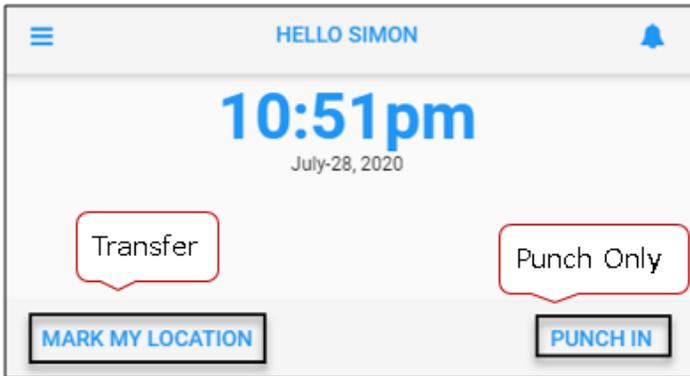


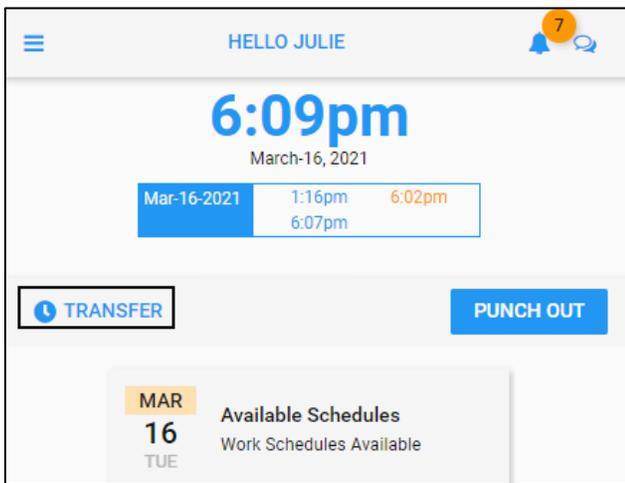
ESS Mobile 3.0: GPS Punching In or Out and Mark My Location

Job Aid

Based on the configuration, employees can perform punch In and Out using the **PUNCH IN** and **PUNCH OUT** function and perform workgroup transfers using the **MARK MY LOCATION** function key. In this situation, the workgroup transfer occurs in the middle of shift.



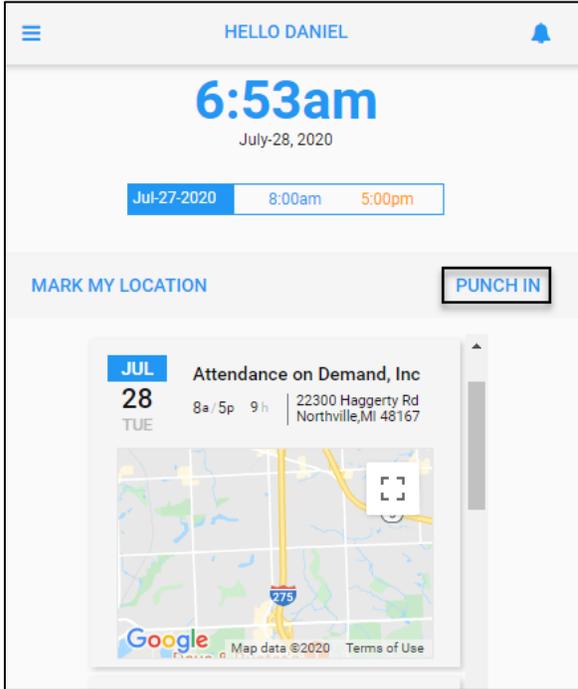
Note: In addition to GPS location-based workgroup transfer, employees can also transfer themselves from their home workgroup to another workgroup or cancel their workgroup transfer without tracking the GPS location. See a separate job aid called *Performing or Canceling Workgroup Transfer* for more information.



