



HRMates
Your Strategic Partner

HRMates Field Visits Trial

This document describes Role wise steps for evaluation. App registration details will be provided to you in email.

Website: <https://www.hrmates.com/fieldvisits>

Table of Contents

Role: Field Staff	3
Install app on Android	3
Install app on iOS	3
Register App	3
Home Screen	4
Mark Attendance	4
Apply Leave	4
Check Attendance	4
Open HRMates Dashboard	4
Work Punch	5
Route Calculation	5
View Route Plan	6
Expenses	7
Catalogue View	9
Offline Working	9
Fake Locations	9
Role: Operations Manager	10
Visit Planning	10
Manage Work Punch Data sheets	10
Track Workforce	10
Track Individual	10
Catalogue Sharing	11
Site Master Management	11
Role: HR / Admin / Accounts	12
Manage Employees	12
Approve Leaves and Attendance Regularization Requests	12
Manage Leave and Attendance	12
View Routes taken	13
Expense	14
Approve	14
Reimbursement	14
Route Planning	14
Reports	15
Payroll	17
Other HRMS Modules and features	17

Role: Field Staff

Install app on Android

<https://play.google.com/store/apps/details?id=com.hrmates.hrmates>

or search for hrmates in play store

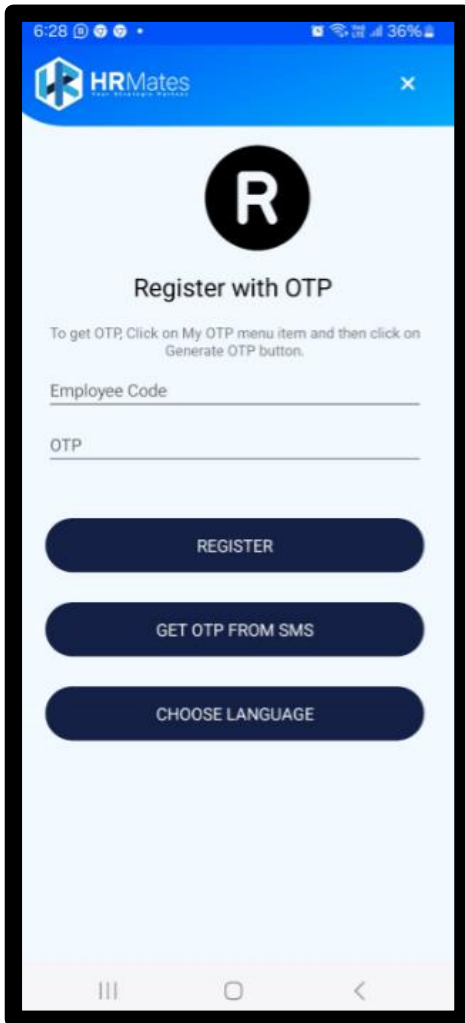
Install app on iOS

<https://apps.apple.com/us/app/hrmates/id1604220316>

or search for hrmates in app store

Register App

Use the Employee Code and OTP provided to you



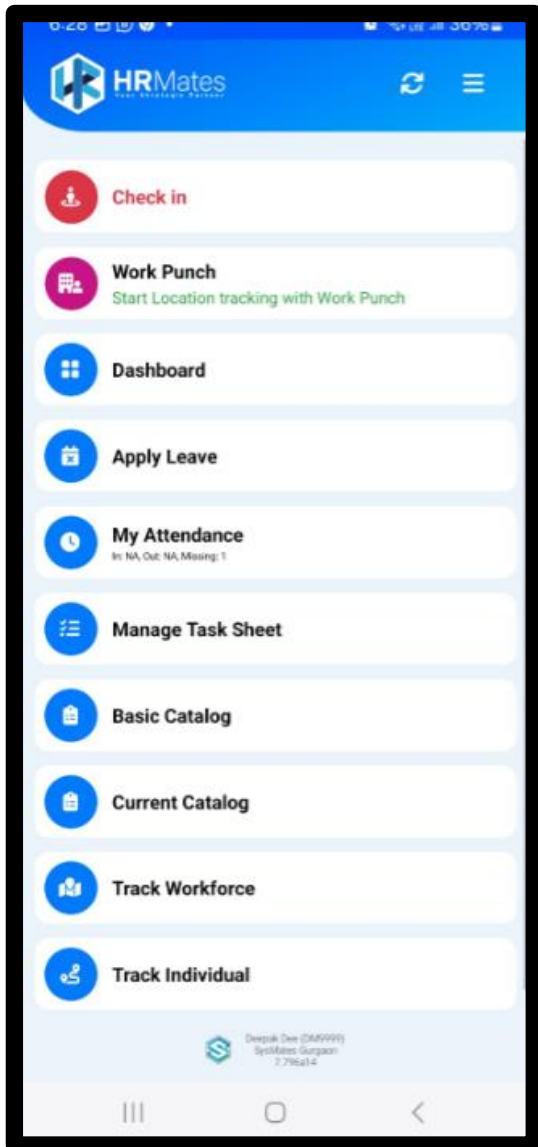
For Quick demo Register with

Employee Code: DM9999

OTP: 999999

Home Screen

After Registration you will see the Home Screen as below



Mark Attendance

Use Check In and Check Out Button, depending on setup you will be asked to take a self image along with face matching

Apply Leave

Use **Apply Leave** Button

Check Attendance

Use **My Attendance** Button

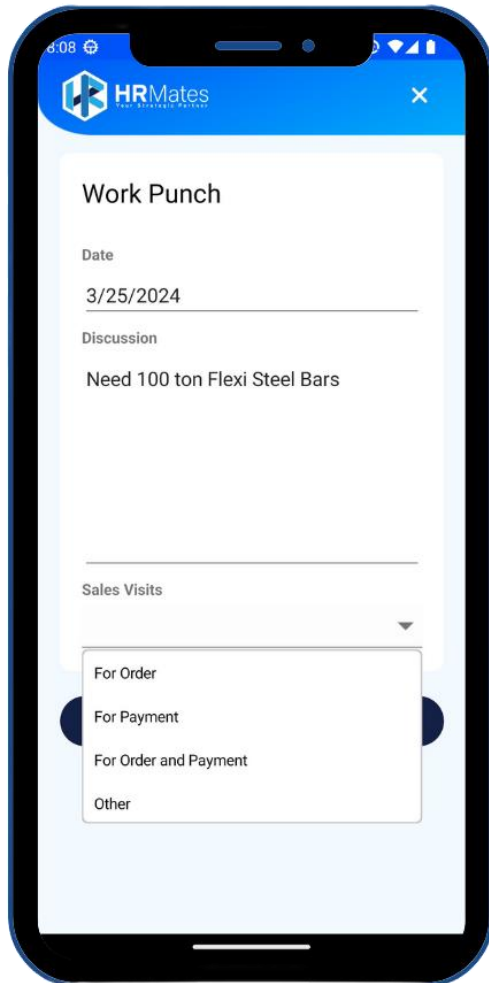
Open HRMates Dashboard

Use **Dashboard** Button

Work Punch

Work Punch Button is to mark your presence at a visit location like customer, dealer, etc. Depending on Setup you will get to

- Take a picture of self or visit location
- Face matching
- Take a picture of odometer of your vehicle
- Complete the work punch form

A screenshot of a smartphone displaying the HRMates mobile application. The app has a blue header with the HRMates logo and a close button. The main screen is titled "Work Punch". Below the title, there is a "Date" field with the value "3/25/2024". Below that is a "Discussion" field with the text "Need 100 ton Flexi Steel Bars". At the bottom, there is a "Sales Visits" dropdown menu. The dropdown menu is open, showing four options: "For Order", "For Payment", "For Order and Payment", and "Other". The phone's status bar at the top shows the time as 8:08 and various icons for signal, battery, and connectivity.

Route Calculation

If setup HRMates will calculate google maps best route and distances from all Attendance Punches and Work Punches throughout the day

View Route Plan

Self Service menu > **My Field Visits** menu > open planning sheet of month

If there is some change in plan you can modify the sheet using **add** and **edit** buttons

Field Visits Demo

Nitin Kumar

FV004

Self Service

Dashboard

My Profile

My Leave

My Attendance

My Travel

Expense

My Evaluation

My Field Visits

My OTP

Switch to Previous Login

Process : Monthly Planning Sheet 01-Aug-2024 to 31-Aug-2024

Nitin Kumar

Employee CodeFV004

Monthly Planning Sheet
01-Aug-2024 to 31-Aug-2024

Monthly Planning Sheet

	Week *	Date *	Customer Name *	Location *	Order Expected *	Remarks	
1	Week1	01-Aug-2024	Hrmates	Gurgaon	500000	Hot Lead; shared commercials	<div><div>+</div><div></div></div>

Save Draft

Approvals

Manager L1

By: Rahul Kumar FV002 - HR & Admin

On: Pending

Start: 09-Aug-2024 16:35

Expenses

If Setup use Expense Module for employee to submit Travel Reimbursement from Distance Calculation and other daily expenses as per policy. After submission Expense sheet will go for approval.

