



# Restricted Check-in/out

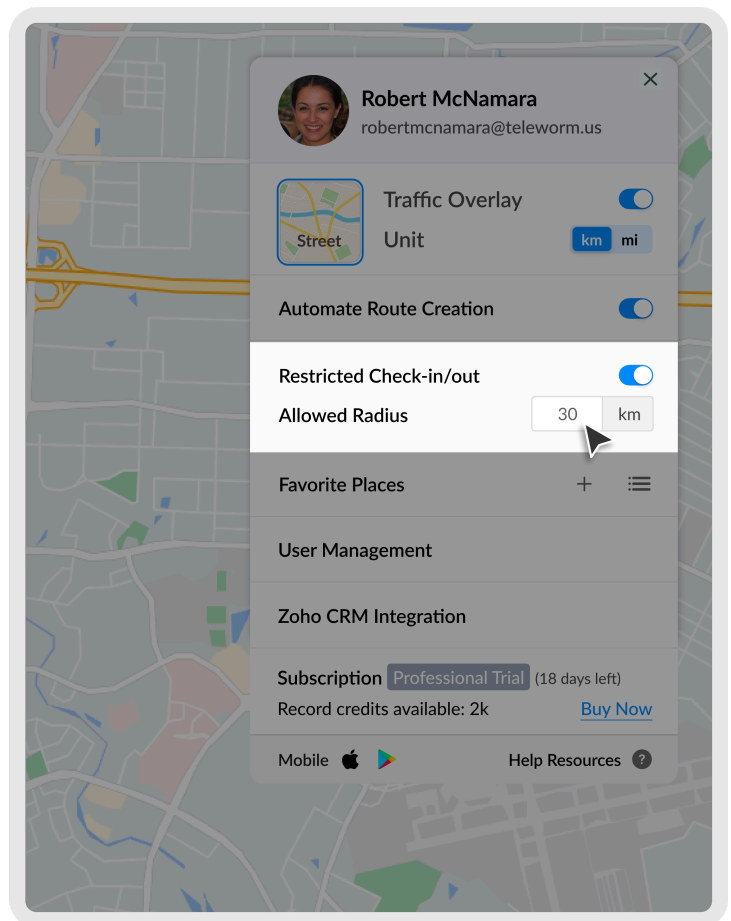
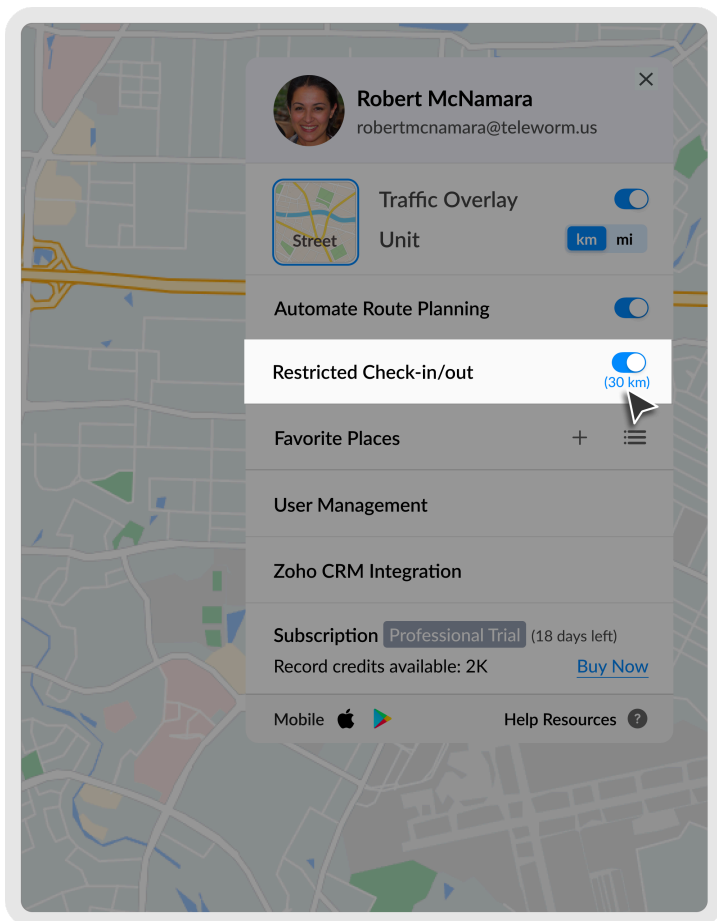
## ^ Table of contents

