

Grant Access by Easy Time Clock Browser (Recommended)

Location Access Setup feature will limit access by computer using the Easy Time Clock Browser. Downloading the Easy Time Clock's Browser to individual computers will secure the time clock system to only be accessed using the Easy Time Clock browser. For companies that do not have a static (assigned) IP address by their internet provider, the Easy Time Clock's browser 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, Subnet or by Standard Browser options.)

The Easy Time Clock browser program will need to be downloaded to each computer that you want the employee to use to access the Easy Time Clock program. The download is fast and easy.

Below are instructions on how to setup each computer to use the Easy Time Clock Browser to access the time clock.

Unauthorized Access - If an employee attempts to access the time clock using a different browser or computer not assigned for their login, the employee will receive an error message and an email notification will be sent to the administrator of an unauthorized attempt.

EASY TIME CLOCK BROWSER DOWNLOAD INSTRUCTIONS

- Log in as **Admin**
- Go to **Main Menu | Company Maintenance | Location Access Setup page**.

There are three steps to follow: **Step 1.** Select By Easy Time Clock option **Step 2.** Create the browser activation password and select login name, **Step 3.** Download "Easy Time Clock" browser program to the computer's desktop.

Step 1 Select By Easy Time Clock Browser Option

Step 2 Grant Access by Easy Time Clock Browser Passwords:

The Easy Time Clock's Browser requires a password to manage the setup.

Password Options: The administrator assigns the confidential password to the manager to get access to the browser's setup page. The Administrator and assigned Manager should keep the password confidential and **should not** to share it with any other employee.

- a) Create **one** password for the browser setup on any computer.
- b) Create **more than one** password to be assigned to multiple people if you have multiple locations for added security.
- c) Create **individual password for each employee's login** to be downloaded to one computer for greater security. That assigned computer will only accept one employee login.

Grant Access By Easy Time Clock Browser
(Grant access to individual computers with a browser
downloaded from Easy Time Clock)

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

Password	Allow Login	Description
<input type="text" value="Edit Password"/>	Bridge, Carol ▾	Sales Office
<input type="text" value="5662eges"/>	Jones, John ▾	Store Computer

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➤ Create a New Browser Password:

- 1) **Password** - In the New Password field, type the password. The password is case sensitive and can have 4 to 8 numeric or letters or both included (123ABCabc). Use caps and lower case letters for added security.
- 2) **Select Allow Login Option** – Select the individual employee login or all logins.
 - **Individual Employee Login**- allows only that individual employee login to access the time clock program. (The employee name login cannot be changed.)
 - **All Logins** - allows everyone to login from that computer. (The employee name login can be changed.)
- 3) **Description** - In the description, type the name of the person assigned to that password or the name of the location that the computer is located.
- 4) **Save Changes** - Click the 'Update' button to save.

Sample:

New Password	Allow Login	Description
5662eges	Jones, John	Store Computer

➤ Edit or Change a Browser Password:

- 1) **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.

Edit Password

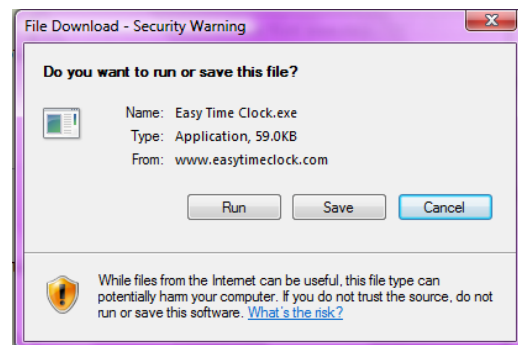
- 2) **New, Change or Remove Password** - Delete the old password and type in the new password in the same field.
 1. Edit or Delete the Password or create a new password
 2. **Save Changes** - Click the 'Update' button to save changes.

Step 3 Download Easy Time Clock browser on Each Computer's Desktop

- 1) **Click on the Easy Time Clock link**– To download the program to your computer's desktop.

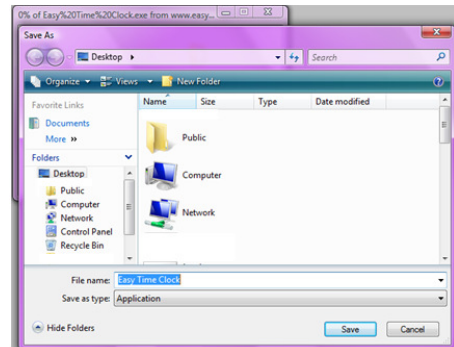
Download the [Easy Time Clock](#) browser with any of these passwords:

- 2) File Download Popup - Click the **Save** button

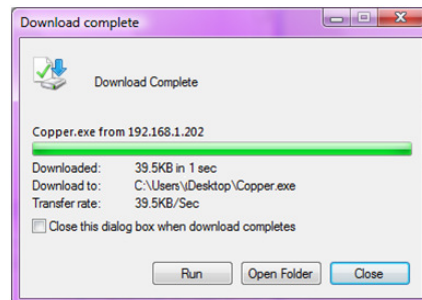
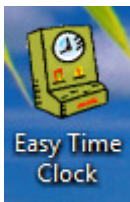


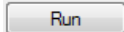
Grant Access by Easy Time Clock Browser (Recommended)