Self Service menu > **Expense** menu > **Apply** button

Test

FV008 Sales Executive

Reports To: Rahul Kumar FV002

Location: Delhi

Other Expense

Number
TR00001

Expenses #: TR00001

Employee

Test - FV008 - Sales Executive

Age: 24, Gender: Male, Mobile: 9810257770, Email: singhrr@gmail.com, Grade: NA

Type

Customer / Client Visit

Starting Date

30-Jul-2024

Ending Date

30-Jul-2024

Expense Report

Number

TR00001

Remarks

Opening Balance with Employee: 0.00, Requested: 13.55, Approved: 0.00, Paid to Employee: 0.00, Balance with Employee: 0.00, Closing Balance with Employee: 0.00

Expenses

Date	Expense	Purpose	Expense Detail	Components	Amount	Remarks	Approved Amount	Approver Remarks
<input type="checkbox"/> 01-Aug-2024	Local Conveyance		Mode: Own 2 Wheeler, Distance: 1.00, Rate: 5.00		5.00			
<input type="checkbox"/> 30-Jul-2024	Local Conveyance		Mode: Own 2 Wheeler, Distance: 1.71, Rate: 5.00		8.55			

Approvals

Stage	Role	Approver	Status	By	On
Expense Submission	Self	Test FV008 - Sales Executive			
Expense Approval	Approver	Rahul Kumar FV002 - HR & Admin			
Final Payment	Accountant	Rahul Kumar FV002 - HR & Admin			

Save Draft

Add Expense

Expenses grid > + button

The screenshot displays the 'Add Expense' form in the HRMates application. The form is for an employee named 'Test - FV008' and is titled 'Expenses #: TR00001'. It includes fields for 'Date' (30-Jul-2024), 'Expense' (Local Conveyance), 'Purpose' (Own 2 Wheeler), 'Mode' (Own 2 Wheeler), 'Distance' (1.71 km), 'Rate' (5.00 per km), 'Amount' (8.55), and 'Remarks'. There is a 'Show Route' button. To the right of the form, a map titled 'Show Routes' shows a route for '30-Jul-2024' on a Google Map. The route is highlighted in blue and starts at 'MG Rd Upas' and ends at 'MG Road'. The map shows various landmarks like 'American Montessori Public School', 'Reliance Centro', 'Shiv Motor - Hero MotoCorp', 'MG Road', 'Beverly Park 1', 'Stately Suites MG Road', 'Organic Wellness Store', 'Organic Food Store', 'ESSEL TOWER', and 'Emerald Court'.

- Select **Date**, **Expense** type and **Distance** will get filled in automatically based on your route.
- Use **Show Route** button to view route on map
- Save Expense popup and enter other expenses if any using different **Expense** type
- Finally submit the sheet for approval

Catalogue View

If Setup view catalogs using Catalog Buttons



Offline Working

If Network is not available HRMates will still be able to capture location using GPS. Following Actions are saved offline and uploaded as soon as network is available

- Check In Check Out
- Work Punch

Fake Locations

App does not allow fake locations

Role: Operations Manager

Visit Planning

If setup Manger can plan visits for field employees in advance.

Manage Work Punch Data sheets

Make any changes to Field Employee Work Punch data from Field Visits > Open Employees for month > Open Employee Sheet > Edit entries

