

CrossChex Cloud Mobile App

How to setup Geo-Fencing feature in CrossChex Software

As CrossChex Cloud is upgraded with a new features like Geo-Fencing, we are preparing this user guide to setup the new feature and configure it for smooth use.

What is Geo-Tagging and Geo-Fencing?

Geo-Tagging and **Geo-Fencing** are features commonly used in CrossChex Cloud mobile app for attendance management. They leverage location-based services to ensure accurate and reliable time tracking.

1. Geo-Tagging

- **Definition:**
Geo-tagging involves attaching location information (latitude, longitude, and sometimes altitude) to a particular event, like taking a photo or marking attendance using CrossChex Cloud Mobile App.
- **How It Works for Attendance:**
 - When an employee marks their attendance via the CrossChex Cloud mobile app, their current location is recorded along with the timestamp.
 - The system uses GPS data to capture the exact location and stores it for verification purposes.
 - Later it passes the record with timestamp and location coordinates to CrossChex Cloud for further attendance calculations.
- **Advantages:**
 - Provides a detailed log of attendance, especially for field employees or remote workers.
 - Useful for ensuring employees are at the correct job site when marking attendance.
 - Offers flexibility in attendance management for employees who travel for work.
- **Use Case:**
A field sales representative marks their attendance at a client location, and the app logs the GPS coordinates for verification.



2. Geo-Fencing

- **Definition:**

Geo-fencing involves creating a virtual boundary (a "fence") around a specific geographic area using GPS for CrossChex Cloud Mobile App.

- **How It Works for Attendance:**

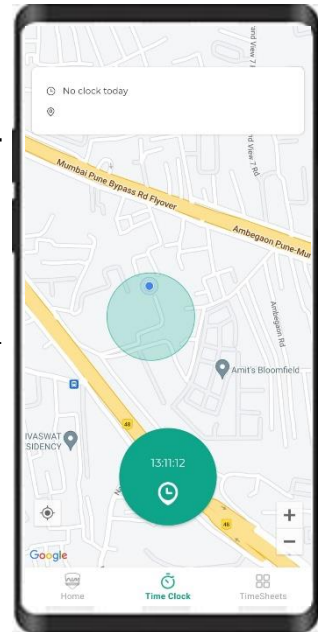
- A specific location, such as an office building, factory, or worksite, is defined with latitude and longitude coordinates or **a radius (e.g., 300 Ft)**. This definition can be done through **CrossChex Cloud – Settings – Geo-Fencing option**.
- Employees can only mark their attendance within this predefined boundary.
- The mobile app detects if the user is into a virtual boundary and then only it allows user to mark the attendance with or without photo capture option.

- **Advantages:**

- Ensures employees are physically present at the workplace when they clock in/out.
- Reduces instances of fraudulent attendance, such as marking attendance from remote locations.
- Supports flexible working models, such as field-based employees or multiple office locations.

- **Use Case:**

An employee can check in via the CrossChex Cloud Mobile app only when they are within the office premises, as detected by the geo-fence.



CrossChex Cloud Combining Both for Optimal Attendance Management

CrossChex Cloud integrates both features:

- Geo-fencing ensures attendance is marked only within specific areas.
- Geo-tagging adds location verification for accountability.

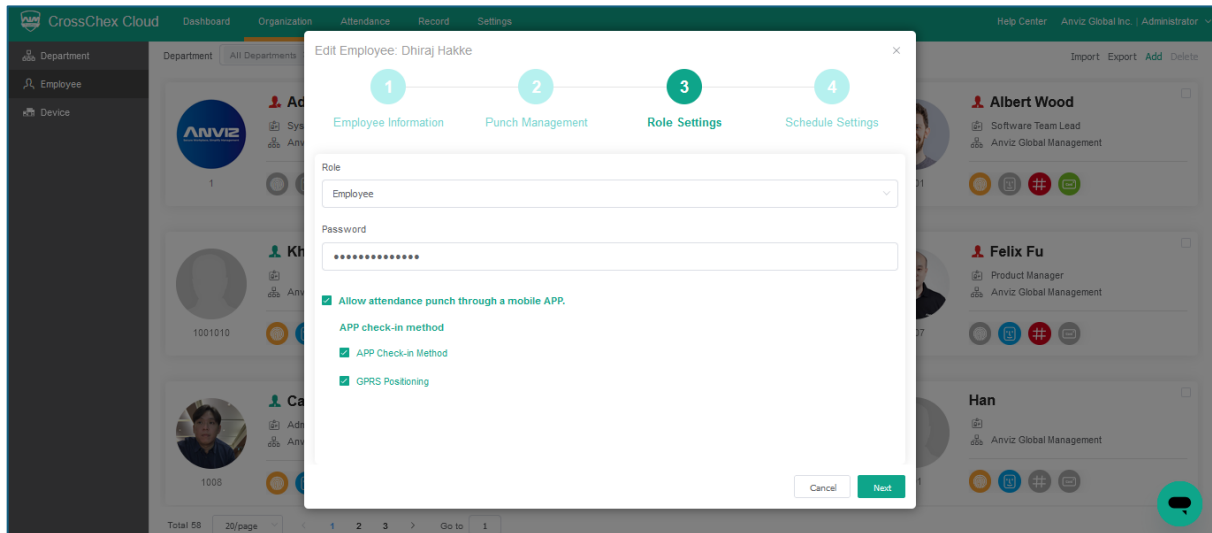
This combination is particularly useful for companies with mixed work models, such as on-site, remote, and field-based operations.

