

Set Up a Web Clock

Under the **Administration** menu, choose **Time Clock Devices**. Then choose the **Web Clocks** tab.

The screenshot shows the 'Web Clocks' management page. The left sidebar is expanded to 'ADMINISTRATION' > 'Time Clock Devices'. The main content area has a search bar and an 'Add New Web Clock' button. Below is a table with the following data:

Clock Name	Status	Clock URL	Access Code	PIN code Enabled	Action
Front Door	Active	[REDACTED].com/web-clock/14531_1	8075	NO	[Edit] [Delete]

Click on the blue **Add New Web Clock** button on the upper right.

Enter the name of the clock and select PIN Code for identification method.

Add New Web Clock ×

Clock Name

Clock URL

Access Code

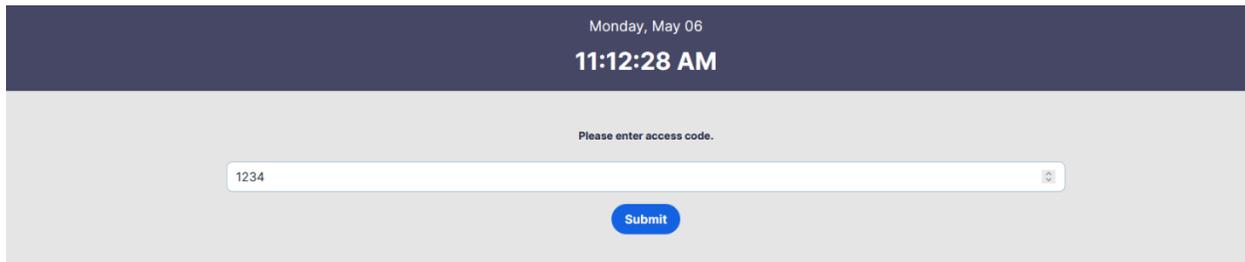
Identification Method
 PIN Code

You will be provided with a new URL to access your web clock. On the Kiosk or computer where you have this set up, please navigate to this URL. The **Access Code** will enable you to access the clock to set it up for employees to login with their PIN code.

Alternately, to access your clock, select the link provided:

Clock Name	Status	Clock URL	Access Code	PIN code Enabled	Action
Front Door	Active	[REDACTED].com/web-clock/14531_1	8075	NO	✎ 🗑

This will bring you to a screen that looks like this:



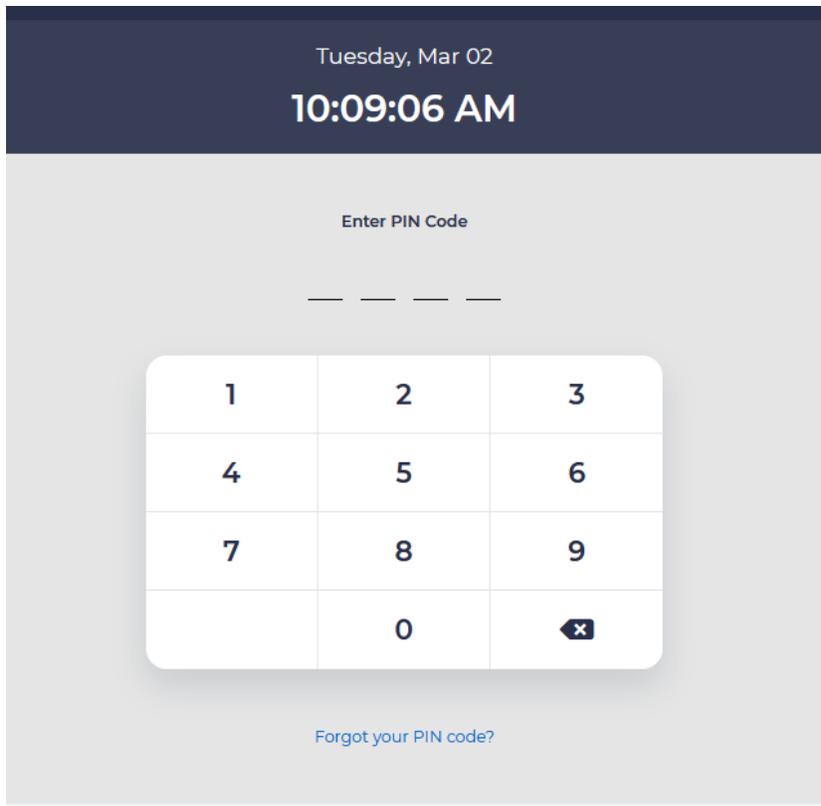
Monday, May 06
11:12:28 AM

Please enter access code.

[Submit](#)

Enter your access code and select **Submit**.

Anyone who wishes to log in or out will then be prompted to enter their PIN code:



Tuesday, Mar 02
10:09:06 AM

Enter PIN Code

— — — —

1	2	3
4	5	6
7	8	9
	0	⌫

[Forgot your PIN code?](#)

If the employee has forgotten their PIN code, they may hover over the “Forgot your PIN code” link at the bottom and you will be given instructions to text a code to a telephone number to receive instructions for retrieving their PIN code.