Zoho Corporation

Geo-fencing

With geo-fencing, you will be able to view employee clock-in and clock-out locations. This is possible as long as employees use the Zoho Shifts mobile application to clock in and out.

To enable geo-fencing:

1. Click on **Settings** in the top-right corner.
2. Click on **Time Clock** in the Time and Attendance tab.
3. Enable the **Track GPS location** option.
4. You can restrict the clock-in and clock-out area to a particular radius by enabling the **Allow clock in and out only within __ meters from location** option.
5. Click **Save**.

> 📄 Note:
> If you have included a job site for a shift, that location will be the reference point for clock-in and clock-out restrictions. If no job site is mentioned, the location specified for the schedule under Settings > Schedule will be the reference point.