Track Workforce

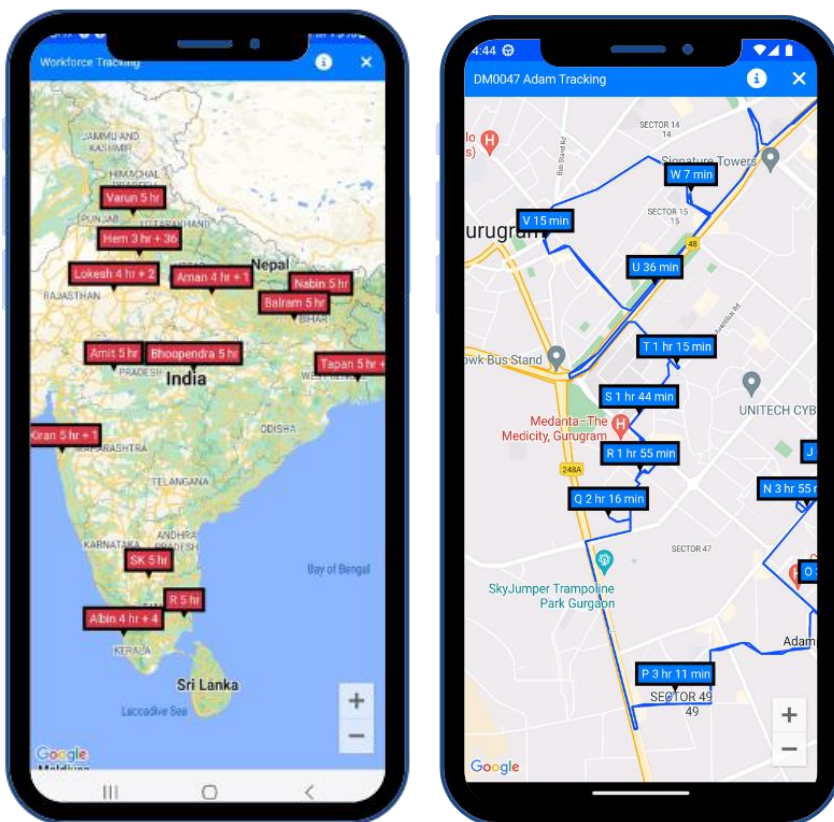
Setup will involve setting up who can track whom. For example Manager can track his team and Sales Head or Owner can track everyone.

You will see the last known location of team members. Using ⓘ button you can see the reason for latest location not available for a team members. Reasons can be **No Network, Location switched off**

Track Individual

Setup will involve setting up who can track whom. For example Manager can track individual members of team and Sales Head or Owner can track everyone.

You will see the route taken by the team member during the day. Using ⓘ button you can see the reason for latest location not available for a team member. Reasons can be No Network, Location switched off



Catalogue Sharing

If Setup Admin can share catalogs as PDF or jpeg with field staff via HRMates App via Workforce -> Employment -> Terms and Conditions

Site Master Management

If Setup Masters for sites visited will be managed by manager, Field employees can choose the site name in work punch form.

Role: HR / Admin / Accounts

Login to HRMates with URL, Email and Password provided

Field Visits Demo

Rahul Kumar
FV002

Self Service <

Workforce 3 >

Administration

Attendance <

Reports

Switch to Previous Login

Employee Administration

Search

☐ Only Ex-Employees

Search on Employee Code (Separate Multiple with ;), Name, Designation, Department, Location, Category, Gender, Status, Email, Date Of Birth(ex20-apr-2017), Date Of Joining(ex20-apr-2017)

Employees 3

New Employee Make Ex Employee Profile Attendance Print Profile Responsibility Profile Editing

Enable Employees Photos Skill Inventory

	Name	Date of Joining	Status	Category	Department	Designation	Location
<input type="checkbox"/>	FV004 Nitin Kumar RM: Rahul Kumar FV002	01-Jul-2024	Current	Permanent		Sales Executive	Gurugram
<input type="checkbox"/>	FV002 Rahul Kumar	01-Jul-2024	Current	Permanent		Admin	Delhi
<input type="checkbox"/>	FV003 Sanjay Kumar RM: Rahul Kumar FV002	01-Jul-2024	Current	Permanent		Sales Executive	Gurugram

Download Template Upload New Employee Data Upload Employee Data Upload Employee Documents Upload Photos

