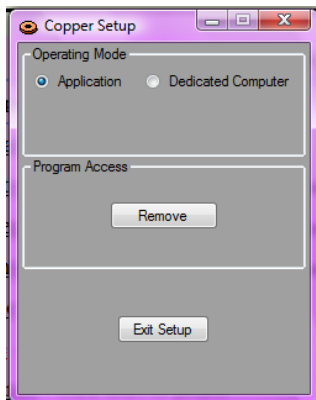
**TO SETUP FOR DEDICATED COMPUTERS** - The default is setup for “Application” which allows internet access to other websites and applications to run. If you want a dedicated computer for just a time clock application, you can setup a computer to run only the time clock Copper browser. **No other application will run on the computer.** Follow the setup instructions below.

## TO SETUP FOR DEDICATED COMPUTERS

- Click on File | Setup



- **Type in the Computer Password** for managing the Copper Browser and click the **'Setup'** button. (The copper password is created by the Admin and the Admin assigns the password. Contact your Administrator for the password.)

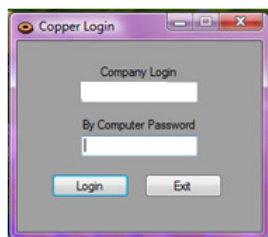
**Operating Mode:**

**Application** - Allows the computer to be used for other applications.

**Dedicated Computer** - The browsers will only run copper to access the time clock. No other software applications are able to run on that computer.

**Program Access** - Click **'Remove'** to **turn off the Copper program** so the computer will regain access to the time clock using any of the other location access limit setting. Exit setup.

- Select your **Operating Mode** and **Exit Setup** to activate your option.



- **Change Settings:** When you click on the Icon again the Copper Login page will appear to type in the password to activate or change the browser settings.

See sample on the left: