

SmartOffice

A Complete HRMS Solution

SPECIALLY DESIGNED FOR SME'S

INDEX

• About Us	03	• Value Added Feature	15	Mobile App & ESS	30, 31
• Vision & Mission	04	• GPS/ Geo Fencing	16	Human Resource Information System	
• Our Journey	05	• Third Party Integration	17	• Life Cycle Management	32
• Important Clients	06	• Analytics	18	• Employee Engagement	33
• Our Presence	07			Performance Management	34
• Feedback from Our Clients	08	Complete Payroll Management		Visitor Management	35
Complete Attendance Management		• Complete Payroll	20	Field Force Management	36, 37
• Leave Management	09	• Statutory Management	21	• Several Analytics and Reports	38
• Shift Management	10	• User Defined Calculation & Automation	22	• Reports	39
• Device/ Holiday Management	11	• ADHOC Payment and Multi Co. Set up	23	• Unscheduled Visit	40
• Add on Enterprise :	12	• IT Management	24	• Scheduled Visit	41
◦ Multilevel Approval	13	• Expenses , F & F	25		
◦ Customized Report	13	• Did You Know?	26		
◦ Canteen Management	14	• Did You Know?	27		
◦ Mail Services	14	• Advance Reporting	28		
		• Important Payroll Reports	29		

Our Mission

To make the entire process of Human Resource management automated and easy. Resulting in maximum efficiency, transparency and satisfaction for all stake holders.

Our Vision

To be the best HRMS solutions providing company in the SME Market



About Us

SmartOffice is one of the very few HRMS Solutions company with a Strong Attendance Background, providing solutions right from **Device Management to Exit Management**, and everything on a Single Platform. **Having been focused on SME's**, the **features** and **pricing** have been designed to make it **pocket friendly** and easy to use. It comes with a powerful tool i.e. **ESS and Mobile App**.

Based in Bangalore & having branches in **Delhi, Mumbai, Ahmedabad & Chennai**, we have almost 50+ direct workforce who believe that Experience combined with Energy makes a team complete. Our management team comprises of people with more than a Decade of industry experience in various fields, combined with core software & HR industry Knowledge. With continuously increasing network of 3000+ channel partners we have a good network to provide solutions all over India



Important Clients

ENTERPRISE



LITE

For more information : [Click Here](#)

OUR JOURNEY

2020
10 Most Promising HRMS
solutions to Watch



2021
Best of 5 HR Solution Provider
Companies in India



2022
10 Most Recommended HR
Technology Solution Providers
WGF Global Brand of the Year
from India



2023
5 Most Progressive IT
Companies to Watch
Most Valuable Payroll Solution
Providers To Keep an Eye



The 10 Most Reliable HR Technology
Solution Providers – 2025

10 most promising HR Technology
Solutions providers



2024



OUR PRESENCE



Maharashtra



North



South



ROI(Rest of India)

Attendance Clients 200000+	Payroll Clients Served 600+	Channel Partners 3000+
Cloud 1500+	Payalip 125000+	

COMPLETE ATTENDANCE MANAGEMENT

A complete Time management solution to have ready-to-process salary data.



- **Capture Attendance in all possible ways** – Biometric / Mobile App (GPS based), Import using Pen-drive / excel import.
- **Fully automate your HR Rules** - Week-off, Partial day rules, OT, Missed punch, Prefix & suffix and various others.
- **Complete user management** with specific/limited permissions.

Enterprise features (Entp) :

- **Manage Compensatory Off Rules:** Auto credit & lapse policy
- **Pre-Post Validation Settings:** For various employee requests.
- **Late/Early Deductions:** On continuous late arrivals or early exit.
- **Auto leave deduction:** For less work durations & single punch entries.



LEAVE MANAGEMENT

Manage leave allotment, usage & rules around it.

- User defined leave types & availing options.
- **Various Restrictions feasible like** - Clubbing, Min & Max per instance, Gap between two instances etc.
- **Pre & Post validation** for leave application with mandatory proof attachment.



Enterprise features (Entp) :

- Email based intimation & approval with reminders
- Earned Leave option - Leaves credited based on Present days, can be processed employee wise.

SHIFT MANAGEMENT

Manage leave allotment, usage & rules around it.

- **Flexible-Shift** - For result oriented roles like IT & Marketing, where presence is marked on work duration not on punch in/out time.
- **Roasters Management** - Weekly and Monthly option for rotational staff.
- **Shift Group or Auto Shift** - For staff with no fixed shifts.
- **"Report to Office"** option to enable additional shift rules.

Enterprise features (Entp) :

- Email based intimation & approval with reminders
- Earned Leave option - Leaves credited based on Present days, can be processed employee wise.