Manage Employees

From Employee Administration, Add new Employee, Make Ex Employee and more

Approve Leaves and Attendance Regularization Requests

From Dashboard notifications

Manage Leave and Attendance

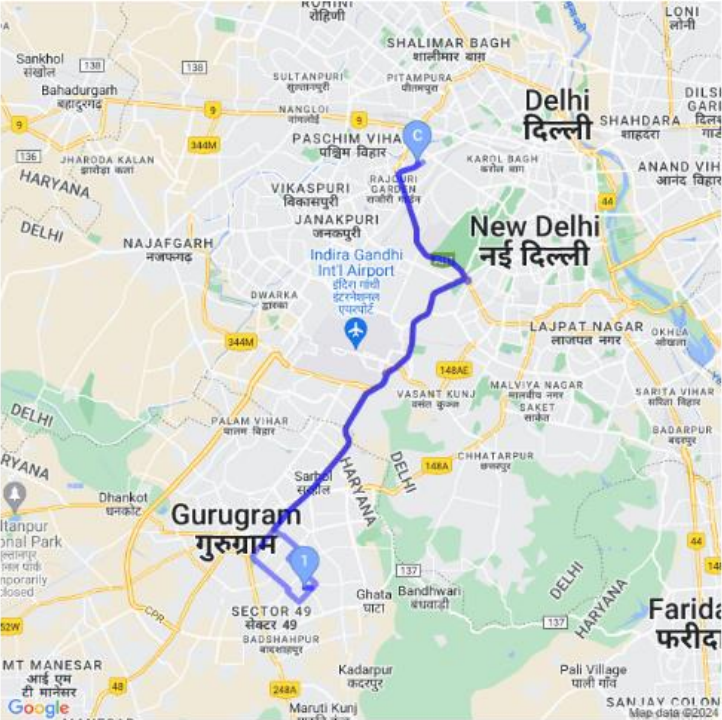
Workforce menu > **Administration** menu > **Search Employee** field > **Leave** or **Attendance** Button

View Routes taken

From **Workforce** > **Administration** > **Attendance** > **Show Route** button.

Show Routes

27-Jul-2024



Key: 1: A, B, D, Last

Serial	Start Time	End Time	Start Address	End Address	Distance
A1-B1	27-Jul-2024 10:10	27-Jul-2024 10:40	Time: 27-Jul-2024 10:10 AM Orchid Island 1 Flat-424, Sector 51, Gurugram, Orchid Island Road, Haryana, 122018	Time: 27-Jul-2024 10:40 AM 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road, Haryana, 122018	0.00
B1-C	27-Jul-2024 10:40	27-Jul-2024 11:52	Time: 27-Jul-2024 10:40 AM 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road, Haryana, 122018	Time: 27-Jul-2024 11:52 AM 110015, Bali Nagar, New Delhi, Delhi, 110015	41.82
C-D1	27-Jul-2024 11:52	27-Jul-2024 17:51	Time: 27-Jul-2024 11:52 AM 110015, Bali Nagar, New Delhi, Delhi, 110015	Time: 27-Jul-2024 05:51 PM 843/51, Sector 51, Gurugram, 843/51, Orchid Island Road, Haryana, 122018	38.86
D1-Last	27-Jul-2024 17:51	27-Jul-2024 18:35	Time: 27-Jul-2024 05:51 PM 843/51, Sector 51, Gurugram, 843/51, Orchid Island Road, Haryana, 122018	Time: 27-Jul-2024 06:35 PM	0.00
Total					80.68

Dev Link: ShowRoutes skin to code

Expense

Approve

- Open **Expense** notification from **dashboard** and click on Employee Expense row
- If you need to modify the expense amount enter new expense amount
- To see route on map use Show Route button
- Click on Approve to approve the expense

Reimbursement

- Download Expense Report for the month

Route Planning

- Go to **Dashboard** menu > **Field Visits** notification > **Monthly Planning Sheet** line item
- Manager will fill the form and Employee will be able to see it after approval by Manager in **Self Service** menu > **My Field Visit** menu
- Route planning can be setup for employee to submit the plan and manager will modify and approve

The screenshot displays the 'Field Visits Demo' application interface. The left sidebar contains a navigation menu with options: Self Service, Dashboard, My Profile, My Leave, My Attendance, My Team, My Travel, Expense, My Evaluation, My Field Visits, My OTP, Workforce, and Attendance. The main content area is titled 'Field Visits : Monthly Planning Sheet 01-Aug-2024 to 31-Aug-2024'. It features a header for 'Nitin Kumar' with 'Employee Code' FV004. Below this is a 'Monthly Planning Sheet' table with columns: Week, Date, Customer Name, Location, Order Expected, and Remarks. The table contains one entry for Week1 on 01-Aug-2024 for customer 'Hrmates' at 'Gurgaon' with an order of 500000 and remarks 'Hot Lead; shared commercials'. A 'Save Draft' button is present. The 'Approvals' section shows 'Manager L1' by 'Rahul Kumar FV002 - HR & Admin' with a status of 'On: Pending'. An 'Approve' button and a text box for 'Approve Remarks' are at the bottom right.

