FREQUENTLY ASKED QUESTIONS
COSEC

Date: 15th May, 2016

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MATRIX
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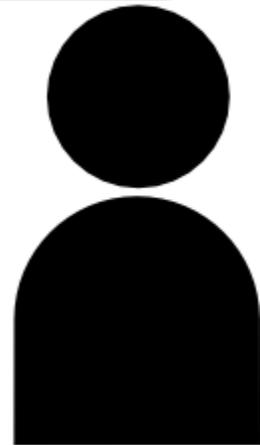
How to restrict users from marking punch outside of premises?

We are using COSEC APTA to ensure that users can punch from their smart phones. But at the same time we want to make sure that they can't mark punch from outside of our organization.
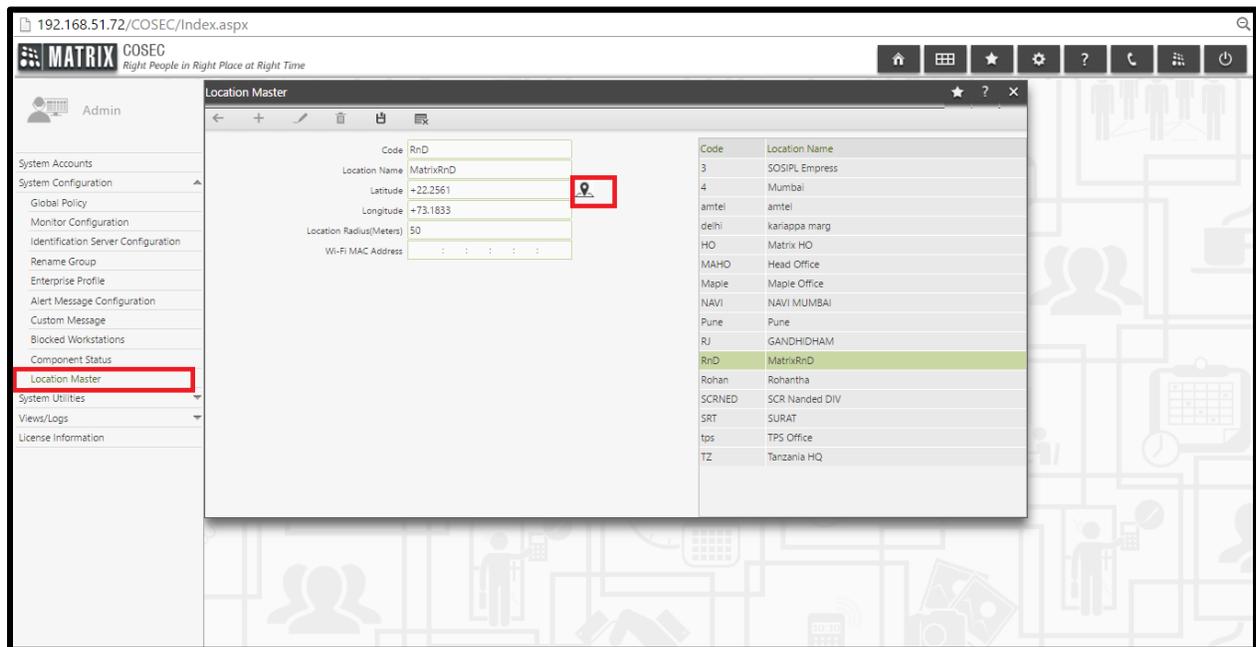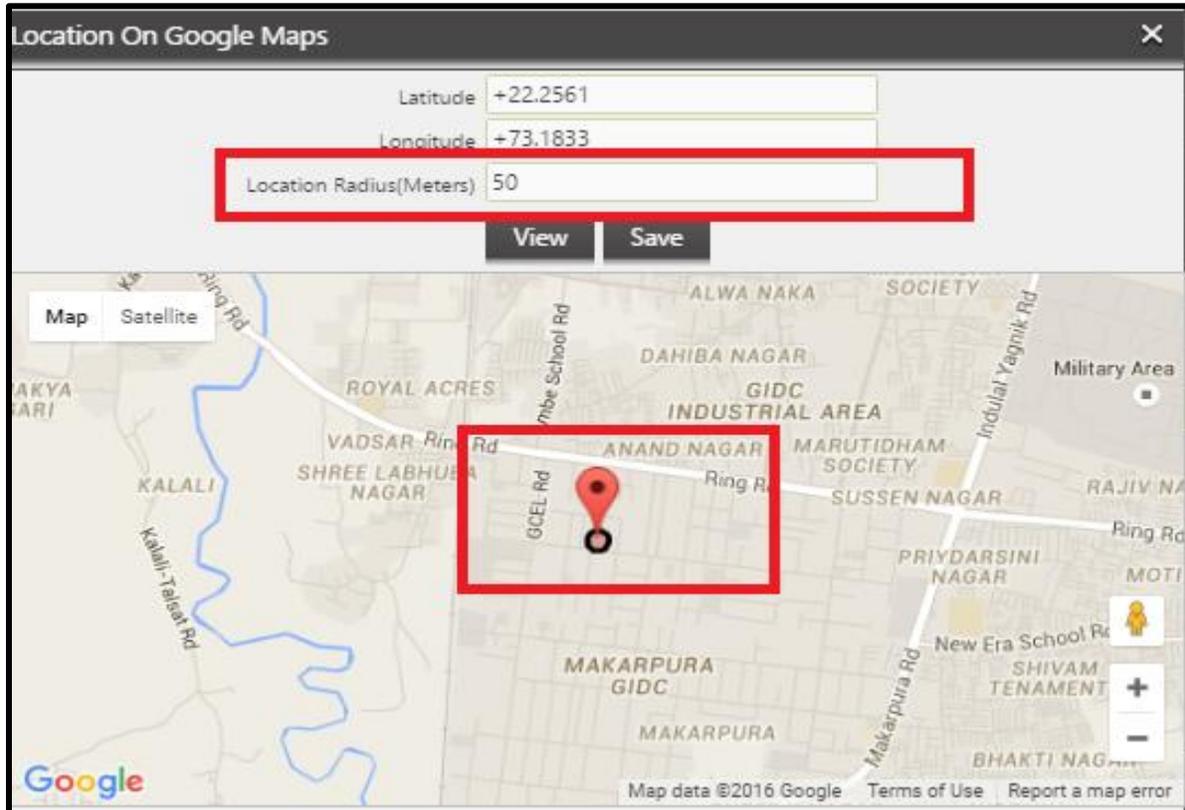
Step 1: Configure the location in Location Master in admin module.