How to configure Geo-Tagging and Geo-Fencing in CrossChex Cloud?

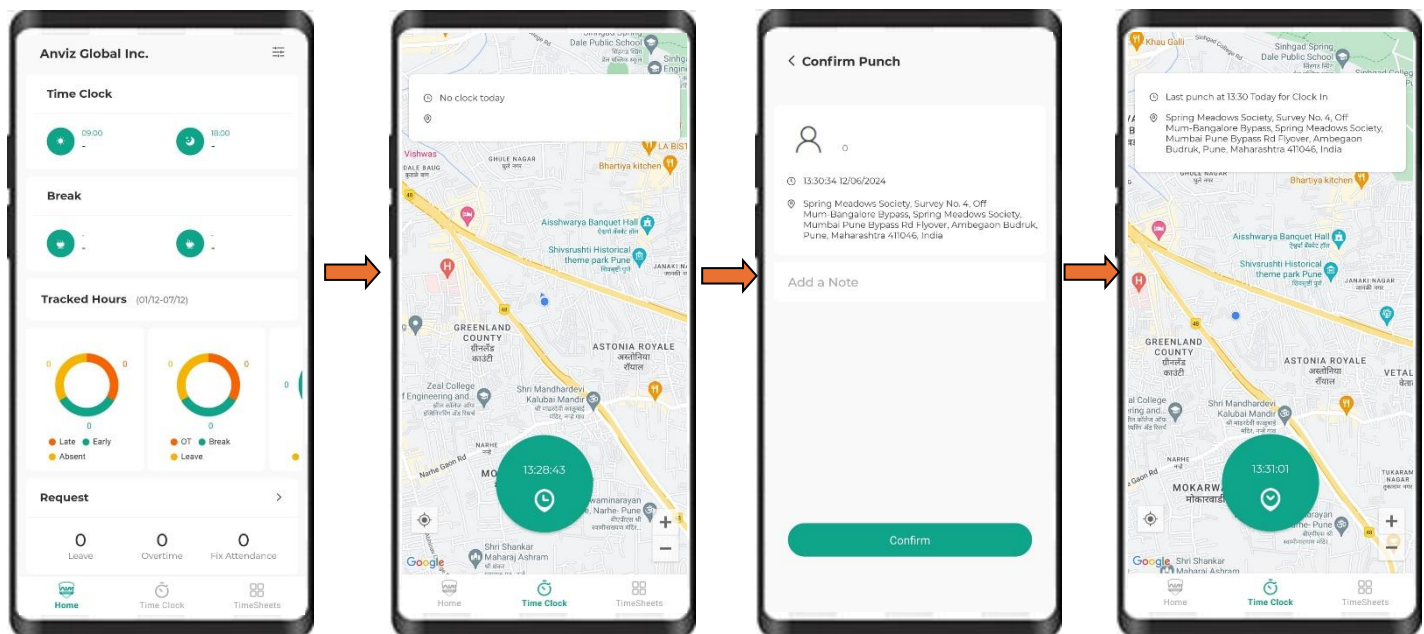
Configuration of Geo-Tagging

Geo-Tagging is enabled by default in the CrossChex Cloud application and can be assigned to the users from Organization – Employee – Edit User – Role Settings – Allow Attendance Through a Mobile App - GPRS Positioning. Once enabled, users can mark their attendance using CrossChex Mobile App with or without the photo option.