Week *	Date *	Customer Name *	Location *	Order Expected *	Remarks
1 Week1	01-Aug-2024	Hrmates	Gurgaon	500000	Hot Lead; shared commercials

Reports











- Route Report for month to see day wise distances travelled with monthly totals.

Routes Details Report Time 06-Jul-2024 13 08											
Staff Id	Name	Start Address	Start Remarks	Start Time	End Time	End Address	End Remarks	Duration	Duration in Decimal	Distance	
36	Ronsley Shehan Gabriel	2V3P+2CR, Hordata South, Wattala, Ad Vissa Road, Western Province	leaving home	03-Jun-2024 07:57	03-Jun-2024 08:05	Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	office .came at 8:30am	1:08	1.14	16.13	
		Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	office .came at 8:30am	03-Jun-2024 08:05	03-Jun-2024 14:18	Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	done in the office	5:13	5.21	0.00	
		Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	done in the office	03-Jun-2024 14:18	03-Jun-2024 14:19	Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	work on uk exhibition work col issue mas 1 14 orders	0:01	0.02	0.00	
		Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	work on uk exhibition work col issue mas 1 14 orders	03-Jun-2024 14:19	03-Jun-2024 16:30	106, Grandpass, Colombo, 106, Khetarama Mawatha, Western Province, 01400	at Hela Casual. struggling to make the punch as the app is not functioning properly. rm at Hela Casual since 3:20pm	2:11	2.18	15.95	
		106, Grandpass, Colombo, 106, Khetarama Mawatha, Western Province, 01400	at Hela Casual.	03-Jun-2024 16:30	03-Jun-2024 17:43	VVVVF+323, Grandpass, Colombo, Western Province	done at hela casual	1:13	1.21	0.66	
		VVVVF+323, Grandpass, Colombo, Western Province	done at hela casual	03-Jun-2024 17:43	03-Jun-2024 18:33	2VFIW+4JJ, Kandana, Saint Jude's Mawatha, Western Province	came to handover some of Dhanushkias samples	0:51	0.85	14.63	
		2VFIW+4JJ, Kandana, Saint Jude's Mawatha, Western Province	came to handover some of Dhanushkias samples	03-Jun-2024 18:33	03-Jun-2024 18:38	2VFIW+4JJ, Kandana, Saint Jude's Mawatha, Western Province	handover the samples	0:05	0.08	0.28	
		2VFIW+4JJ, Kandana, Saint Jude's Mawatha, Western Province	handover the samples	03-Jun-2024 18:38	03-Jun-2024 19:38	2V3P+2CR, Hordata South, Wattala, Ad Vissa Road, Western Province	home	0:52	0.86	3.88	
		2V3P+2CR, Hordata South, Wattala, Ad Vissa Road, Western Province	leaving home	04-Jun-2024 07:26	04-Jun-2024 08:23	Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	office	0:58	0.96	16.13	
		Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	office	04-Jun-2024 08:23	04-Jun-2024 09:53	Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	done in the office. work on the stall update work on the T14 MAS ISSUE SILUETA NEW BOX DEVELOPMET	1:30	1.59	0.00	
		Sri Lanka Office XXRU+CP7, Mavaramandya, Kalkurunda Vatta Road, Western Province	done in the office. work on the stall update work on the T14 MAS ISSUE SILUETA NEW BOX DEVELOPMET	04-Jun-2024 09:53	04-Jun-2024 12:30	MMM Center, Rajagiriya, Sri Jayawardenepura Kotte, Western Province	DONE AT EMAUV. CAME AT 11:00 AM THERE IS AN ISSUE IN THE APP AS THE PUNCHS ARE NOT RECORDING AT ONCE. HAVE INFORM MALINDA, ALREADY	2:37	2.61	19.90	
		MMM Center, Rajagiriya, Sri Jayawardenepura Kotte, Western Province	DONE AT EMAUV. CAME AT 11:00 AM THERE IS AN ISSUE IN THE APP AS THE PUNCHS ARE NOT RECORDING AT ONCE. HAVE INFORM MALINDA, ALREADY	04-Jun-2024 12:30	04-Jun-2024 13:09	501, Colombo 68, Colombo, 591, Baudhakula Mawatha, Western Province, 06000	AT RTTZ CLOTHING	0:30	0.59	1.73	
		501, Colombo 68, Colombo, 591, Baudhakula Mawatha, Western Province, 06000	AT RTTZ CLOTHING	04-Jun-2024 13:09	04-Jun-2024 13:32	9, Colombo 88, Colombo, 9, Enidigala Mawatha, Western Province, 06000	DONE AT RTTZ CLOTHING	0:32	0.54	0.64	
		9, Colombo 88, Colombo, 9, Enidigala Mawatha, Western Province, 06000	DONE AT RTTZ CLOTHING	04-Jun-2024 13:32	04-Jun-2024 13:58	32a, Colombo 86, Colombo, 32a, Batapokuna Road, Western Province, 06000	AT HELA CASUAL	0:17	0.29	3.94	
		32a, Colombo 86, Colombo, 32a, Batapokuna Road, Western Province, 06000	AT HELA CASUAL	04-Jun-2024 13:58	04-Jun-2024 14:12	49, Colombo 06, Colombo, 49, Batapokuna Road, Western Province, 06000	Done AT HELA CASUAL	0:22	0.37	0.69	

