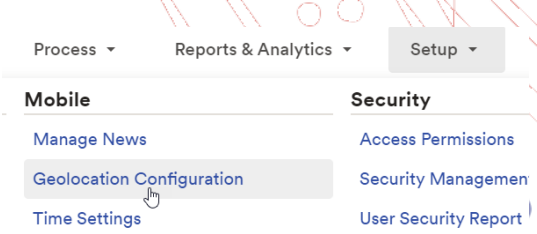
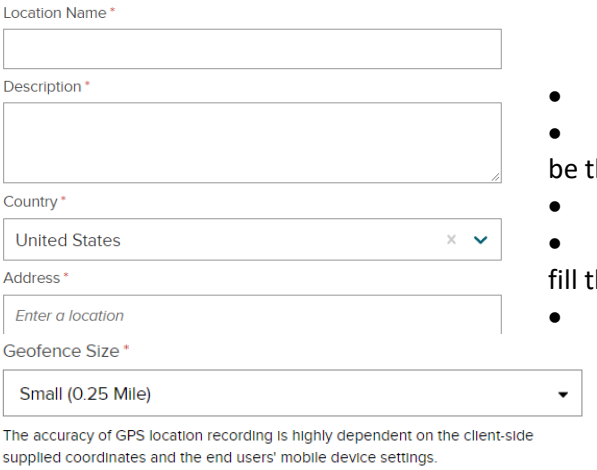
Setting up Geolocation Restrictions

For Geo Fencing. Once logged into WorkforceNow (WFN), go to **SETUP – Mobile – Geolocation Configuration**:

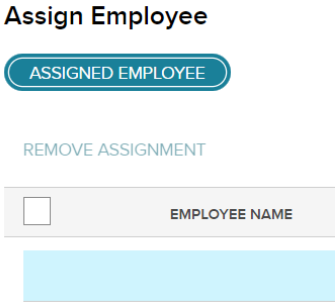


1. Select CREATE NEW LOCATION at the top right side. On this new screen go ahead and fill out the following:

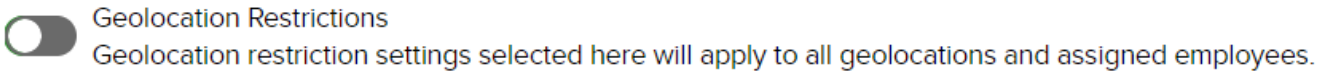


- Location Name – ID for the location
- Description – Any additional information to include, can be the same as location name
- Country
- Address – location's address. Once entered, it will auto fill the Latitude and Longitude.
- Geofence Size - Select a radius desired

2. If desired to do so immediately, employees can be assigned at the bottom.
   - Select ASSIGNED EMPLOYEE
   - On the pop-up screen, select the employees to be assigned to this location.
   - SAVE at the bottom and again on the main screen.
   - When necessary, remove assignments from here as well.



3. Once all locations have been created and when you are ready to turn them on, switch on the toggle button on the main page to turn the restrictions on.



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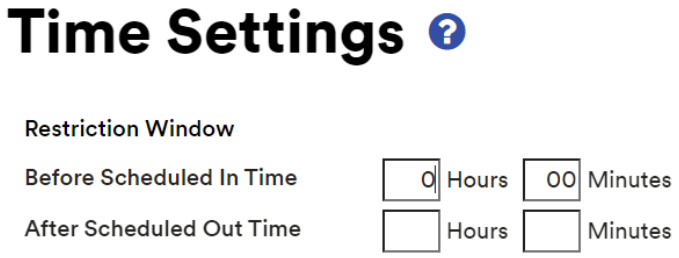
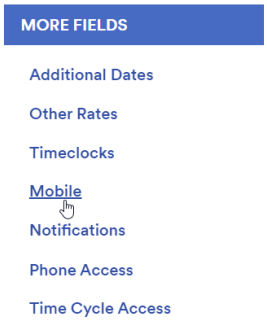
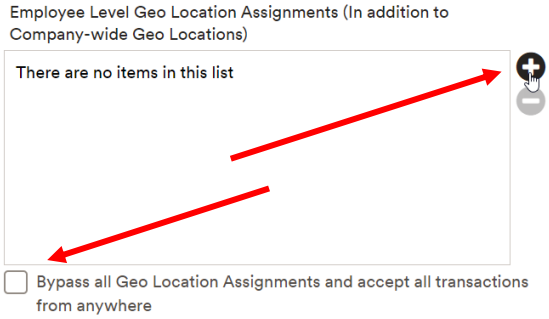
4. If additional time entry restrictions need to be added based on the employee's schedule, navigate to **SETUP – Mobile – Time Settings**, and update the settings as desired.



Please note that this is a global feature and restrictions will apply to all employees if they have a schedule.



5. (Optional, can only be done once locations have been created) These locations can also be assigned on an individual basis.
   - Navigate to the employee's Employment Profile, then to the Time and Attendance tile. Open the edit options.
   - Navigate to the right-side menu - Moblie
   - On the new screen, click on the plus to add locations to the employee.
     - If all employees were assigned to specific locations:
       - You can assign additional locations to specific employees here.
       - You can also select to Bypass all locations for specific employee here too as needed.



   - Save changed when finished.