- **Setting up Restricted Check-in/out**
- **How Restricted Check-in/out Works**
  - **RouteIQ Check-in/out**
  - **Zoho CRM Check-in**
    - Verified Check-in
    - Invalid Check-in
    - Unverified Check-in


Restricted Check-in/out allows your field agents to check-in or check-out only when they are located within the allowed radius.


## Setting up Restricted Check-in/out

1. Click the gear icon  to open *Settings*



2. Enable restricted check-in/out.
3. Set the allowed radius within which check-in/out is allowed. You can enter a value between 0.2 and 30 km or miles.

 Note: Check-in/out restriction is applied to all users in your organization.

 Note: If you would like to enable restriction for check-out, contact us at [support@routeiq.com](mailto:support@routeiq.com).

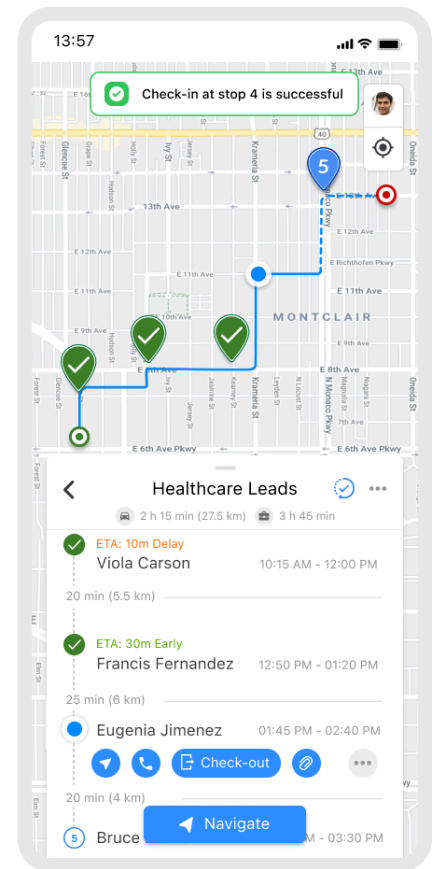
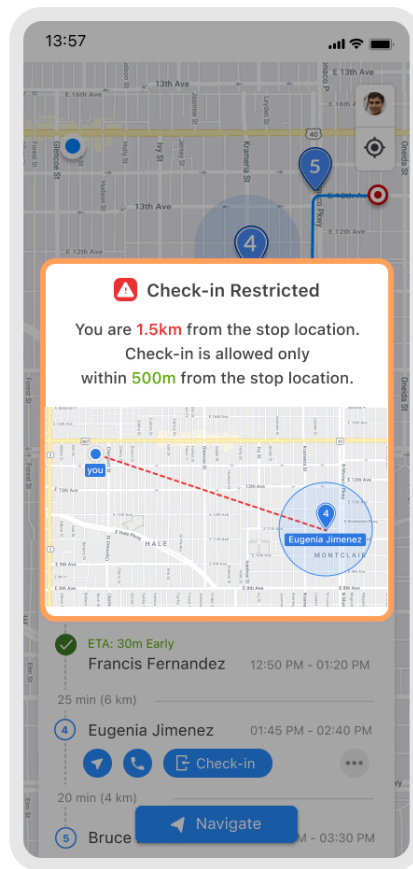
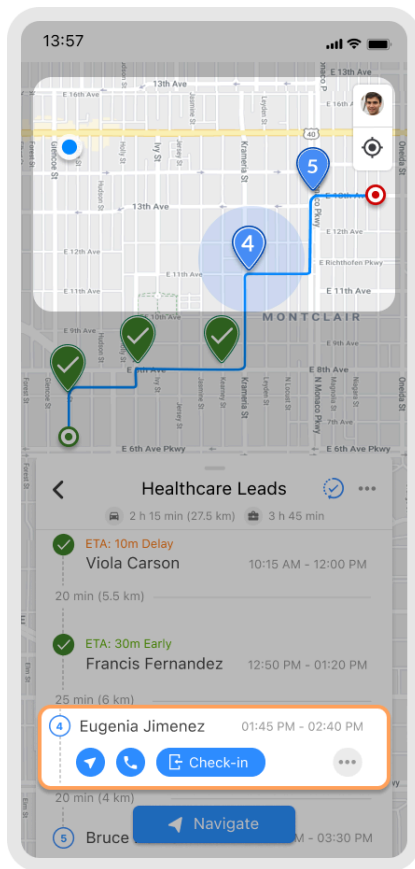
## How Restricted Check-in/out Works