- Field Visits Detailed Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3	Employee	Staff Id	Location	#	Date	Name of Customer	Type Of Customer	Address	Contact Person	Contact No	Further Action	Punch Time	Punch Address	Punch Snaps	Products
4	John Smith	DM11	Pune												
5	David Moon	DM12	Kolkatta												
6	David John	DM6	JAMNAGAR												
7	R Singh	DM14	MUMBAI	1	04-Jul-2024	TJ Corp	Sub dealer	1 Colorado	Jon Smith	9878798988	Enquiry for premi	14:34	68d, Kalbar Out, Work Punch		CUTTER
8				2	04-Jul-2024	David Impex	Sub dealer	200 New York	Nikhil Salot	1877979797	Product introduct	15:07	50, Kalbadi Out, Work Punch		WELDING MACHINE
9				3	04-Jul-2024	Kyada tools corp	Sub dealer	676 Sanfransisco	Homato	9878798988	Product introduct	15:21	Mohamme Out, Work Punch		DRILLING TOOLS
10				4	04-Jul-2024	Moon Brother	Direct	Dealer visit	Chirag Mehta	1877979797	Report of Rotary	16:28	Karshan Ja Out, Work Punch		CARBIDE CUTTER
11	Rahul Kumar	DM9	INDORE (MP)	1	04-Jul-2024					9878798988		10:16	174, Laxmi Out, Work Punch		CUTTER
12				2	04-Jul-2024	indiana fab tech	Direct	566 London	V Gupta	1877979797	For order follow u	12:17	VV2R+G2J, J Out, Work Punch		WELDING MACHINE
13				3	04-Jul-2024	Metal Works	Direct	989 Paris	R Singh	9878798988	for new enquiry	12:44	46-B, Sawu Out, Work Punch		DRILLING TOOLS
14				4	04-Jul-2024	Siraj engineering	Direct	232 Delhi	R John	1877979797	for order follow u	15:08	26, Indore Out, Work Punch		CARBIDE CUTTER
15				5	04-Jul-2024	Siraj welding	Sub dealer	454 Doha	D Perera	9878798988	for HSS and ultra	18:11	A4, Indore Out, Work Punch		CUTTER
16				5	04-Jul-2024					1877979797					WELDING MACHINE
17				6	04-Jul-2024					9878798988		19:17	174, Laxmi Out, Work Punch		DRILLING TOOLS
18	Chris Johnston	DM7	COIMBATORE	1	04-Jul-2024	TJ Enterprise	Direct	1 Colorado	Jon Smith	1877979797	Follow up needec	13:22	66, Jeedims Out, Work Punch		CARBIDE CUTTER
19				2	04-Jul-2024	David Impex	Direct	200 New York	Nikhil Salot	9878798988	Follow up needec	14:29	1-8-27/5, Br Out, Work Punch		CUTTER
20				3	04-Jul-2024	Kyada tools corp	Direct	676 Sanfransisco	Homato	1877979797	Follow up needec	15:49	141/4, Bhoj Out, Work Punch		WELDING MACHINE
21	Emilty John	DM15	Delhi	1	04-Jul-2024	Moon Brother	Sub dealer	Dealer visit	Chirag Mehta	9878798988	fellow up	09:14	5/6, Trilokp Out, Work Punch		DRILLING TOOLS
22				2	04-Jul-2024		Sub dealer			1877979797	fellow up	12:23	5411, Secto Out, Work Punch		CARBIDE CUTTER
23				3	04-Jul-2024	indiana fab tech	Direct	566 London	V Gupta	9878798988	fellow up	15:37	265, Secto Out, Work Punch		CUTTER
24				4	04-Jul-2024	Metal Works	Sub dealer	989 Paris	R Singh	1877979797	fellow up	17:52	Faridabad, Out, Work Punch		WELDING MACHINE