Feedback from Our Clients

-Design Pataki | HR

The Payroll System is very simple to use. The attendance system can be implemented smoothly. The support team is very efficient and quick to response



-HR Krish Group | HR

The Smart Office Suite is an excellent HRMS software, offering a variety of options tailored to client needs. It is user-friendly for both HR and employees, and I appreciate their efforts. Thank you!



-Sysin Soft | HR

Our experience with Smart Office Payroll and Biometric system is excellent and the software is very user friendly and having advanced features and timely support is really good and thanks for the excellent support



-Divy Tata | HR

We have been using this HR software for some time, and it has transformed our HR management. Its user-friendly platform simplifies everyday tasks. The software ensures compliance with labor laws, making it a comprehensive solution that meets our needs. Highly recommended for businesses aiming to streamline HR operations!



Nagendra Hari | HR

Your work leading this project from start to finish is truly exemplary. In fact, I want to use it as a stand-out example during our new employee orientation



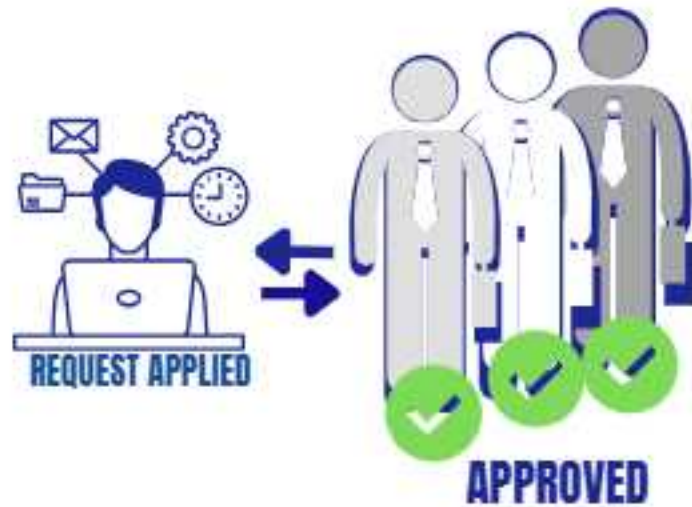
-Buzz Creatix | HR

This software is exceptionally convenient and user-friendly. I had a delightful experience throughout the entire process, from onboarding to after-sales support, as well as during actual usage. The support team has been remarkably proactive and cooperative. I highly recommend this software.



For more information : [Click Here](#)

Add-on Enterprise feature



Multilevel Approval

To have all the relevant stake holders approve the requests.

- Easy approvals for leave, OT, OD, Regularization, Advance and expense claim.
- Supports up to 4 approval levels.
- Clear accountability at every stage.
- All approvals managed in one platform.

Customized Reports

To build your own reports in your desired format.

- Advanced Report Writer with sufficient variables
- Sufficient Formatting Options available



Canteen Management

Manage & Automate your canteen facility

- Integrate canteen devices directly with the software & automate canteen deductions.
- Create canteen menus like breakfast/lunch/snacks etc. based on timing. Or work code for selection.
- Employer and employee contribution can be mentioned with the menu options.
- Daily & Monthly canteen reports helps in calculating cost and in managing other activities
- Work code wise report helps in calculating cost and in managing other activities.



Mail Services

Get notified and approve on the go

- **Absenteeism Alerts:** Automated email notifications to HR/managers about absent employees.
- **Late/Early Notifications:** Emails for employees who clock in late or leave early.
- **Daily Attendance Reports:** Detailed attendance summaries sent daily to relevant stakeholders

Now restrict the App Based Clock in/out only from defined locations/branches



- Very useful where biometrics cannot be installed or used.
- No need of approving punches, as you have genuine punches.

Enterprise feature (entp)

Location Group – Useful to Assign Multiple Geo fencing locations



LOT MORE VALUE ADDED FEATURES :



Punch Monitor

Very useful to know how many and who have punched in/out.



List of Pending Approval

Helps Admin to get required approvals or do it on their own.



Parallel Data Management

For sending data to 3rd party software*.



Audit Logs

To keep track of who has done what changes



Attendance , OT, Shift Register's

To ease the process of Management for HR & Admin.

DEVICE MANAGEMENT

To Manage & control the access/data on devices.

- **Seamless Connectivity** with some of the well-known brands.
- **Centralized Fingerprint Registration** - Helps in imp data transfer to other devices
- **Device Connectivity Status** and Activity logs for better control
- **User control** - Search, Delete or Block/Unblock* employees using device commands
- **User Online Registration** - Easy new-joiner registration at any remote location without passing any admin access.
- **Auto Expiry or Removal of FP/Face Template** - Set expiry or removal rules to control employee's device access, during specific scenarios.

