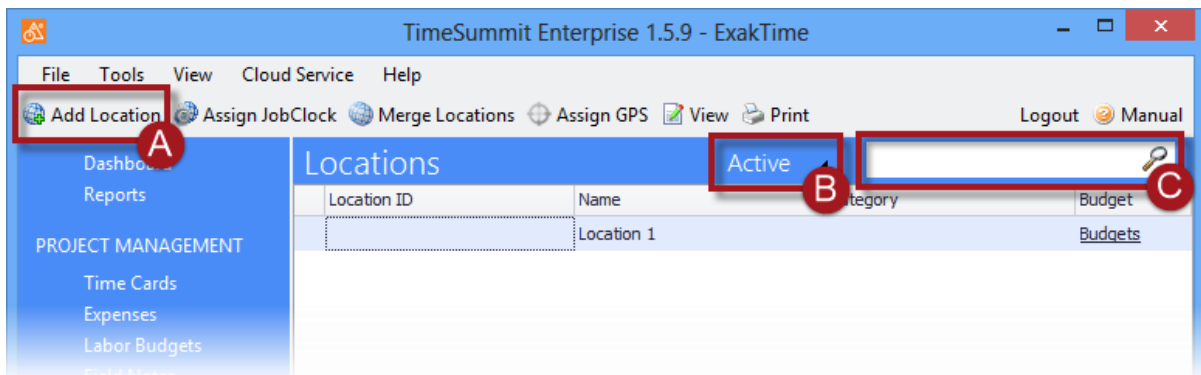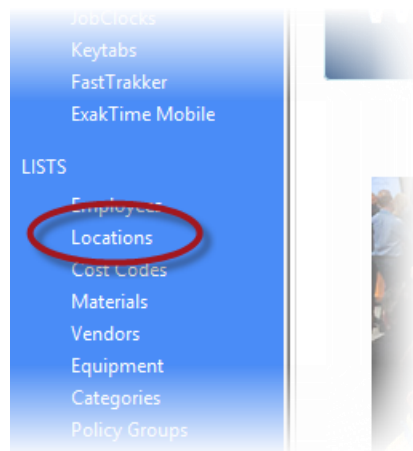Locations are used by you and your employees to indicate where they are working and what location they are putting time towards.

**Step 1:** Navigate to the **Locations** List on the Navigation pane to the left.

A. Add a new Location/Jobsite.

B. View Active or Inactive Locations.

C. Search for a Location.

Step 2: Click **Add Location** in the upper left corner to add a new location.

Step 3:

1. Enter the Location name.

2. Enter the Location ID if you use it (or if your accounting package uses it). If you don't use ID numbers, don't worry, they aren't required.

3. Enter the street address for the Location if you know it, along with the City, State, and Zip Code. This information will be used to acquire a GPS fix on your jobsite. This means that when employees punch in from their mobile devices, you'll be able to tell if they were on site or not.
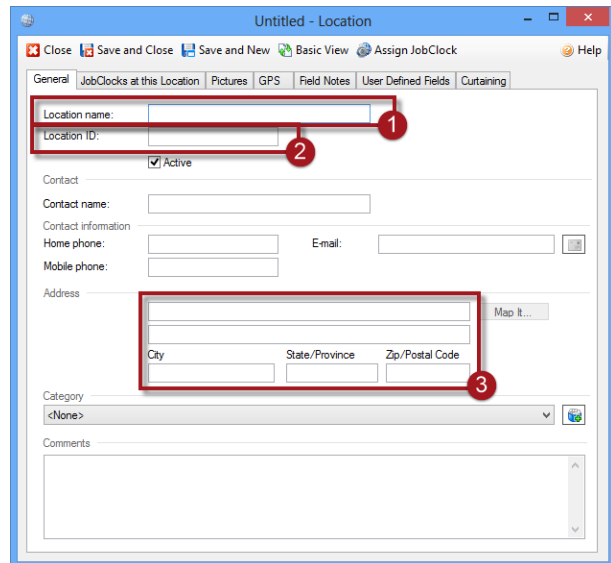
Step 4: Select the **GPS** tab at the top of the screen.
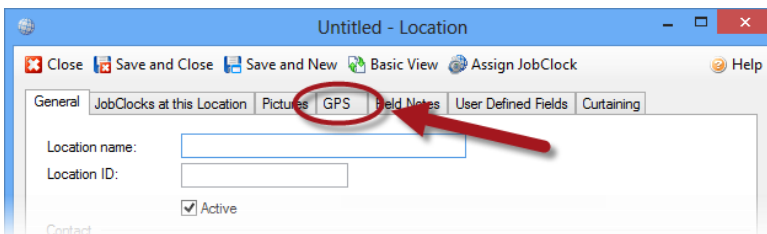
Step 5:

1. Click **Get Lat/Long from Street Address** if you want to assign the Latitude & Longitude associated with the street address.

2. You can manually edit the Latitude & Longitude by clicking **Edit**. This Is best used for Locations with no address.

3. Adjust the GEOFence Radius up or down from the default of .25 miles to designate the overall size of the job site.
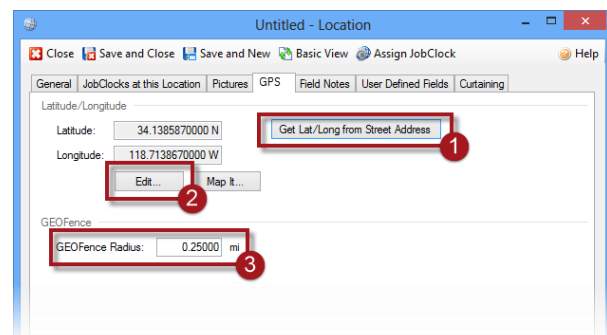
When finished, click **Save and New** at the top of the window if you have more Locations to add. Click **Save and Close** when you are done.