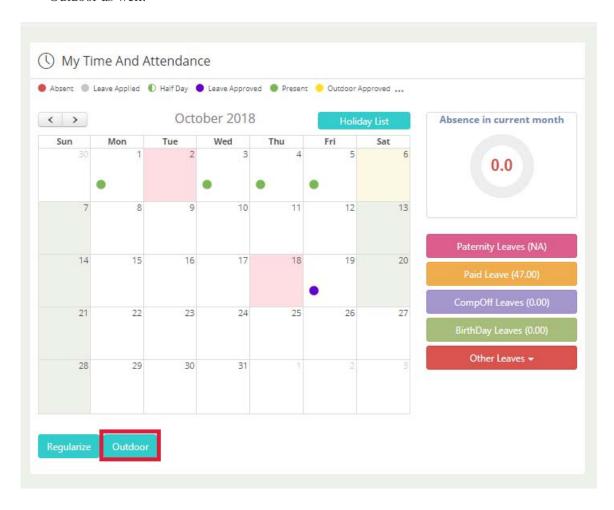
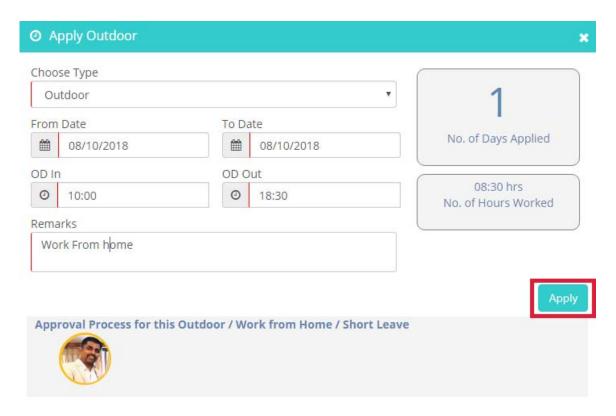
## How to apply Outdoor?

## You can follow the below steps to apply Outdoor on Zing HR:

- 1. Log in to your Zing HR account.
- 2. On the Attendance dashboard you can apply Outdoor. You can apply multiple days of Outdoor as well.



- 3. Select the date and time you want to apply a outdoor. (If you want to apply multiple days Outdoor, select proper Start Date and End Date.
- 4. Enter the Remarks.



5. Click Apply and you are done!