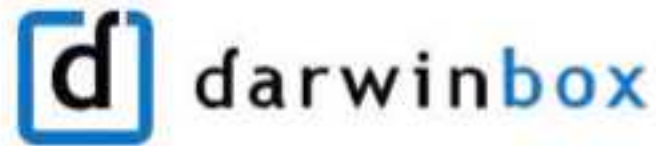


HOLIDAY

- Holiday group or public holiday option to allot holiday group wise.
- Restricted holiday with option to define limitation.

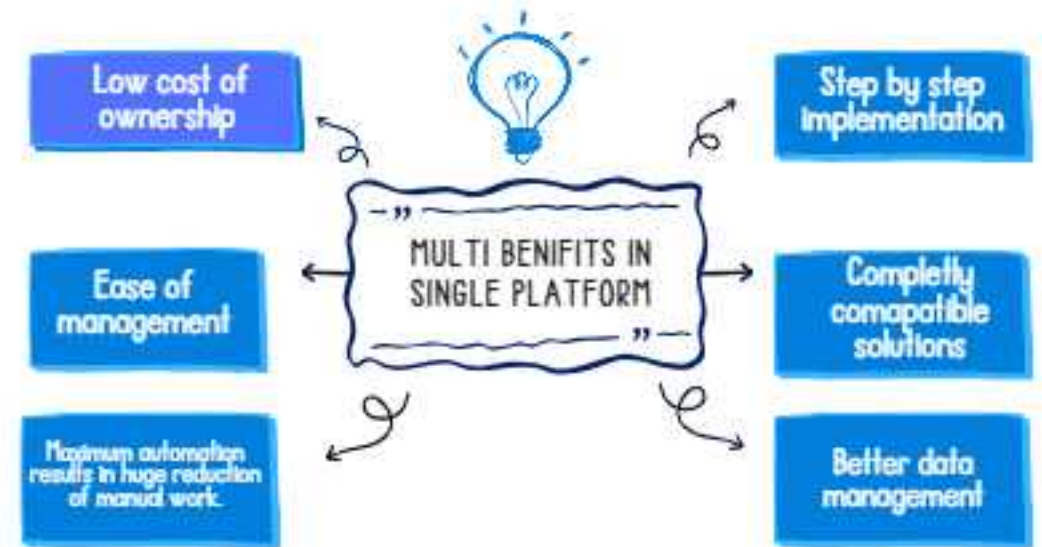
THIRD PARTY API INTEGRATION

Seamlessly integrates with these software companies, making data availability easy and simple, catering to a wide range of brands and ensuring efficient and comprehensive functionality.



Complete Payroll

There is no match to the feeling of having received the right salary on right time with required information in hand, which requires right tools in place. This can be either managed by having multiple solutions or one single solution on a single platform.



Single use Software is ideal for businesses that only need to solve one problem. However, companies very rarely have only one problem to solve, which is why they end up with so many solutions. Since brands need the functionality to solve the multiple problems at once, the best way to meet this need is with all-in-one software.

Statutory Management

01 | Automated
Statutory
Calculations



Upload ready
challans (PF & ESI) &
ready to use reports.

02



03 | Customizable
options for
special cases



Government
Forms

04



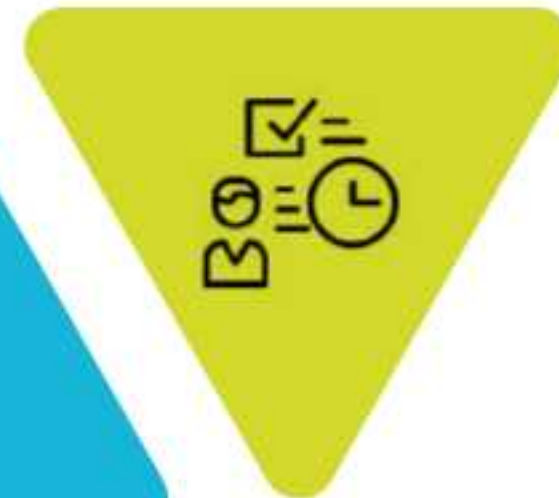
STATUTORY
MANAGEMENT

USER DEFINED CALCULATIONS AND AUTOMATIONS

Hourly, Daily,
Monthly calculations



User Defined Attendance
Month



Customizable salary
heads & Structure



Automation of
Complex Calculations

ANALYTICS

A range of analytical insights and reports simplifies and streamlines the decision-making process.

Enterprise feature Reports :

- Employee Details Report
- Graphics Report
- Leave Entry Report
- Abnormality Report
- Device Log Duration
- Log Report.... & many more reports available
- Leave Summary Report
- Weekly Attendance Report



Complete Payroll



ADHOC PAYMENTS & MULTI-CO. SETUP



Multi Co. Setup



Form 16, payslips and various reports have been provided to manage multiple companies.