Check-in can be done in 2 places:

1. In the Zoho CRM mobile app
2. RouteIQ mobile app

## RouteIQ Check-in/out

When a user checks in RouteIQ verifies if they're located within the allowed radius. If they're located within the radius, check-in is done, if not check-in is not allowed.



## Zoho CRM Check-in

When check-in is done in Zoho CRM. The check-in is verified by RouteIQ and a verification status is updated accordingly.

There are 3 verification statuses:

1. Verified: Check-in was performed within the allowed radius.
2. Invalid: Check-in was performed outside the allowed radius.
3. Unverified: Check-in couldn't be verified.

### Verified Check-in

CRM | All Tabs | Home | Leads | Contacts | Accounts | Deals | Meetings | My Jobs | Google Ads | Feeds | Campaigns | Reports | Analytics | Tasks

← All Meetings

**Sales meet**  
Meeting for Hill (Mary) | Host Scott Kirby

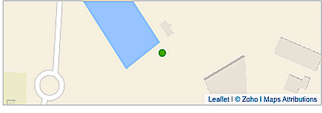
Other Information

Created By: Scott Kirby Tue, 22 Nov 2022 09:43 AM  
Modified By: Scott Kirby Tue, 22 Nov 2022 09:43 AM

Notes

Recent Last

**Verified Check-in**  
Check-in by Scott Kirby, was verified by RouteIQ as it was done 1m from the Meeting location  
Meeting - Sales meet • Add Note • now by Scott Kirby

**Checked In Hill (Mary) @ Kancheepuram**  
  
Meeting - Sales meet • Edited now by Scott Kirby

Add a note...

Attachments

Attach

No Attachment

Info | Timeline | Conversations

Hill Lead  
Mary  
0 Followers | More Info

Open Activities + New

Tasks 0  
Meetings 1  
Calls 0

AskZia

## Invalid Check-in

**Invalid Check-in**  
RouteIQ has removed check-in by Scott Kirby, as it was done 1788494.77 m from the Meeting location.

Check-in ... More

Meeting - Sales meet • Add Note • now by Scott Kirby

Add a note...

## Unverified Check-in



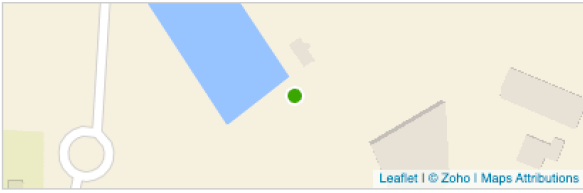
### Unverified Check-in

RoutelQ could not verify check-in by [Scott Kirby](#), as it was done for a non-mappable Meeting

Meeting - [Sales meet](#) • Add Note • 🕒 26 mins. ago by Scott Kirby



### ✔ Checked In @ [Kancheepuram](#)



Meeting - [Sales meet](#) • 🕒 Edited 26 mins. [Kancheepuram](#) Kirby

Add a note...