



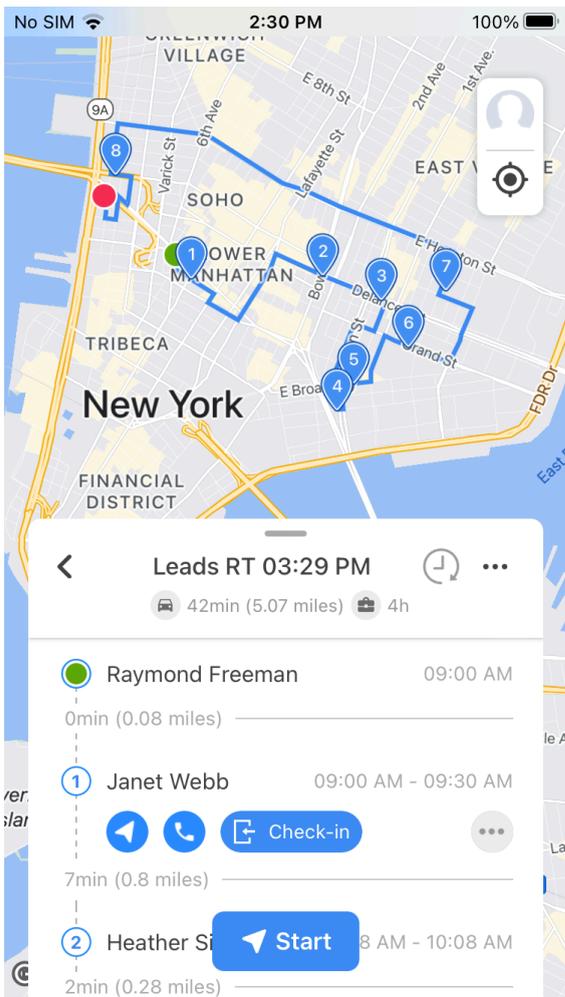
Check-in/out and Proof of Delivery

RouteIQ Check-in/out

Log your arrival and departure information with check-in/out like time and date, location, etc. and capture proof of delivery.

i This feature is available in the Professional Edition.

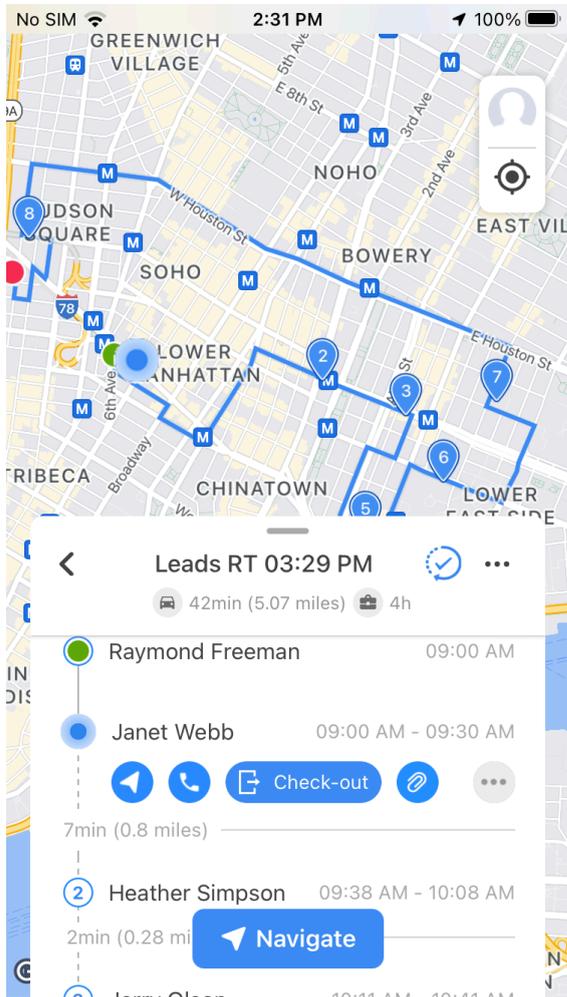
Check-in



1. In the route you're navigating, tap the check-in icon to check-in at the stop.

- For a Meeting record, RouteIQ will automatically check-in with Zoho CRM as well. For a non-Meeting record, RouteIQ will create a new meeting and check-in.

Check-out



1. Tap the check-out icon to check-out at the stop.

- As you check-in and check-out from the stops's location. [Route's Progress](#) and [Visits](#) will be tracked by RouteIQ based on that. Once the route is completed, the distance traveled and time spent is calculated by RouteIQ. [Learn more.](#)

- Check-in/out can be restricted by the admin to make sure all check-in/out are performed only at the stop's location with [Restricted Check-in/out](#). Check-in/out can be automated so that you don't forget to check-in/out with [Automated Check-in/out](#).

Proof of Delivery

You can add attachments such as documents, images, videos, etc and use them as visit or delivery proof. The attachments are stored under the stop's meeting record in Zoho CRM.