Note: TDS filing or 24Q will be feasible only for one company

Loan / Advance Management

Streamline Loan/Advances with ESS based application

- Auto follow of limit with Advance policy
- Auto EMI Recoveries with Interest calculation.
- Manage/Alter EMI Recoveries, for special cases.
- Required MIS Reports.

Other ADHOC Payments

Easy, compliance ready, Accurate & Automated calculation

- Formula based Adhoc or F&F disbursements.
- Gratuity/Bonus/Leave encashment Management with additional Earning

Arrears Management

- LOP & Hike Arrears feasible.
- Arrears as per Attendance.
- Appropriate reporting in Payslip.
- Head wise calculation for accurate IT reporting.

IT MANAGEMENT



Automated & 100%
Accurate TDS
calculation



Complete EMP self-
service with regime
selection, IT
declaration, proof
submission, and
reports.



Perquisite (FBP)
Management



File 24Q for non-
TDS employees
also



Others MIS
Reports

- Complete Emp self service with Regime selection
- Automation of Declaration, Proof submission & TDS calculation

- Perquisite (FPB) Management.

Did you Know?

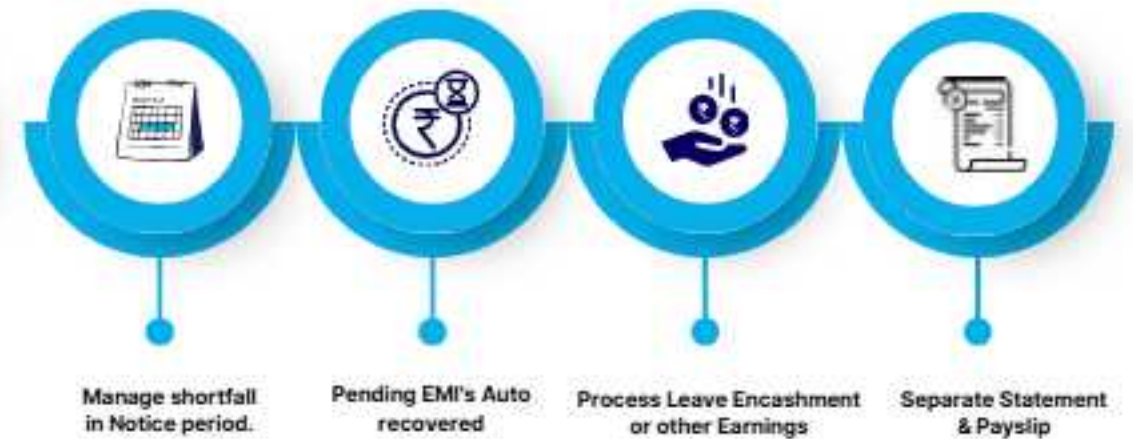
FEATURES	PF	ESI	PT	TDS	LWF
APPLICABILITY	20 OR MORE EMPLOYEES	10 OR MORE EMPLOYEES	ALL EMPLOYEES	ALL EMPLOYEES	ALL EMPLOYEES
EMPLOYEE CONTRIBUTION	12%	0.75%	-	-	DEPENDS ON STATE
EMPLOYER CONTRIBUTION	12%	3.25%	-	-	DEPENDS ON STATE
CALCULATION ON	BASIC+DA+ALL ALLOWANCE	GROSS INCOME	GROSS INCOME	GROSS INCOME	GROSS INCOME
CUT OFF	15000	21000	-	-	-
OPTION TO OPT-OUT	NOT FEASIBLE	FEASIBLE AT THE END OF CONTRIBUTION PERIOD	ONLY AT RETIREMENT	-	-
PAYMENT DUE DATE	15TH OF SUBSEQUENT MONTH	15TH OF SUBSEQUENT MONTH	15TH OF SUBSEQUENT MONTH	7TH OF SUBSEQUENT MONTH	VARIABLES ACROSS STATES
RETURN DUE DATE	SAME AS ABOVE	SAME AS ABOVE	SAME AS ABOVE	EVERY QUARTER	-
PENALTY	12% P.A FOR EACH DAY OF DELAY	12% P.A FOR EACH DAY OF DELAY	18% P.A FOR EACH DAY OF DELAY. MAX 50% OF TOTAL DUE AMT	200 PER DAY OF DELAY. PENALTY CANNOT EXCEED DUE AMOUNT	-

Expenses & F&F

Expenses Claim



F&F Process



Expenses Claim

- Powered with Multi-level approval
- Travel Request, Travel Advance & proof submissions enabled
- Track Paid & Unpaid details for Accurate reimbursements
- Auto follow of limit assigned with Expense policy
- Using Mobile App, Submit details on the go.
- Separate payslip for proper representation & transparency

