

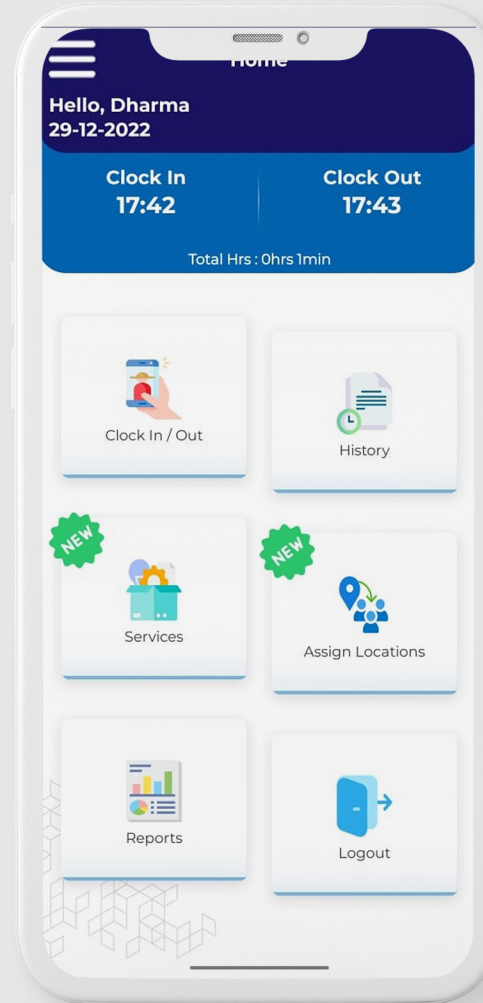


# AP FRS Usage Manual for DDO



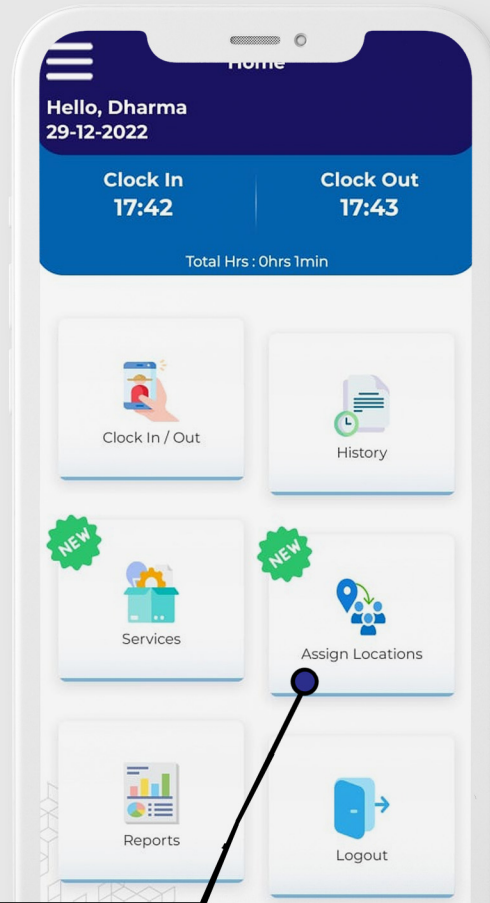
## Assignment of Work Location for the Staff Mapped to the DDO Code

Assign Location option is enabled only for the DDO. If any employee of the DDO has to work in the other DDO location then DDO can use this option to assign the employee to that particular DDO location. This enables the assigned employee to capture the attendance even from the assigned DDO location also.

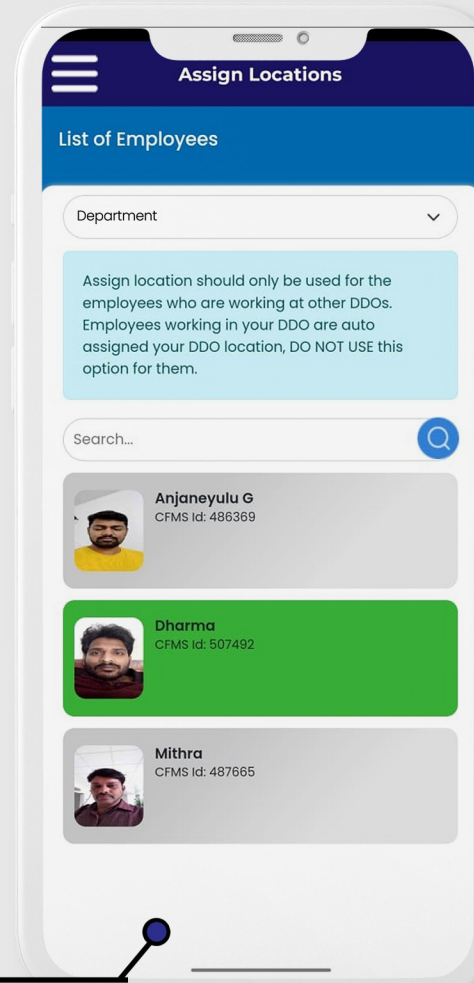




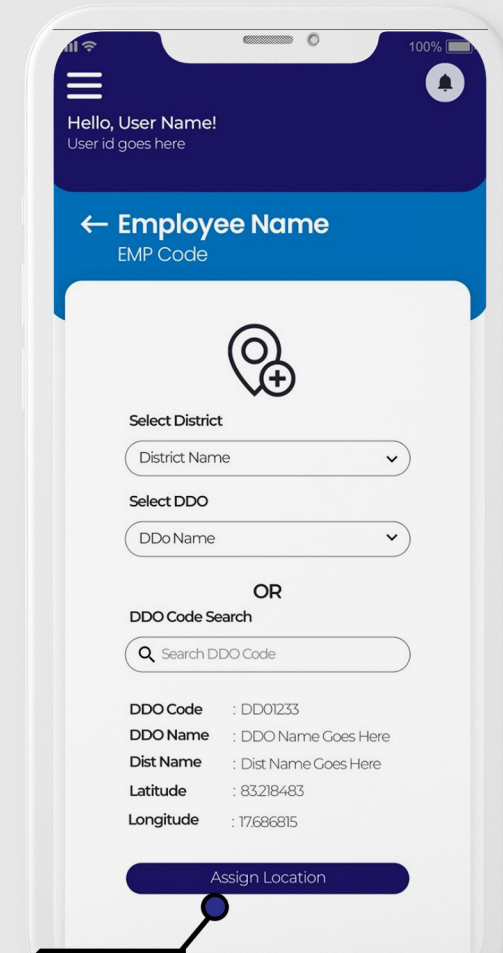
# Assignment of Work Location for the Staff Mapped to the DDO Code



User needs to go back to "Home screen" and tap on "Assign Location" icon.



- User can view the list of all staff mapped to that DDO Code.
- User can tap on any of the staff name to whom new location needs to be assigned.



- User can select District, DDO from the above dropdown (or) enter DDO code for which details will be fetched.
- Upon verification, user needs to tap on "Assign Location" button for another new location assignment.



Technical Support Numbers for AP FRS

**<https://apfrs.apcfss.in/frs-help-videos/>**

Email for any queries

[policy-unit@ap.gov.in](mailto:policy-unit@ap.gov.in)

[pmu.attendance@ap.gov.in](mailto:pmu.attendance@ap.gov.in)



*Thank You*