



# How To:

## Location Troubleshooting For I-Phone

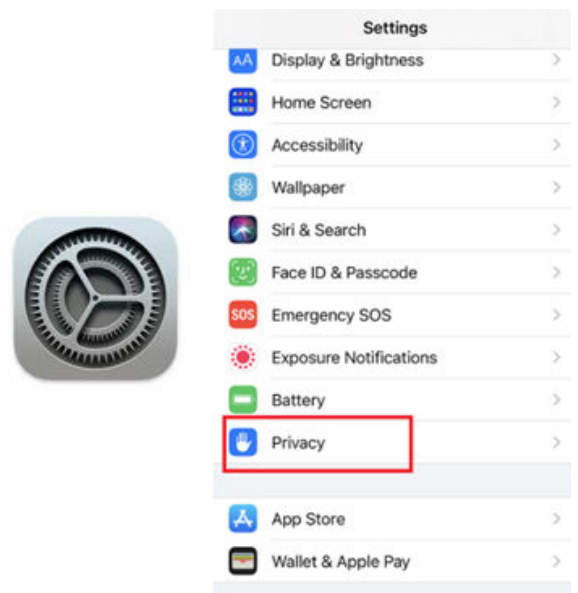
When clocking in and out of the Workforce Portal to complete your electronic timesheet, the Workforce Portal requires location access. This is to ensure that you are present at the facility when your shift begins.

You will not be able to start your shift until location is enabled. If you are having issues enabling your location on your I-Phone, follow the steps below!

1

### **Go to your settings and select 'Privacy'**

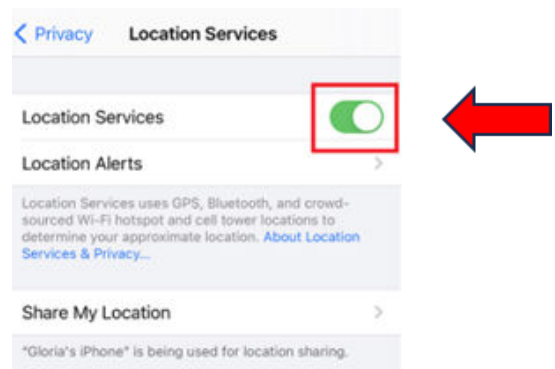
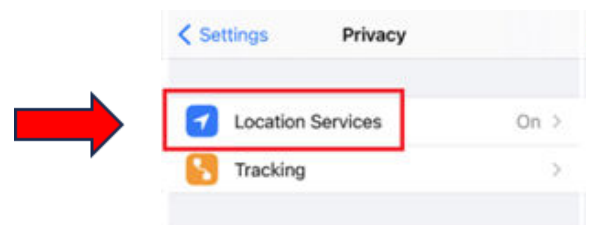
This is indicated by the silver gear icon on your I-Phone home screen.



2

### **Once there, select 'Location Services'**

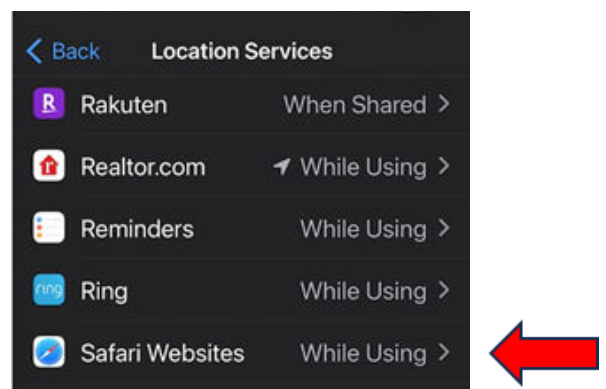
Ensure that your location services are toggled on. This should appear in green as shown in the picture here.



3

### **Scroll down to select the browser you are using**

For I-Phones, the default browser is usually Safari or Chrome.



4

### **Click the browser name to change location settings**

Ensure there is a checkmark next to 'While using app' and ensure 'Precise location' is toggle on.

This should appear in green as shown in the picture.

Congratulations! You've successfully enabled your location.