F&F Process

- Auto recovery for pending EMI's
- Auto calculation of amount for shortfall in notice period
- Option to process leave encashment and other ADHOC payments in F&F

	GRATUTY	BONUS
APPLICABLE TO EMPLOYERS WITH	>= 10 EMPLOYEES IN ANY OF THE LAST 10 MONTHS	>= 10 EMPLOYEES IN ANY OF THE LAST 10 MONTHS
EMPLOYEE ELIGIBILITY	ON REITREMENT AFTER COMPLETION OF 5 YEARS OR DEATH	SALARY IS < 21000
EXEMPTED AMOUNT	UPTO 20 LAKHS*	NONE, COMPLETELY TAXABLE
CALCULATION	BASIC SALARY* NO OF YEARS OF SERVICE COMPLETED*15/26	BASIC SALARY* 8.33% (MAXIMUM OF 8.33% OR MAX 20%)
PENALTY	MAXIMUM OF 2 YEARS OF IMPRISONMENT OR/AND RS. 50000/- *	MAXIMUM OF 6 MONTHHS OF IMPRISONMENT OR/AND RS. 1000/- *

Arrears

PF will be applicable on Arrears and a supplementary PF challan has to be filed.

Leave Encashment

Exempted to the extent of 25,00,000 /- only if paid during retirement or separation.

Least of the following:

- Rs. 3,00,000
- Leave encashment amount actually received
- 10 months' salary (on the basis of average salary last 10 months)*
- Cash equivalent to leave to the credit of employee at time of retirement*



Statutory Reports

PF/ESI/PT related upload ready challans & reports



MIS Reports

Summary or Dept wise Reports
Earned v/s Theoretical report for ease of comparison on M-o-M basis
Negative salary report



Standard Reports

Various Earned salary reports on a monthly, yearly basis
Pay-out reports like Bank and Cash statements.
Arrears reports
Hold and release salary reports

ADVANCED REPORTING



- Hold or release pay-outs as required.
- Generate Bank statements or Formats for online disbursement of salary.
- Payslip to easily manage & communicate pay-out details.
- Multi-co. setup

IMP. PAYROLL REPORTS

Government Forms and Reports

A screenshot of a web-based form interface for government reporting. It features a header with navigation links, a main content area with several input fields and dropdown menus, and a footer with a row of blue buttons. The interface is designed for data entry and submission.

IT Computation Reports

Month	1-2020	2-2020	3-2020	4-2020	5-2020	6-2020
April 2020	1.00	1.00	1.00	1.00	1.00	1.00
May 2020	1.00	1.00	1.00	1.00	1.00	1.00
June 2020	1.00	1.00	1.00	1.00	1.00	1.00
July 2020	1.00	1.00	1.00	1.00	1.00	1.00
Aug 2020	1.00	1.00	1.00	1.00	1.00	1.00
Sept 2020	1.00	1.00	1.00	1.00	1.00	1.00
Oct 2020	1.00	1.00	1.00	1.00	1.00	1.00
Nov 2020	1.00	1.00	1.00	1.00	1.00	1.00
Dec 2020	1.00	1.00	1.00	1.00	1.00	1.00
Total	12.00	12.00	12.00	12.00	12.00	12.00

Below the table, there are sections for 'IT Computation Report' and 'IT Computation Report (Form 16)', each with a table of values and a total row.

Payslip

A screenshot of a payslip form. It includes the company name 'SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PRIVATE LIMITED', employee details, and a breakdown of earnings and deductions. The form is titled 'Payslip for Month Aug 2020'.

A screenshot of a 'CTC Bulk Report' table. It displays columns for employee ID, name, CTC components, and amounts. The table lists various CTC items and their corresponding values for multiple employees.

CTC Bulk Report

A screenshot of Form 16, a tax certificate. It shows the employee's name, address, and employer's details. The form is titled 'Form 16' and 'Page 2'.

Form 16

A screenshot of a bank statement form. It includes the company name, date, and a table of transactions. The table has columns for SL No., Employee Name, Employee Code, Net Pay, Bank Account Number, Department, Bank, and BNC Code. A 'Grand Total' is provided at the bottom.

MOBILE APP & ESS

With GPS based attendance and many other features for self service. ESS/ Mobile App gives complete flexibility & satisfaction to the Employee / Manager by making Attendance & Payroll activities feasible on the go .