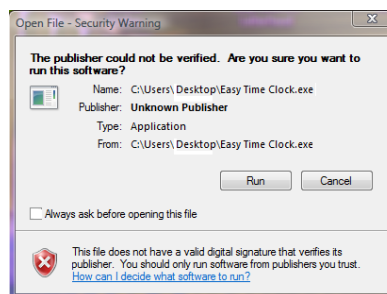
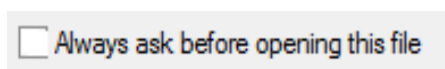
- 3) Save As Popup - save the file to your desktop
- 4) Save As –Use the default file name that appears. Do not rename it.
- 5) Click **'Save'** button



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

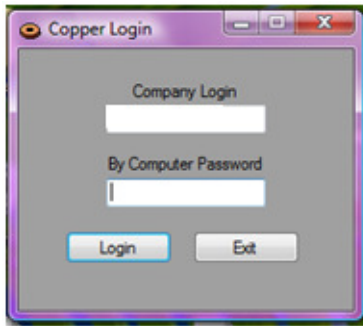


- 8) **Shortcut Appears On Desktop** – Click on the Icon to activate the browser and enter password.
- 9) **Click on the Icon to access the time clock browser.**
- 10) **A popup 'Open File-Security Warning' will pop up.**
- 11) **Uncheck** the box to “Always ask before opening the file” then Select 



****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>

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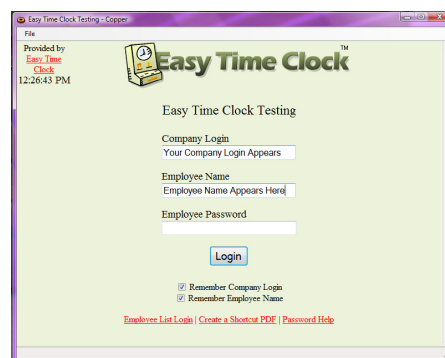
12) A gray popup Copper Login page will appear. You activate the Copper browser program with the password you created for installing the copper program. The Company Login name should be pre-filled, if not, type in the company login name. Then type in the browser password to activate the Easy Time Clock browser.

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

14) The Company Login page will appear with the prefilled information already filled in. *** If you assigned a login name to the computer you will see the Company Login Name and Employee Name grayed so it cannot be changed.*

15) Click on the login button.

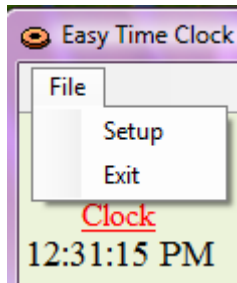
16) The company login page will appear with your company login name pre-filled and your employee name pre-filled. You can log in now and start using the new browser. **The Easy Time Clock Browser setup is completed.**



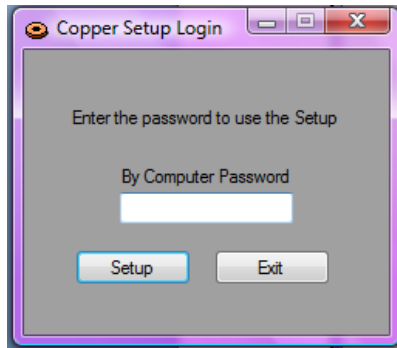
How to setup for dedicated computer(s) to only display the time clock program and no other software applications on the next page.

How to setup a dedicated computer to only display the time clock program and no other software applications.

TO SETUP FOR DEDICATED COMPUTERS

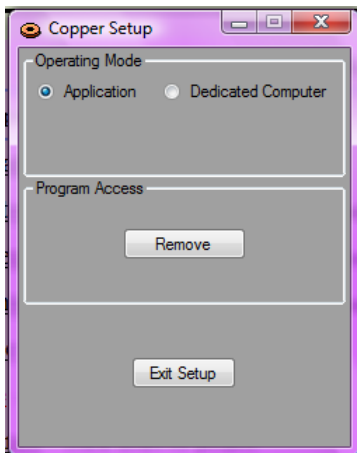


18)



Upper left hand corner, click on File | Setup

17) **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: Select which option you want either Application or Dedicated Computer.

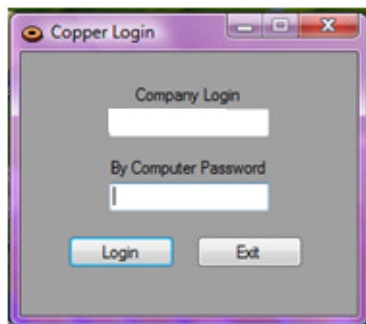
Application - Allows the computer to be used for other software applications. (Default)

Dedicated Computer – The computer will only run the Easy Time Clock Copper Browser 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.

19) Select your **Operating Mode** and **Exit Setup**

20) **If running Dedicated Computer Mode Reboot the computer** to activate your option



To Change Browser Settings: When you click on the Icon again the Copper Login page will appear. The Company Login name should be prefilled. Type in the assigned "Login Password" to activate or change the browser settings. Then select Login.

See sample on the left:

QUICK REFERENCE GUIDE:

Click on the ICON from your desktop to bring up the Easy Time Clock browser.

How to change employee login name on the browser.

1. File
2. Setup
3. Password
4. Remove – takes you back to the setup screen
5. File
6. Setup
7. Password for the New Login Name
8. Click on Icon and the new name will appear.

How to change the browser to allow ALL Login names. (Removed grayed Employee Name.)

1. File
2. Setup
3. Password
4. Remove– takes you back to the setup screen
5. File
6. Setup
7. Password for the All Login Names