1. Setting Geo-Tagging/GPRS positioning into CrossChex Cloud



2. User Attendance Marking via CrossChex Mobile App



Login to Mobile App

Capture the Location

Confirm the Location

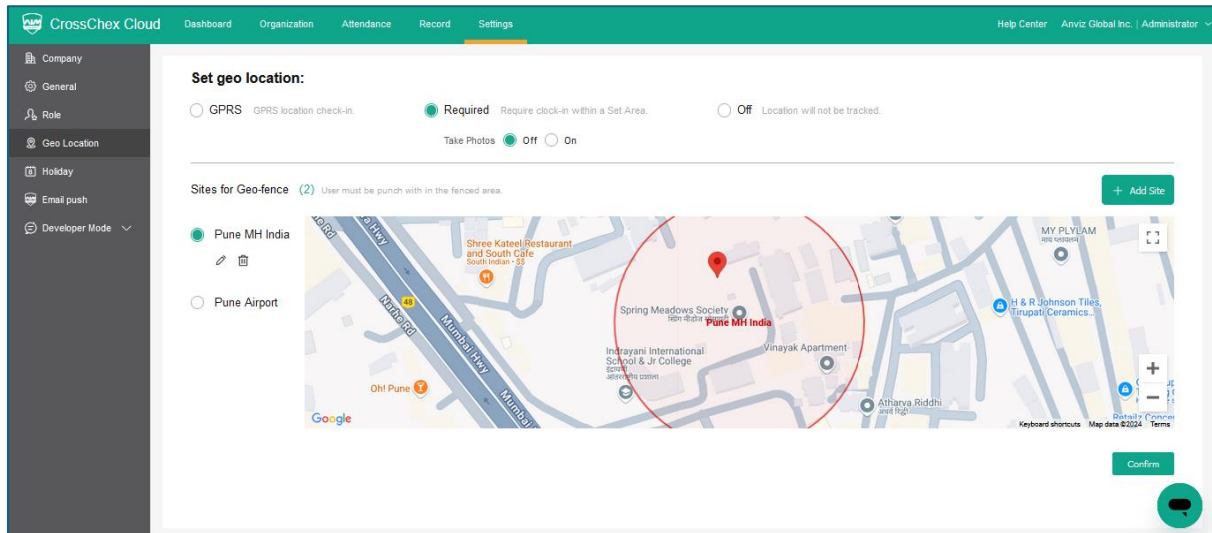
'Punch In'

Click on 'Time Clock'

Configuration of Geo-Fencing

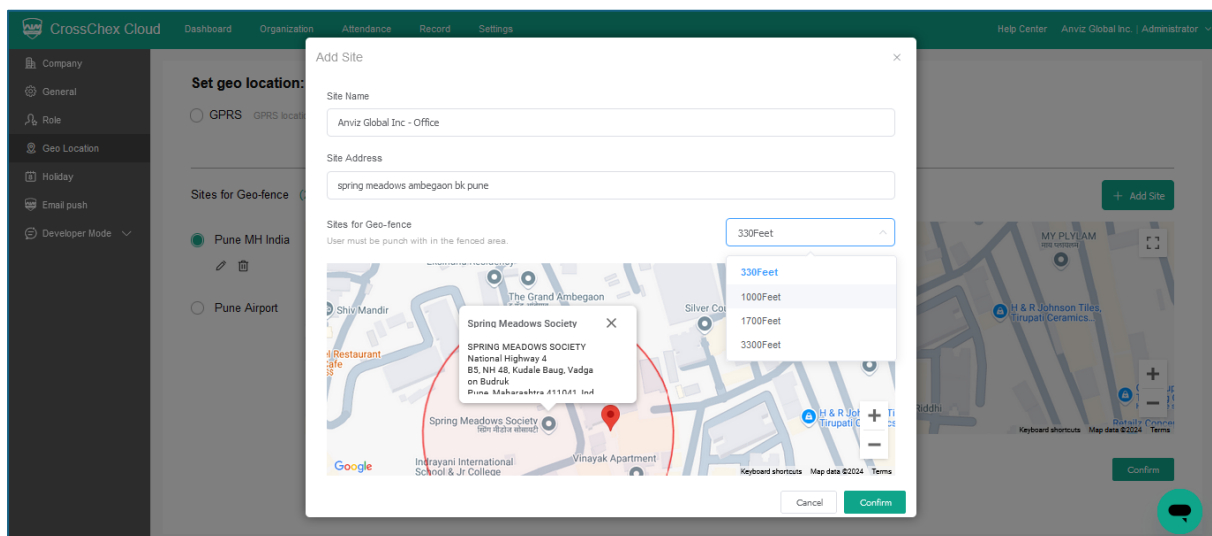
To configure Geo-fencing, we need to define the location coordinates in **CrossChex Cloud Settings – Geo Location**.