GPS-based Clock in/out



Clock in/out with Selfie



Apply Regularization, OD or cancel the same



Check your swipe and Attendance Details



Apply Leave, Cancel, and See Leave Reports



Logics to prevent proxy Attendance



View and Manage your profile



View colleagues on leaves



View Holiday list and apply for Restricted Holidays



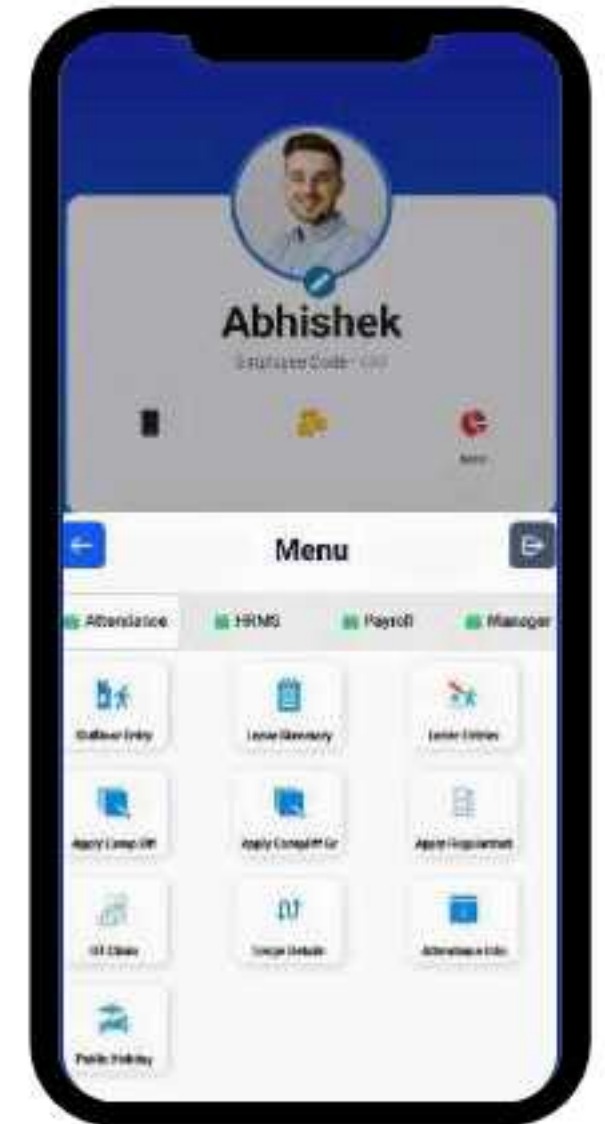
View Annual Salary & Download Pay-slip



View or Download Company Policy/Forms



View broadcasts & manage tickets/concerns



ENTERPRISE VERSION

Attendance



OT and
Comp.off



AI Face
Recognition



Document
Management



Apply & Manage
Advance



Travel Request and
Expense Claim



View IT Calculation
& Select Regime



IT Declaration &
Projection

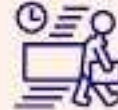
HRIS & PMS



Insurance



KRA



Initiate
Resignation



Helpdesk
Ticket



Submit
Self-Review

Attendance



Manage Approvals &
Complete Att details



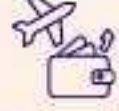
Reports

Manager Portal

Payroll



Shift change



Travel Request &
Expense Approvals



Loan/Advance
Approvals

HRIS & PMS



Initiate or Approve
resignation



Survey
responses



OKR
Details/Approvals



Goal settings &
Submitting Review



Review and approve all
details/requests from the
manager login.



ESS (Employee Self-Service)

Mobile App

HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

With HRIS, we help you in Employee Engagement, Life cycle management (includes Data & documents management)

Life Cycle Management



Digitized Onboarding (Entp)

- Easy onboarding & collection of employee data.
- Satisfied and great first impression & experience.
- Auto collection of documents & communication of all policies.



HR Letter & Documentation management

- Define N number of formats & generate for N number of employees
- Good numbers of variables for max automation and formatting.
- Linked with our Event notification module for customized emails.
- Store documents with expiry dates for timely renewal & many more.
- Auto storage of generated documents.



Company Policy

- Transparency through Digital communication
- Upload relevant documents to ESS to read & accept.
- Read receipts/logs available



Exit Management (Entp)

- Streamlined Online process of resignation, approval and relieving.
- User-defined notice period, questionnaire & approval levels
- NOC from various departments for relieving
- Linked with Asset tracking and F&F for Automation

Employee Engagement



Event Notification

Delight your team with surprises

- Digital process of raising tickets /concerns.
- Category wise auto escalations to right authorities.
- Email / SMS notification for specific instances.



Help desk

- Digital process of raising tickets /concerns.
- Category wise auto escalations to right authorities.
- Email / SMS notification for specific instances.



PROFILE UPDATES



BROADCAST MESSAGE

Broadcast & Profile updates

- Profile updates - Helps you control the changes in Employee profile done by them.
- Send a buzz across company for anything quick and urgent
- Auto ESS/Mobile Notification for the defined audience.

