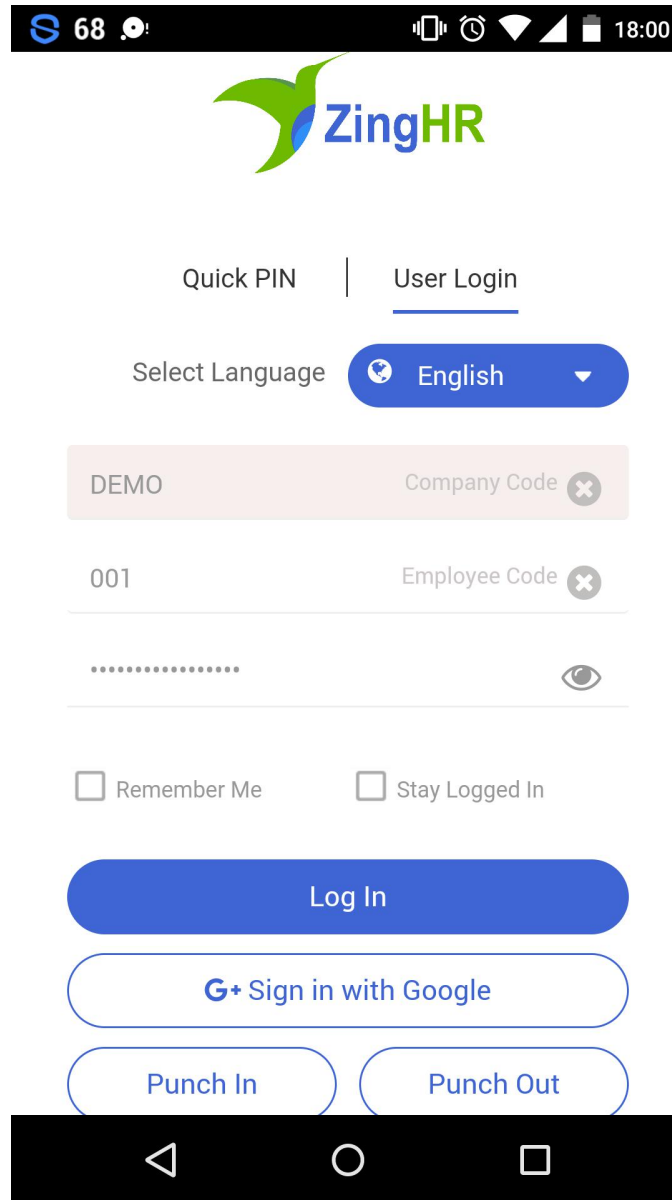


# **Geo Location Request**


# Introduction

- > In this manual, we are going to go through the method of location request by Mobile Zinghr app so that we can punch in at our own location from whichever place we work, such as Home, client place or other.
- > We will follow the upcoming steps to do the same.

1) Login to your id using your mobile app as shown in below figure by entering your credentials.



68 18:00



Quick PIN | User Login

Select Language English


DEMO Company Code

001 Employee Code

.....

