ESS Mobile 3.0: Punching In or Out with or without GPS Punch Restriction | Job Aid
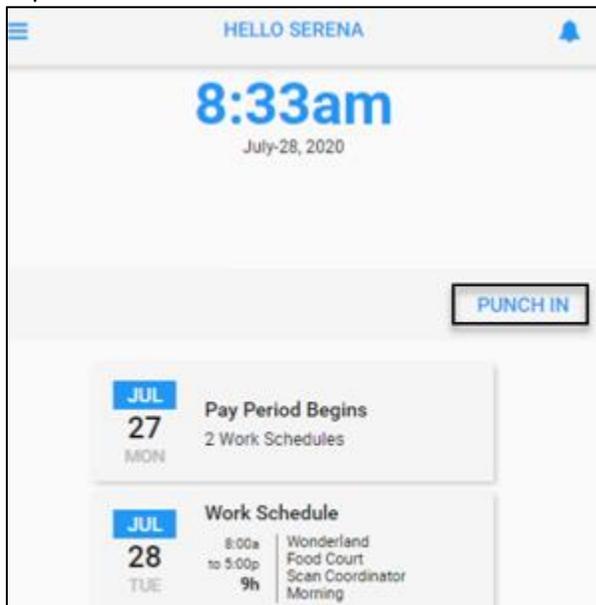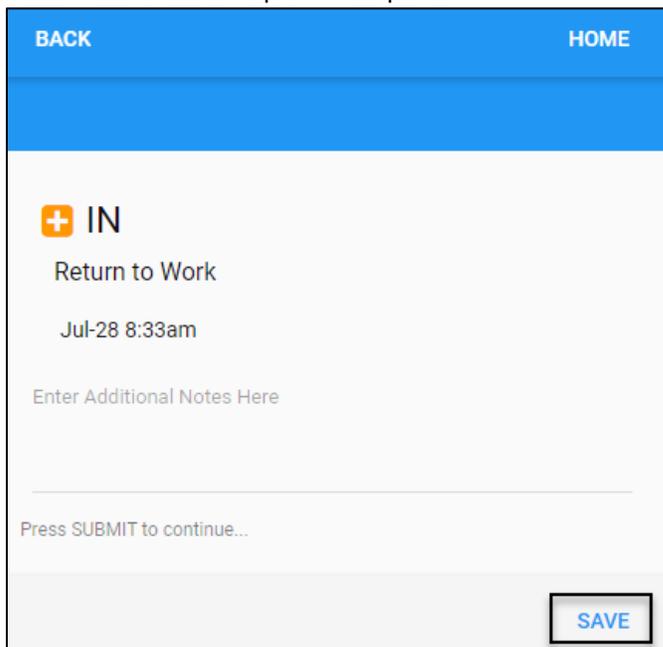
If geo zones and GPS punch restrictions are configured in your system, employees are allowed or not allowed to punch based on whether their GPS locations are inside or outside geo zones based on your company policy.
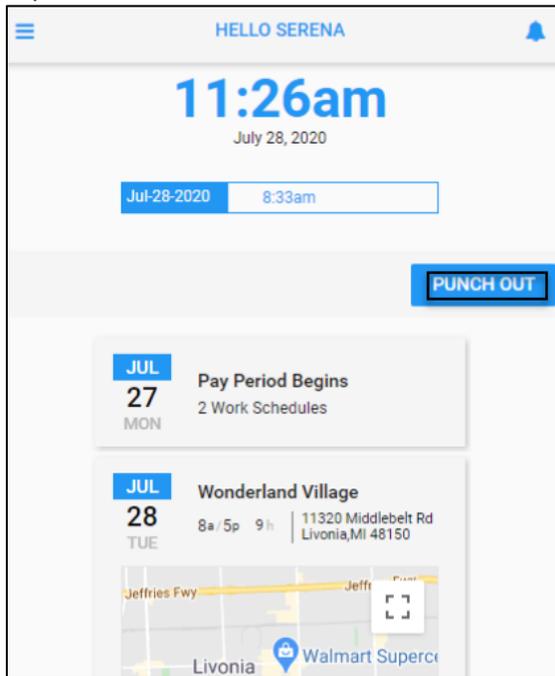
To punch In:

1. Tap **PUNCH IN**.

2. If the GPS location of the punch is inside the required geo zone, the **IN** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch In.
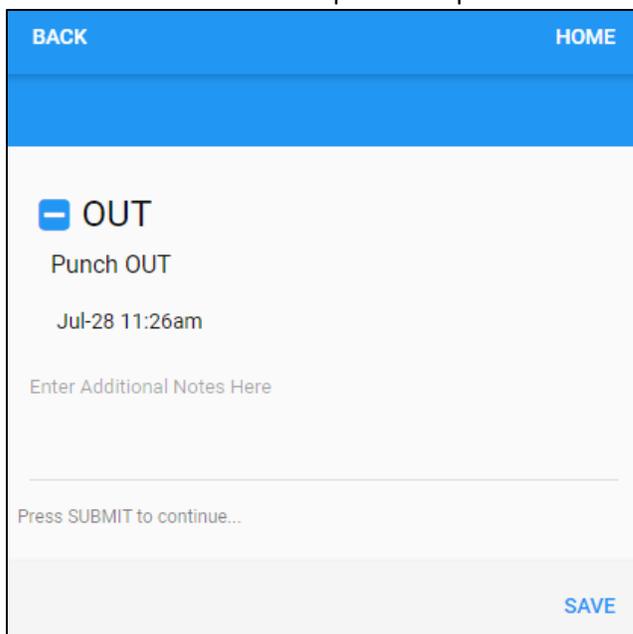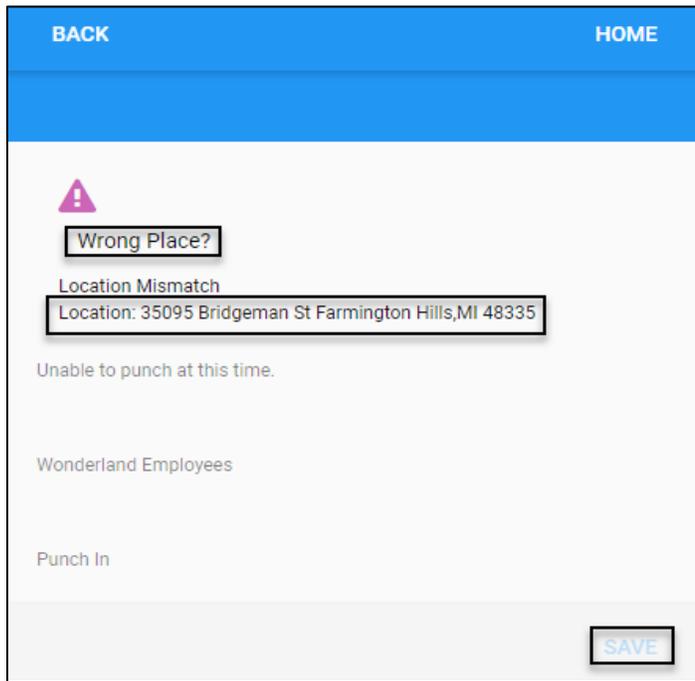
To punch Out:

1. Tap **PUNCH OUT**.

2. If the GPS location of the punch is inside the required geo zone, the **OUT** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch out.

Note: If the GPS location of the employee's punch is not inside the defined geo zone, the following "Wrong Place?" message with the current address are displayed and the **SAVE** button is greyed out to prevent employees from punching.