PERFORMANCE MANAGEMENT(PMS)



KRA/KPI

Review the employee performance on quality based competencies

- Completely User defined setup (Questions, review levels, term, weightage etc)
- Multiple levels of reviews from the desired audience with confidentiality
- View the entire result on a Bell Graph with 360 degree review
- Other graphical & excel reports, both available
- Can be linked to Increment window (Payroll)

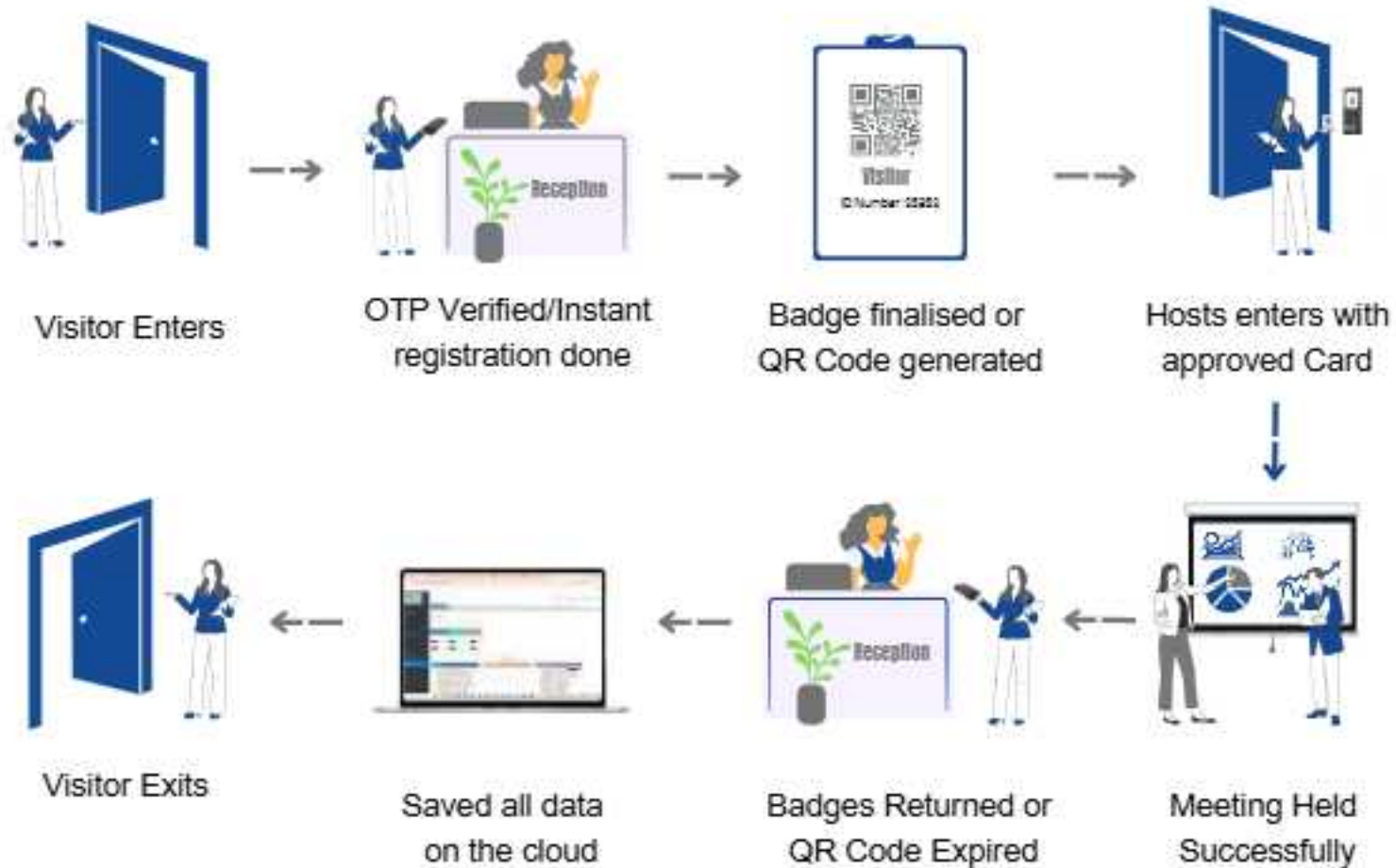
OKR / GOALS

Track the Key Responsibility Areas or performance Indicators

- Completely User defined setup with Statistics based approach
- Assign targets/goals to employees
- ESS based submission of data at regular intervals with proofs & approvals, if required
- Check OKR progress, duration, start, and end dates



VISITOR MANAGEMENT SYSTEM (VMS)



BENEFITS :



Pre and Instant Registration



Capture Photo



ID Proof Scanning



Customized Badges/QR Code



Push Notification



Visitor Logbook

Dashboard
 Visit Template
 Customer
 Employee Visit
 Employee Live Location
 Employee Geo Report
 Employee Timeline
 Employee Distance Travelled

