

Overview Video

<https://www.youtube.com/embed/6y0Tgs7ASWQ>

Step-by-Step Tutorial Guide

Step 1: Create a New Organization Unit

Click on the Add Organization Unit button.

Now enter the following details:

- Organization Unit Name
- Address
- State
- Pin Code

Once all details are filled, click on Save.

You can create multiple Organization Units if your branches have the same GST, PF, and ESIC numbers.

Step 2: Map Employees to the Organization Unit

After creating the OU, click on the Manage Employees or Edit option.

Select the employees you want to map to that Organization Unit and click on Save.

This helps assign employees to their respective branch or location.

Step 3: Open Geofence Settings

Now go to:

Attendance Management → Settings → Geofence Setting

Here you can configure location-based attendance for employees.

Step 4: Enable Geofencing

Click on the Edit icon beside the Organization Unit.

Enable the checkbox for Enable Geofences and click on Save.

Step 5: Setup Geofence Location

Now click on Setup under the Geofence Status section.

You can either:

- Click on Get Current Location, or
- Copy the Latitude and Longitude from Google Maps and paste them here.

To get coordinates from Google Maps:

1. Open Google Maps
2. Search for the location
3. Right-click on the location
4. Copy the latitude and longitude coordinates
5. Paste them into the search box

Then click on Find.

Step 6: Set Radius

After selecting the location, set the geofence radius as per your requirement.

Please note:

The minimum geofence radius allowed is 15 meters.

Once done, click on Save.

Closing Line

Your geofencing setup is now complete. Employees mapped to the selected Organization Unit will be able to mark attendance only from the configured geofence location through the TankhaPay app.

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