



# Track GPS Location at clock in and out

You can track the GPS coordinates of the employees' clock in and out.

## Note:

- GPS coordinates can only be tracked when employees clock in and out using the app, and not via the web browser.
- The location can only be tracked for clock in and out, and is not applicable for the entire shift.

## Enable GPS Tracking from **Computer:**

1. Go to the **Settings icon**.
2. Select **Time Clock** under the *Time & Attendance* section from the left side of the page.
3. Select the **Track GPS location** checkbox under *Allow employees to clock in/out from mobile app*.
4. Select **Save**.

## View GPS coordinates

1. Go to the **Timesheets** tab.
2. Select the map icon corresponding to the time entry.

The pop-up window will show the map with markers indicating the place of your employee at the time of clock in or out.