Enter Latitude and Longitude in Location master of Click on 'Map' icon and select the place from maps. And if you want to allow users to mark punch using Wi-Fi then enter Wi-Fi MAC address.
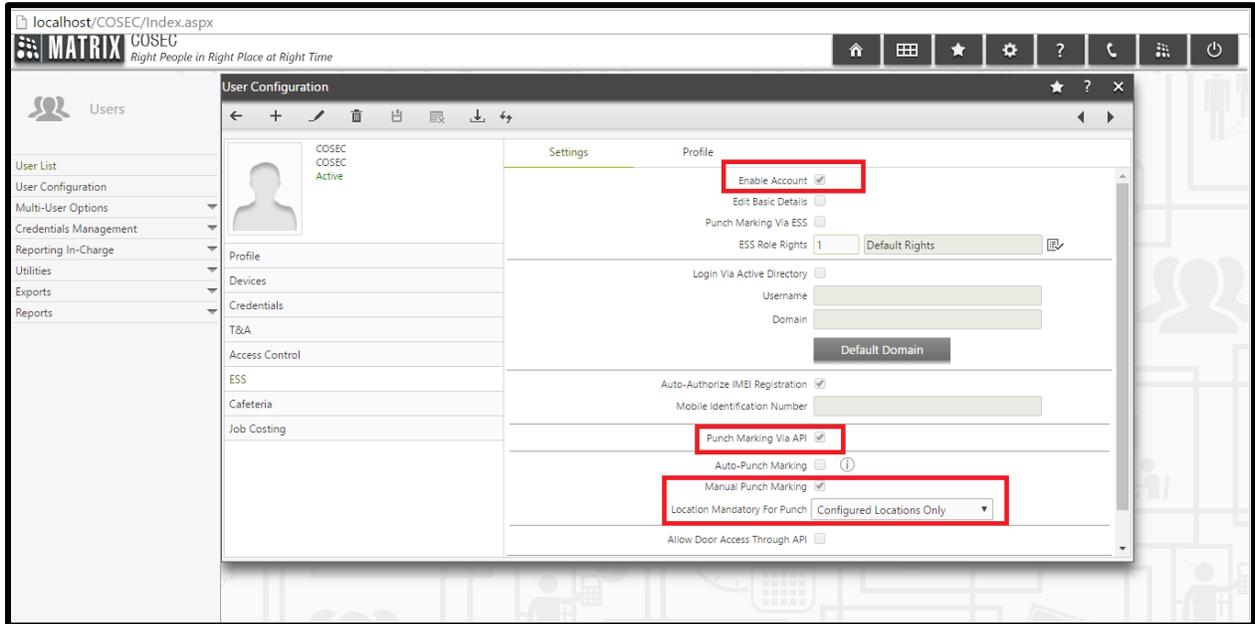
To select the location from maps, just click on the icon and following window will open.

Select the location from maps and respective latitude and longitude will be displayed automatically. Enter the radius which you want to allow around your premises and then click on Save.

Step 2: Now go to users to configure the same in user configuration.

Following configuration is needed to configure under user configuration.

When the users are connected with our Wi-Fi network or they are within our organization then only they will able to mark punch otherwise system will restrict them from marking punch from any other locations.

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