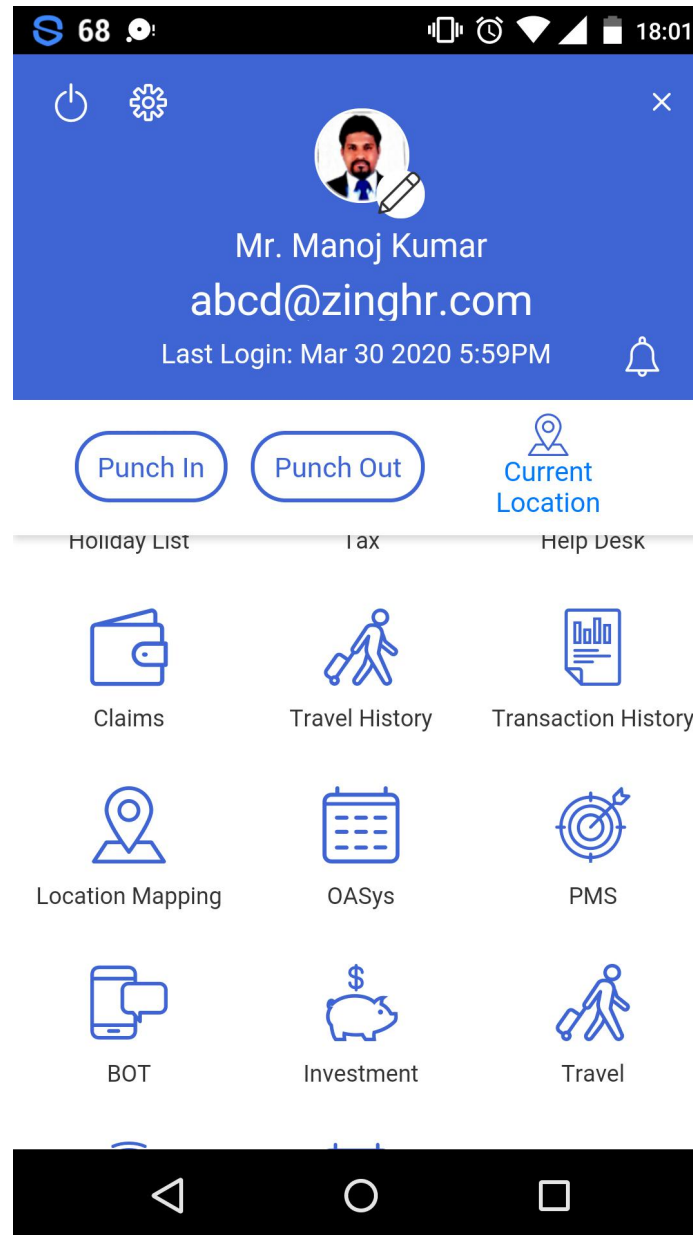
☐ Remember Me ☐ Stay Logged In

Log In

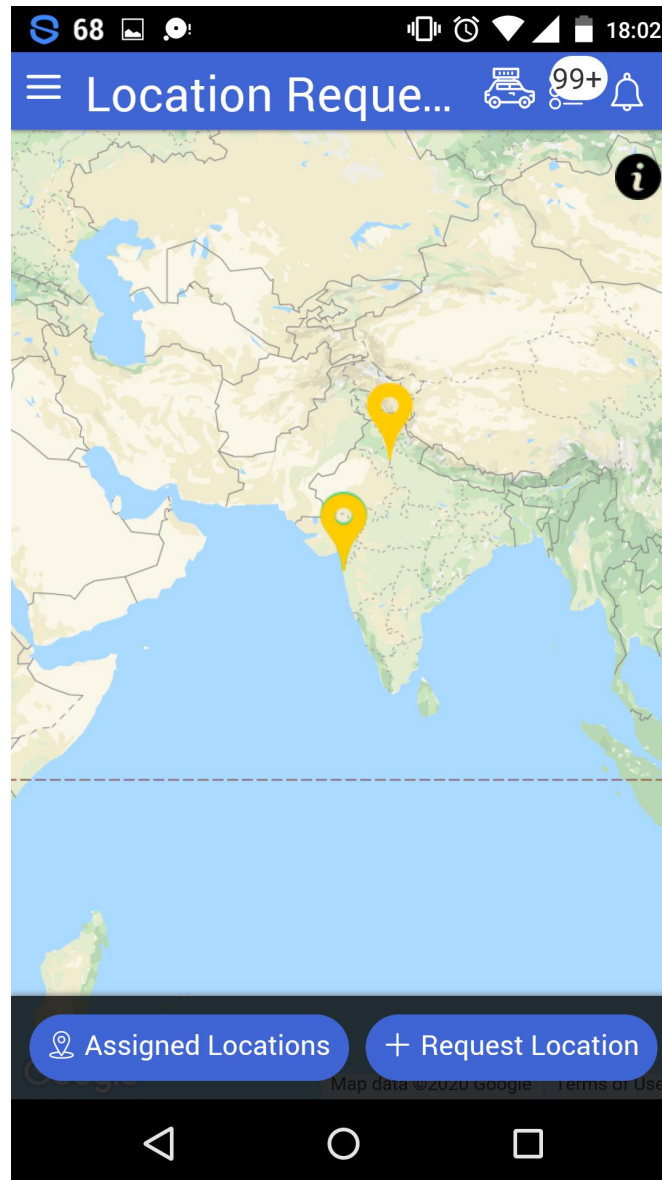
 Sign in with Google

Punch In Punch Out

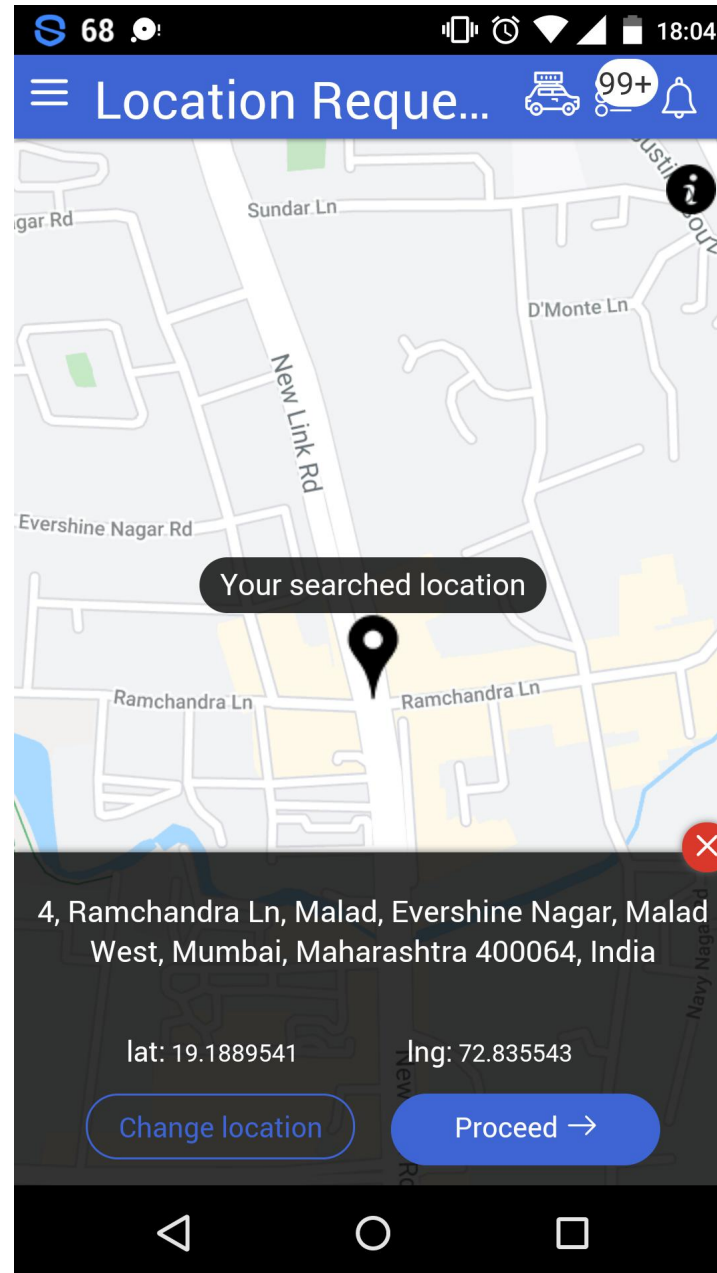
2) Then afterwards click on location mapping option and a page will appear for selecting your location.



3) Click on “request location” option and enter the location name which will accordingly show your location. Or you can click on “current location” to automatically locate your current location where you are at the moment.



4) Afterwards click on Proceed option to confirm the selected location.



5) Enter the Date range between which you want to punch in at your selected location till then. Select the radius range between which you will be able to punch in once you enter.

