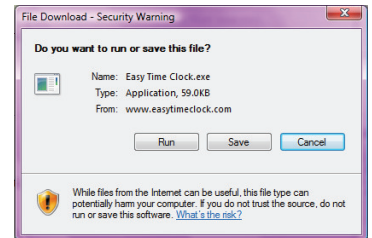


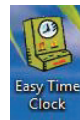
Limit location access to the time clock by using the Easy Time Clock browser program. This is highly recommended for securing access limits for computers running Windows OS. (Apple or MAC computers will need to use the limit access by IP address or by Computer options.) Here are the instructions on how to setup each computer to use the Easy Time Clock 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.

## Download Easy Time Clock Browser on Each Computer

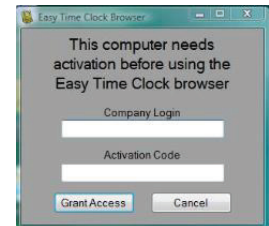
- Go to <http://www.easytimeclock.com/downloads/> – To download the browser to your computer, click on the [Easy Time Clock Setup.exe](#) link.
- Click the **Run** button to run the file on the computer.
- **Download Completed** - You then will see the download to your desktop has been completed.
- Click **Yes** or **Run** if prompted to run it again.
- The **Easy Time Clock Browser** will now be installed on the desktop and ran.



## The Icon Will Now Be On The Desktop



- A gray box will appear to enter in the **Company Login** and **Activation Code**.
- **Activation Code:** You will need to get the activation code from your administrator to
- Enter the **Company Login** and **Activation Code** that the administrator setup.  
**\*\*\*\*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 **Grant Access** button.
- It will now show the standard login screen with the company login name prefilled where your employees can login just as from the website.
- The standard login page will appear with your company login name. You can log in now and start using the new browser.



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

<http://www.microsoft.com/en-us/download/details.aspx?id=22>

