

# Setting the access mode for Time Clocks

This document provides information for setting the access mode at both the database and Time Clock levels.

## Step 1: Configuring the access mode at the database level

- In the property data table for the location, insert the following flag and value:

**Tag:** TagValue  
**showEmployeeSiteAccess:** true

**Note:** This step is typically performed by a Unifocus Support Technician.

## Step 2: Setting the access mode in the Time Clock

You must log in to a Time Clock as an administrator before setting the access mode. Before logging in to the Time Clock as an administrator, you should know the following:

- Your administrator login number.
- The administrator PIN for you location.

To set the access mode in the Time Clock:

1. In the **Enter your employee ID** field, enter your administrator login number.
2. Press the green arrow.
3. In the **Enter the admin PIN** field, enter your administrator PIN.

**Note:** The PIN varies depending on your location. The default PIN on each Time Clock is “0000.”

The Time Clock Administrator screen appears.

4. Press **Clock Settings**.

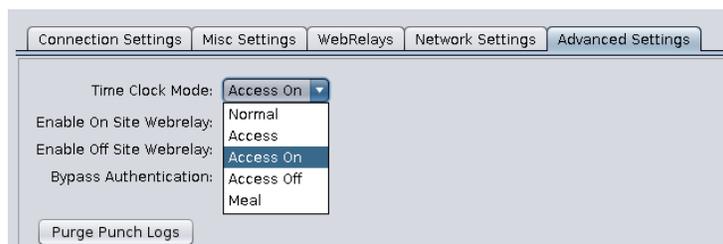
The Time Clock Configuration dialog box appears.

5. Click the **Advanced Settings** tab.
6. Enter the password of the day.

**Note:** You must request the password of the day from Unifocus Support.

The Advanced Setting tab appears.

7. From the **Time Clock Mode** drop-down list, select the mode that you want for the Time Clock.



- **Access**—The Time Clock displays both onsite and offsite options for employees.

- **Access On**—The Time Clock displays only onsite options for employees (for example, at the Employee Entrance).
- **Access Off**—The Time Clock displays only offsite options for employees (for example, at the Employee Exit).

8. Click **OK**.

The Time Clock Configuration dialog box closes, and your changes are applied.