

Add and Delete Website Access Location IP addresses

Objectives:

- Determine Public IP address for your network
- How to add and remove IP addresses which will allow access to the timecards

Finding your public IP address:

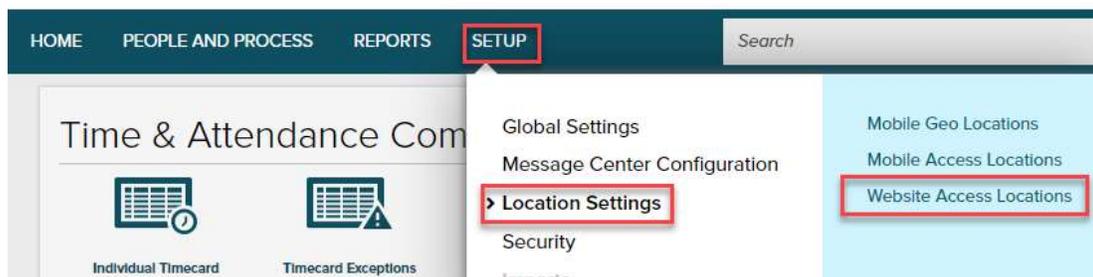
- 1) From a computer on your network navigate to www.ipchicken.com
- 2) Record IPv4 address to use in Time and Attendance



- **Note:** This IP address is controlled by your internet service provider. There is a chance that it can change depending on updates performed by the provider. If access is denied check back here to see if the IP address has changed.
- Alternatively, you can find the public IP address by entering the words "what's my ip" in any web browser search.

Adding your public IP address to Time and Attendance:

- 3) From RUN access Time Management > Setup > Location Settings > Website Access Locations



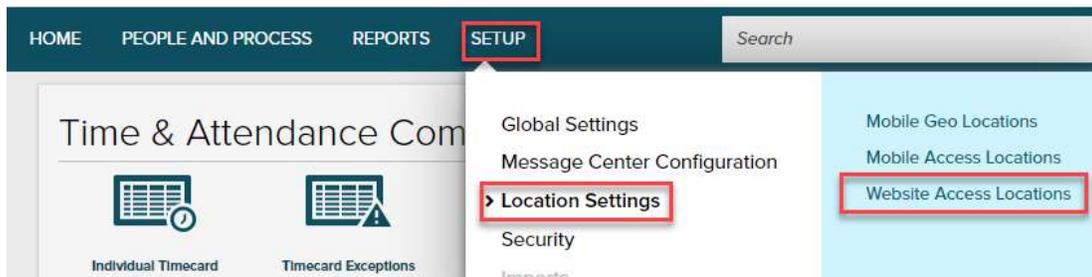
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- 4) Under Location Access based on IP Address:
 - a. Description: Recommend using the location of the IP Address, i.e. Office
 - b. IP Address Start: Enter IP address obtained from IP Chicken
 - c. IP Address End: Remains blank
 - d. Select Save



Deleting your public IP address to Time and Attendance:

- 5) From RUN access Time Management > Setup > Location Settings > Website Access Locations



- 6) Under Location Access based on IP Address:
 - a. Check the box next to the location you wish to remove
 - b. Select Delete



LOCATION DESCRIPTION *	IP ADDRESS START *	IP ADDRESS END	CHANGED BY
<input checked="" type="checkbox"/> Office	170.146.220.20		
<input checked="" type="checkbox"/> IP Allowed by Practitioner	170.146.220.21		



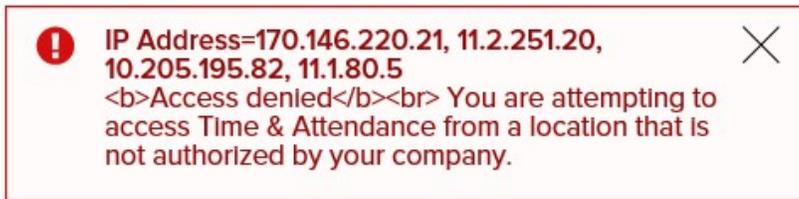
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Note: Deleting an IP address will remove their ability to log in from that network. Removing all IP addresses will allow employees to clock in and out from any location.

Allow access from Employees:

At times an employee will receive an error message when attempting to clock in and out. Our system will record attempts made within the last 24 hours to make it easier for Administrators to add their IP address.

Error Message: "You are attempting to access Time & Attendance from a location that is not authorized by your company".



- 7) From RUN access Time Management > Setup > Location Settings > Website Access Locations
- 8) Under Access Attempts from Unknown Locations
 - a. Choose the time frame of the attempt from the drop box (Max is 24 hours)
 - b. Check the box next to the employee's name
 - c. Select Allow Access

