

Geo Attendance App

Please follow the steps for the Geo-Attendance application.

Admin(Corporate HR Manager)

1. Login to website www.21to71.com
2. You have to click on New User? Register here
3. You have to use the corporate email id here for registration as your personal email id may be required for your personal login purpose. All the mandate details have to be filled by selecting the option button of Corporate and submitted
4. You will receive an email to the email id registered with your login email id and password. Keep it in safe custody as it's always required for login purpose.
5. Next time when you login you have select the Corporate button and punch the corporate email id and the password shared to your email id and login
6. You will be directed to the dashboard with menus on left hand side. The dashboard is WIP and hence do not worry about it more
7. You can choose "Company profile" from left menu and complete details as required and also upload the logo of the company
8. Next select the "Shift Master" from the left side menu and insert the applicable shifts for your company. If you have single "General shift" please input details related to that only
9. Companies usually have various departments, so you have to punch the applicable departments by clicking on "Department Master" on the left side menu and input the relevant details
10. Various resources in the organization have different designations and accordingly mapped into the application, hence you have to define all available designations in your company in the "Designation Master" in the left side menu which can be used to map to the employees
11. Since your employees may be located in various locations and hence you need to define the various locations wherein your workplaces are located. This will help in capturing the attendance from the respective location of the employee. You have to accept the various locations from "Location Master" menu and later assign to respective employees
12. Since you have resources on-boarded as employees in your organization they need to have a notice period in case of any separation, hence you have to define notice period for each case of grades you follow in your organization. You can open the "Notice Period" menu and key the respective notice period applicable to you which can be later used to map to the respective employees
13. The corporate may be dealing with Bank/s for settling the employee's salary every month, you can input the Bank details under this menu so that the details can be used for processing in case we automate the salary processing system
14. Notifications are very important from the corporate to employees as it may be a festival, birthday wishes or any other occasion. The "Notification Master" helps you to punch the various notifications which can used at set intervals and also mode of dispatch of these notifications. You can configure the notifications via the "Notification Master" and use the same across the application
15. The corporate usually defines Holidays for the year on the 1st of the calendar year, this needs to be reflected in the application so that resources can be marked PRESENT on the day as it was defined Holiday. Hence you have defined all the Holiday for the respective year in the "Holiday Master" so that the month end processing of the application will take accountability of the same.
16. Week Master is also equally important in case you are following different week schedule, if you have a single week schedule you can input single type of week and assign to all the

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employees or you have varying week schedule for different types of employees then you can input accordingly and assign basis the week schedule they need to adhere too. This can be done from the menu “Week Master” in the left side menu.

17. Finally we have the “Employee Master” which is very important. You have to click on menu “Employee Master” and you get to upload “Quick Upload” of your employees minimum details from your end. Or alternately you can key the minimum details of your employees via the form by clicking on “Add”. Keying the employee minimum details is a mandate feature as when employees download the App and try to login the actual validation happens here. Only the employees who are keyed into the application will be identified as your employees and no other will be allowed to register under your organization. Proper use of their employee mobile & email is mandate to send code for verification.

Admin: How to add locations

1. Request your employee to share location by logging to the mobile app and clicking on My location, then Capture location, post which name the location. Then they have to click on Send Information
2. The captured location is visible in your corporate login in Location Master
3. Click on Locations, All captured locations from various employees will be displayed to you
4. If you wish to add any of the location to the master, click on Add
5. Complete the form by filling the short name & Description and selection Geo Fencing type as Circle and input the radius as 50(which will be in metres). Finally Save the form
6. The said location will be available now to map to any employee
7. Next Go to employee master and add location to the listed employees by clicking on Add location to the employee
8. Select the location displayed and save the form. The employee now can punch attendance from the location defined

For all your employees:

1. Download the app from homepage of www.21to71.com and install the same on their Android phone
2. SignIn and get themselves verified via the code shared
3. Fill in all the details of yourself and submit. All fields are mandate and need to be inputted
4. You can also share your location for your HR admin by clicking on My location, then click on Capture location. The location details will be captured, you have to enter name for the location and share the location to your HR Admin by clicking on Send Information
5. Once your location is tagged by your HR admin to you can punch attendance via the mobile app installed on their phone
6. If location not mapped for your profile you cannot punch attendance, in that case for above step no 4