

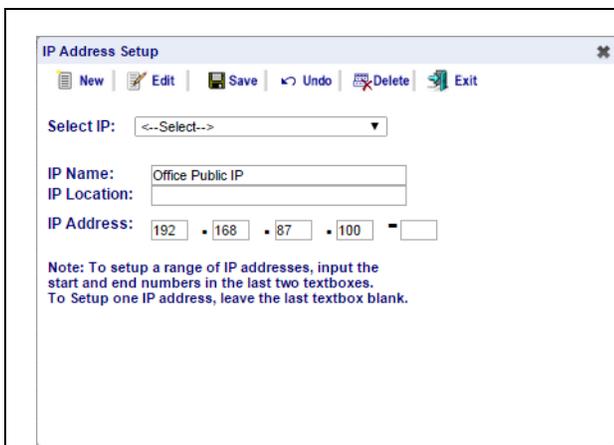
Title:	IP Address Security		
Date Created:	09-23-2010	Date Revised:	01/15/2015
Created by:	NOVAteam	Approval:	NOVAteam

The NOVAtime system can limit employee and system user access to the system to specific company or organization locations by local IP addresses (STAR/STARbox) or public IP addresses (SaaS). All IP addresses are configured in the system one time, and then employees and system users can be assigned to use one or more of the configured IP addresses.

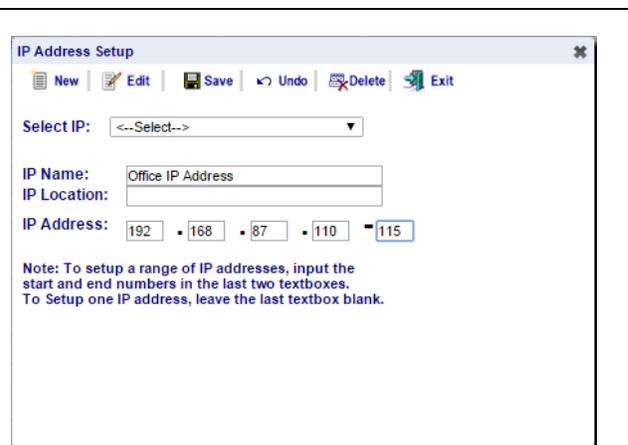
It is important to note that the IP address security applies to all EWS login pages and features. When an employee is using EWS to punch IN/OUT and is restricted to a particular location (IP Address), the system will also limit the employee to the same location when using the kiosk features (like view timesheet, request PTO, etc...). This means that the employee in this case would not be able to use the system from home.

1) **Adding IP Addresses:**

- a) All IP addresses are added to a single “pool” of addresses that can then be selected to limit employee and/or system user access to the system.
- b) **EWS Setup>Setup** page or **User Setup>Overview** page (same IP Address records): Click the **IP Address** button.
- c) Single IP Address (Figure 1):
 - i) Click the **New** button.
 - (1) IP Name: Enter the name that will be displayed with the IP address
 - (2) IP Location: Enter the optional location (internal reference only)
 - (3) IP Address: Enter the 4 sets of three digits that make up the public IP address. Click **Save** when done. Repeat as needed, or use the multiple address method below.
- d) Multiple Sequential IP Addresses (Figure 2):
 - i) Click the **New** button.
 - (1) IP Name: Enter the name that will be displayed with all the IP addresses
 - (2) IP Location: Enter the optional location (internal reference only)
 - (3) IP Address:
 - (a) Enter the 4 sets of three digits that make up the public IP address for the first IP address in the range.
 - (b) Enter the last 3 digits of the last IP address in the range. Click **Save** when done, and the system will automatically generate all the IP address records for that range.



(Figure 1 – Adding a single IP address)



(Figure 2 – Adding multiple sequential IP address records)

2) **Assigning IP Addresses to Employees:**

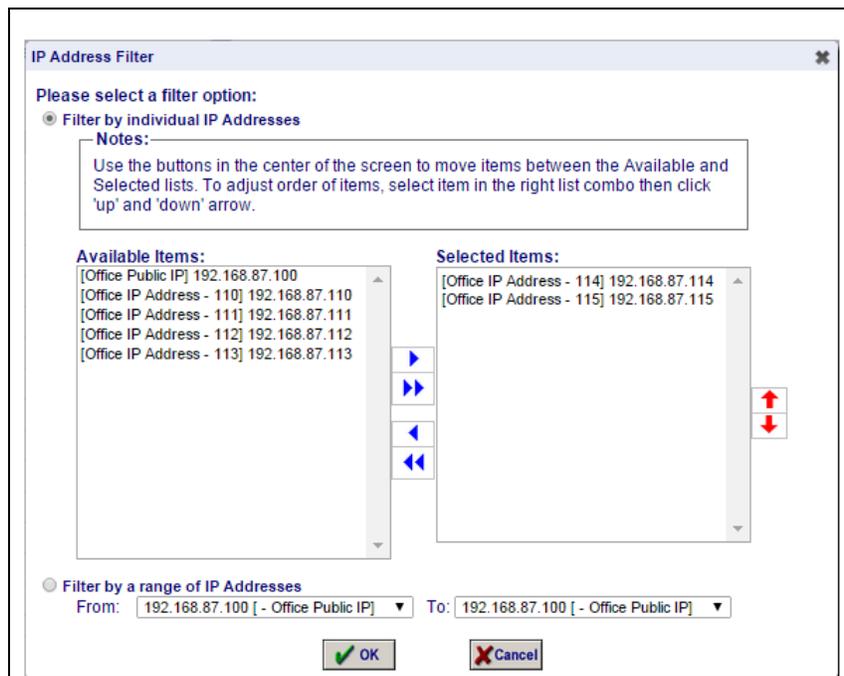
a) **EWS Setup>Setup Page** – Click the **IP** button in the **Check IP** column:

- i) Filtering the displayed IP Addresses:
 - (1) **Filter by individual IP addresses** (default – top of the display): This will display all IP address records in the selection mover.
 - (2) **Filter by a range of IP addresses** (bottom of the display): This will allow for selection of a “From/To” range of IP addresses and only displays the results of the filter for selection.
- ii) Highlight the IP address record(s) and use the arrow buttons to move them to the selected items area. Click **OK**. The **Check IP** checkbox should already be selected by the system for the employee, but the page must be saved or the IP address selections will be lost.
- iii) Repeat the process for all employees on the page, and click **Save**.

3) **Assigning IP Addresses to System Users:**

a) **User Setup>Overview Page** – Click the **IP** button in the **Check IP** column:

- i) Filtering the displayed IP Addresses:
 - (1) **Filter by individual IP addresses** (default – top of the display): This will display all IP address records in the selection mover.
 - (2) **Filter by a range of IP addresses** (bottom of the display): This will allow for selection of a “From/To” range of IP addresses and only displays the results of the filter for selection.
- ii) Highlight the IP address record(s) and use the arrow buttons to move them to the selected items area and click **OK**. The **Check IP** checkbox should already be selected, but the page must be saved or the IP address selections will be lost.
- iii) Repeat the process for all system users on the page, and click **Save**.



(Figure 3 – Selecting IP addresses for employee or system user access)