25				5	04-Jul-2024	Siraj engineering	Sub dealer	232 Delhi	R John	9878798988	fellow up	18:06	5410, Secto Out, Work Punch		DRILLING TOOLS
26				6	04-Jul-2024	Siraj welding	Sub dealer	454 Doha	D Perera	1877979797	fellow up	21:07	5/6, Trilokp Out, Work Punch		CARBIDE CUTTER
27	Malinda Balasoo	DC14	BHARUCH	1	04-Jul-2024	Ekon abrasive	Sub dealer	1 Colorado	Jon Smith	9878798988	meeting for big si	13:25	6, Moti Do Out, Work Punch		CUTTER
28				2	04-Jul-2024	Prince engi works	Direct	200 New York	Nikhil Salot	1877979797	promote all rang	15:10	P206+PWJ, Out, Work Punch		WELDING MACHINE
29				3	04-Jul-2024	Universal Metals	Sub dealer	676 Sanfransisco	Homato	9878798988	promote all rang	15:45	19, Moti Do Out, Work Punch		DRILLING TOOLS
30	Ankit Sata	DC5	JAMNAGAR							1877979797					CARBIDE CUTTER
31	K Liu	DM3	Delhi	1	04-Jul-2024	indiana fab tech	Sub dealer			9878798988	Cold Visit	13:44	Kalindi Kur Out, Work Punch		CUTTER
32				2	04-Jul-2024	Metal Works	Sub dealer	566 London	V Gupta	1877979797	Cold Visit	13:49	Kalindi Kur Out, Work Punch		WELDING MACHINE
33				3	04-Jul-2024	Siraj engineering	Sub dealer	989 Paris	R Singh	9878798988	Cold Visit	14:12	G8J+PQG, Out, Work Punch		DRILLING TOOLS
34				4	04-Jul-2024	Siraj welding	Direct	232 Delhi	R John	1877979797	Marketing	19:06	34, Molar B Out, Work Punch		CARBIDE CUTTER
35	Shailesh Chandre	DM16	Pune	1	04-Jul-2024	Ekon abrasive	Direct	454 Doha	D Perera	9878798988		09:32	113/190, Ch Out, Work Punch		CUTTER
36				2	04-Jul-2024	Prince engi works	Direct	1 Colorado	Jon Smith	1877979797	Required to meet	19:26	9/273, Chin Out, Work Punch		WELDING MACHINE
37				3	04-Jul-2024	Universal Metals	Direct	200 New York	Nikhil Salot	9878798988	Meeting	10:20	173/195, Ch Out, Work Punch		DRILLING TOOLS
38				4	04-Jul-2024	Columbia Tools	Sub dealer	676 Sanfransisco	Homato	1877979797	Required to meet	12:24	Talawade F Out, Work Punch		CARBIDE CUTTER

- View Punches

FV004	26-Jul-2024 10:50	Work Punch 2RH8+VWR, Nowgam, Srinagar, Sector A, 190015	site visit +00:00:05	 Odometer
FV004	26-Jul-2024 15:05	Work Punch 2QFP+CHQ, Srinagar, 190005	Visit site at Dr ijtaba +00:00:05	 Odometer
FV004	27-Jul-2024 10:10	Orchid Island 1 Flat-434, Sector 51, Gurugram, Orchid Island Road, Haryana, 122018	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer
FV004	27-Jul-2024 10:40	Work Punch 853/51, Sector 51, Gurugram, 853/51, Orchid Island Road,	+00:00:03	 Odometer

- Many more Leave and Attendance Reports
- Employee Reports

Payroll

Can be setup, Details available in [HRMates Modules and Features document](#).

Other HRMS Modules and features

Details available in [HRMates Modules and Features document](#).