1. Login to CrossChex Cloud application – Settings – Geo Locations – Select **‘Require Clock In within a set area’**

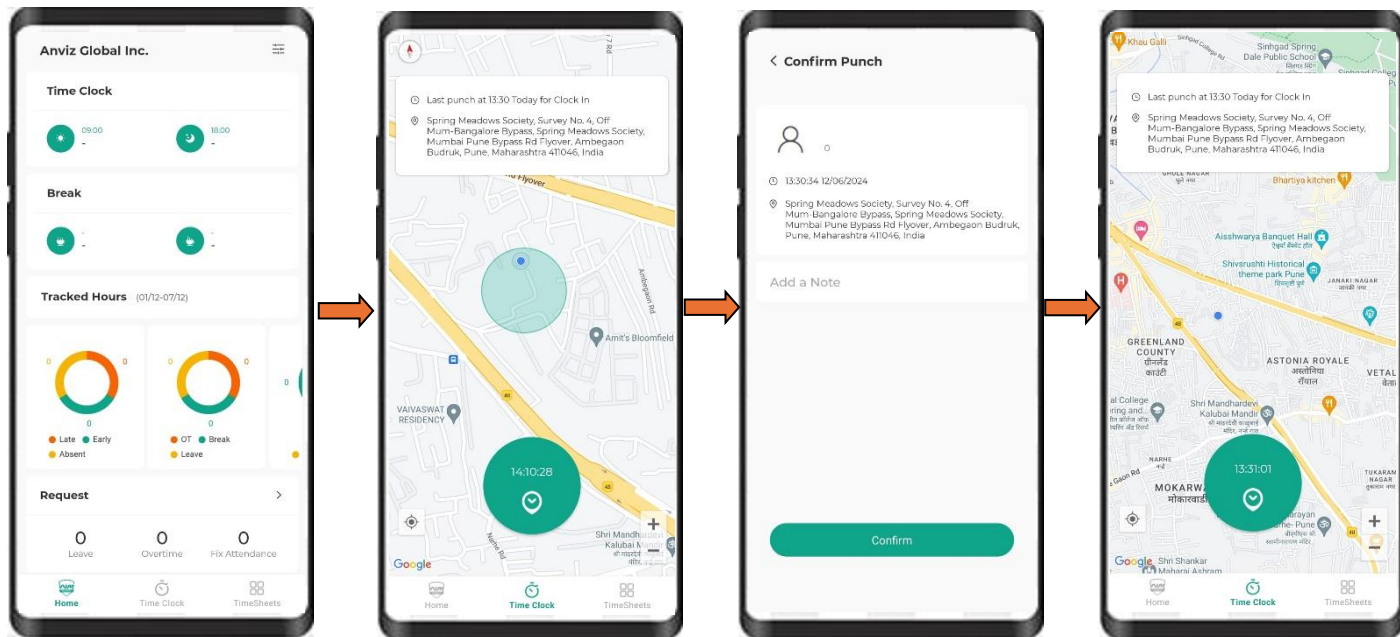


2. Add Site/Location

- a. Mention the site name
- b. Write the site address and hit Enter to search the location
- c. Select the location and define the area radius from dropdown box and then confirm.



3. Assign the Location to the user
 - a. Go to Organization – Employee – Edit User – Role Settings – Allow Attendance Through a Mobile App
 - b. Select the location you want to assign to the user and Save/Next.
 - c. Once assigned, users can mark the attendance only within the defined location radius.
4. User Attendance Marking via CrossChex Mobile App



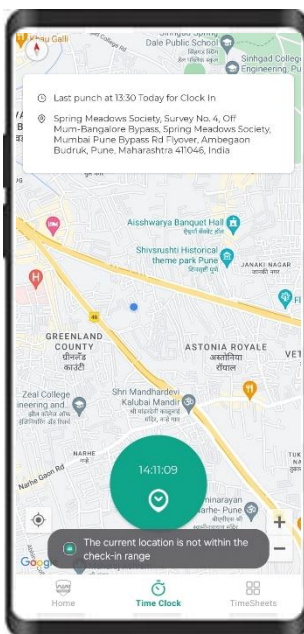
Login to Mobile App

Click on 'Time Clock'

If you are in defined location radius, you can click Attendance Capture option

Confirm the Location

'Punch In'



If you are not in defined location radius, you will get the alert about the same.

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