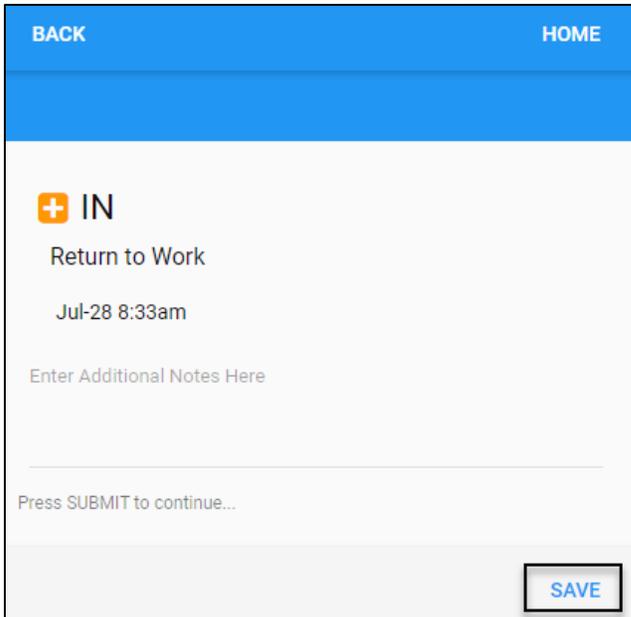
This job aid describes GPS-based punch In and Out and workgroup transfer by marking the location.

To perform punch In, Mark My Location, then punch Out:

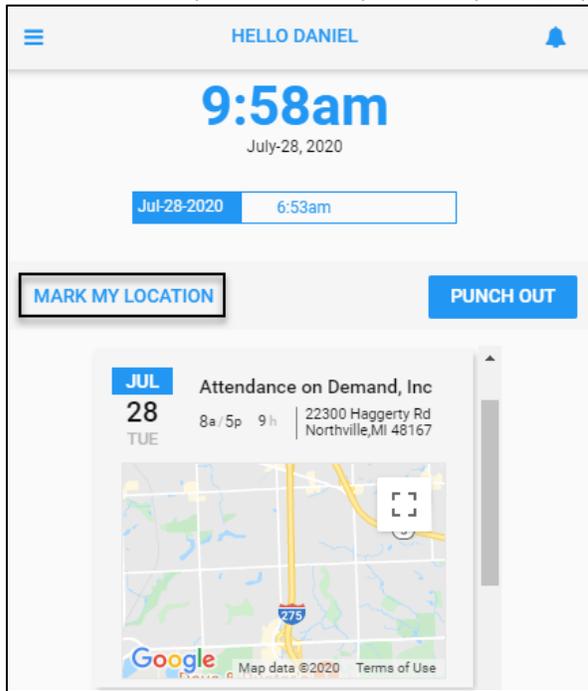
1. In one work place, tap **PUNCH IN**.



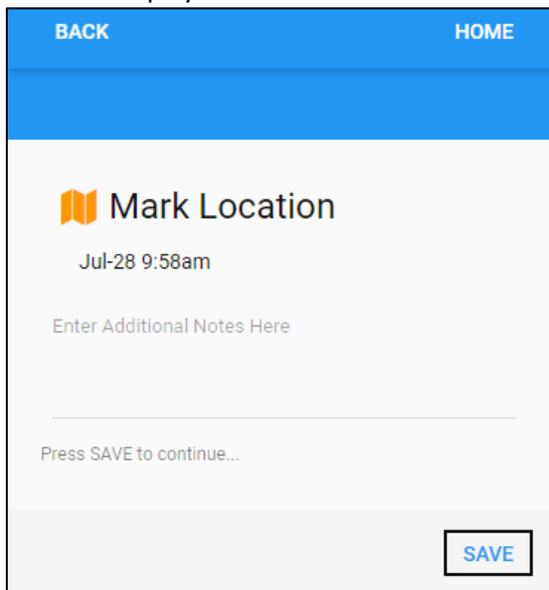
2. If the GPS location of the In punch is within the required geo zone, the **IN** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch In.