The screenshot shows a mobile application interface for managing location requests. At the top, there is a status bar with various icons and the time 18:05. Below this is a blue header bar with the text "Location Reque..." and icons for a car, a notification badge with "99+", and a bell. The main content area is light gray and contains several sections: "Location Address" with a location pin icon, an "Edit" link, and the address "4, Ramchandra Ln, Malad, Evershine Nagar, Malad West, Mumbai, Maharashtra 400064, India, Latitude: 19.1889541, Longitude:72.835543"; "Date range" with a calendar icon and two input fields for "From" and "To", both set to "30 Mar 2020"; "Select location radius" with a location pin icon and a dropdown menu showing "500 Meters"; "Remarks" with a pencil icon and a text input field containing "Test"; and two toggle switches for "Restriction on Punch-IN" and "Restriction on Punch-Out", both of which are currently turned on. At the bottom, there is a blue bar with the text "APPLY FOR LOCATION CHANGE" and a location pin icon, and a black bar with three white navigation icons.

**Location Reque...**

**Location Address** [Edit](#)

4, Ramchandra Ln, Malad, Evershine Nagar, Malad West, Mumbai, Maharashtra 400064, India, Latitude: 19.1889541, Longitude:72.835543

**Date range**

From 30 Mar 2020 To 30 Mar 2020

**Select location radius**

500 Meters

**Remarks**

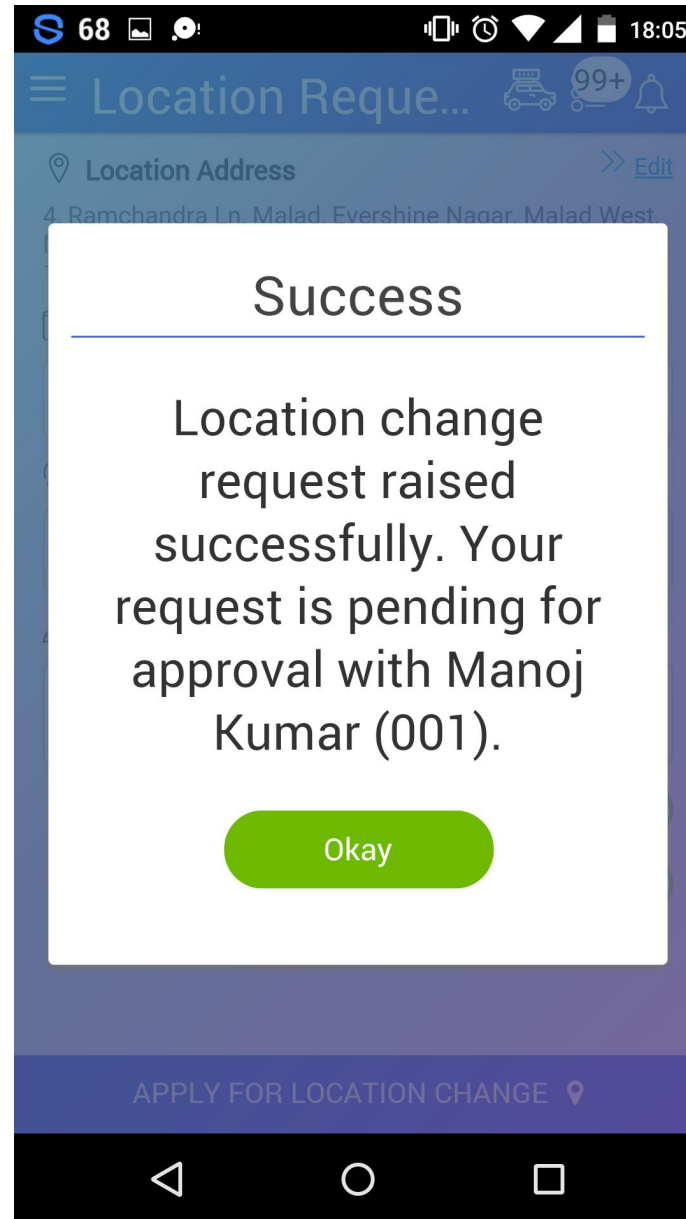
Test

**Restriction on Punch-IN** ☒

**Restriction on Punch-Out** ☒

**APPLY FOR LOCATION CHANGE**

6) Finally click on “Apply for location change” option situated below and Approval for the location will be sent to your reporting manager.





7) Afterwards, the managers have to login to their id and then click on notifications to Approve or Reject the application accordingly. Once approver you will be able to punch in and out between the select dates.

After the duration is over, then you again have to send location request to your manager.