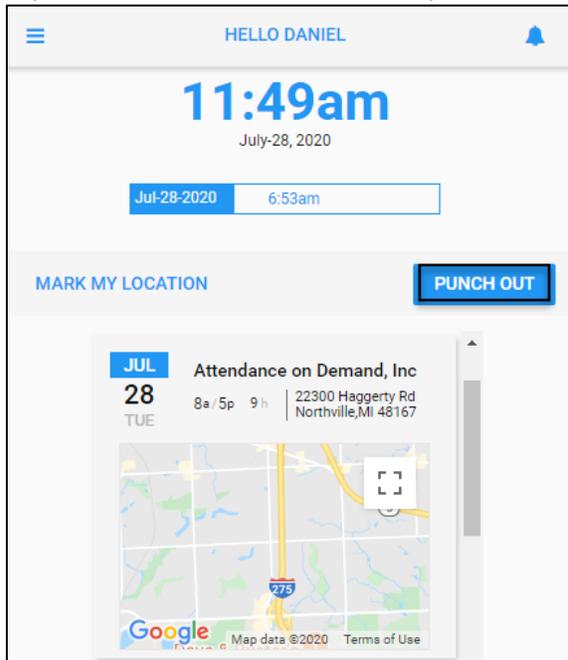
3. In another workplace with no punch required, tap **Mark My Location** to indicate your current location.



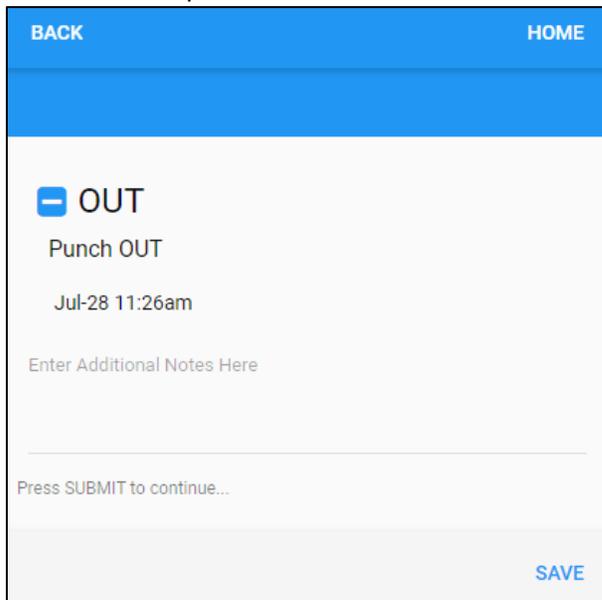
4. If the GPS location of the current workplace is inside the required geo zone, the **MARK LOCATION** screen is displayed and the **SAVE** button is available. Tap **SAVE** to mark this location.



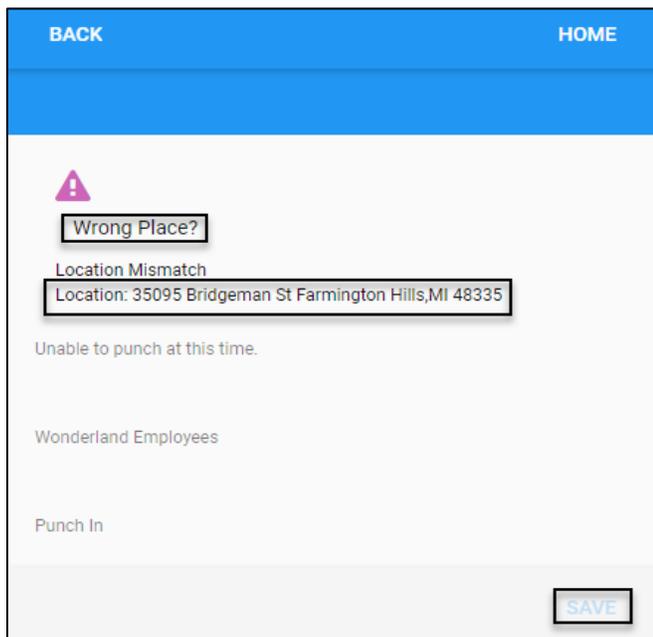
5. Tap **PUNCH OUT** after the shift completes at the current workplace.



6. If the GPS location of the Out punch is within the required geo zone, the **OUT** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch out. The worked hours in the transferred workgroup are recorded for supervisor review.



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 and transferring.



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