Employee Visit Details

From Date: To Date: Name: Location: Company:

Employee Name	Customer Name	Actual In-Out Time	Actual In-Out Time	Actual In-Out Time	Actual In-Out Time	Out Status	Out Time	Out Type	
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check In	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check Out	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check In	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check Out	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check In	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check Out	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check In	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check Out	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check In	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>
Pran	Pranveer Diner	11:00:00 AM	11:00:00 AM	11:00:00 AM	11:00:00 AM	Check Out	11:00:00	Normal	<input type="button" value="View"/> <input type="button" value="Edit"/>

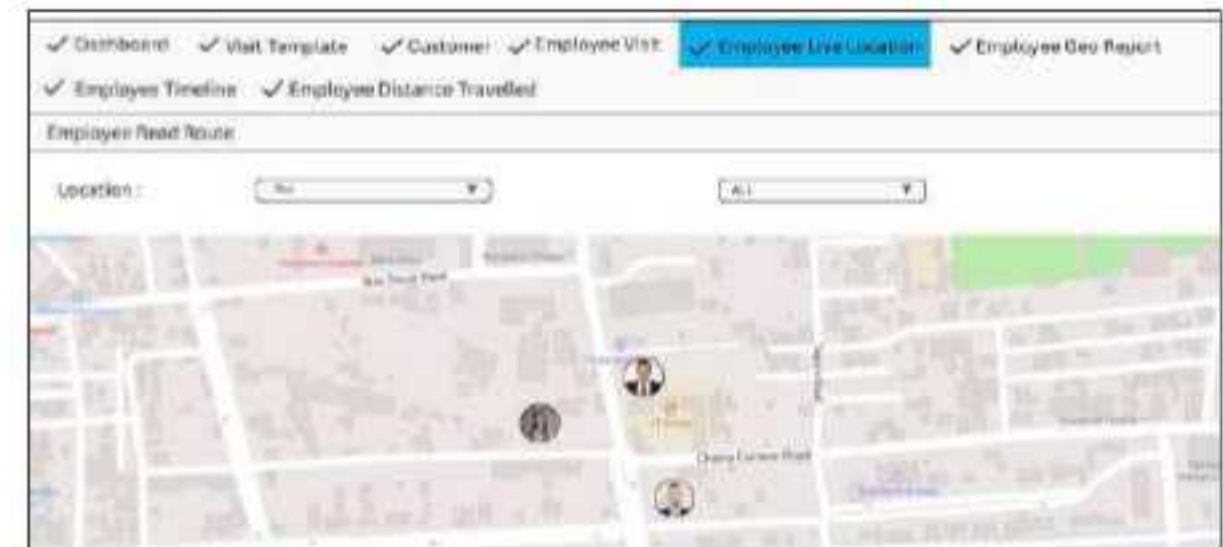
Employee Visit

Several Analytics and Reports

Monitoring and tracking field employees can greatly enhance your overall profitability. With SmartOffice, you gain access to real-time data and comprehensive reports, allowing you to analyze and optimize workforce performance effortlessly.



Employee Tracking & Timeline



Employee Live Location

FIELD FORCE MANAGEMENT (FFM)

Maximize every moment with Live Location Tracking.



Real Time Location Tracking



Plan visits with location assistance



Last sync location & Battery %



Travel history & Reports.



Capture details on each Visit scheduled



Option to fence the visit locations

Managing field employees is not easy, but with feasibility to -



Assign Work in Advance



Option to track whereabouts like live tracking, travel history



Real time updates on the work assigned



Real time updates on the manipulation tracking

could curb misuse, and make it easy and efficient to manage field employees. work assigned

Reports

EmployeeName	Company	Location	CustomerName	Schedule Visit Count	Adhoc Visit Count	Total Visit Completed	Total Visit Pending	Total Visit Ongoing
Ashutosh Gupta	SO HRMS	Bangalore	Etaristy infotech	1	0	0	0	1
Sumit Jain	SO Payroll	Bangalore	Kanisk grand	0	5	0	3	2
Sumit Jain	SO Payroll	Bangalore	SmartOffice	0	1	0	1	0
Sumit Jain	SO Payroll	Bangalore	Parkwest maple	0	1	0	0	1
Mahmadaslam M dandin	SO Payroll	Bangalore	Gopalan mall	0	1	0	0	1
Mahmadaslam M dandin	SO Payroll	Bangalore	Smartoffice Bangalore	0	1	0	1	0
Mahmadaslam M dandin	SO HRMS	Gadag	AMD	0	1	1	0	0

Visit Vs Customers Report- To help you analyze how is the spread of the customer/dealer visits.

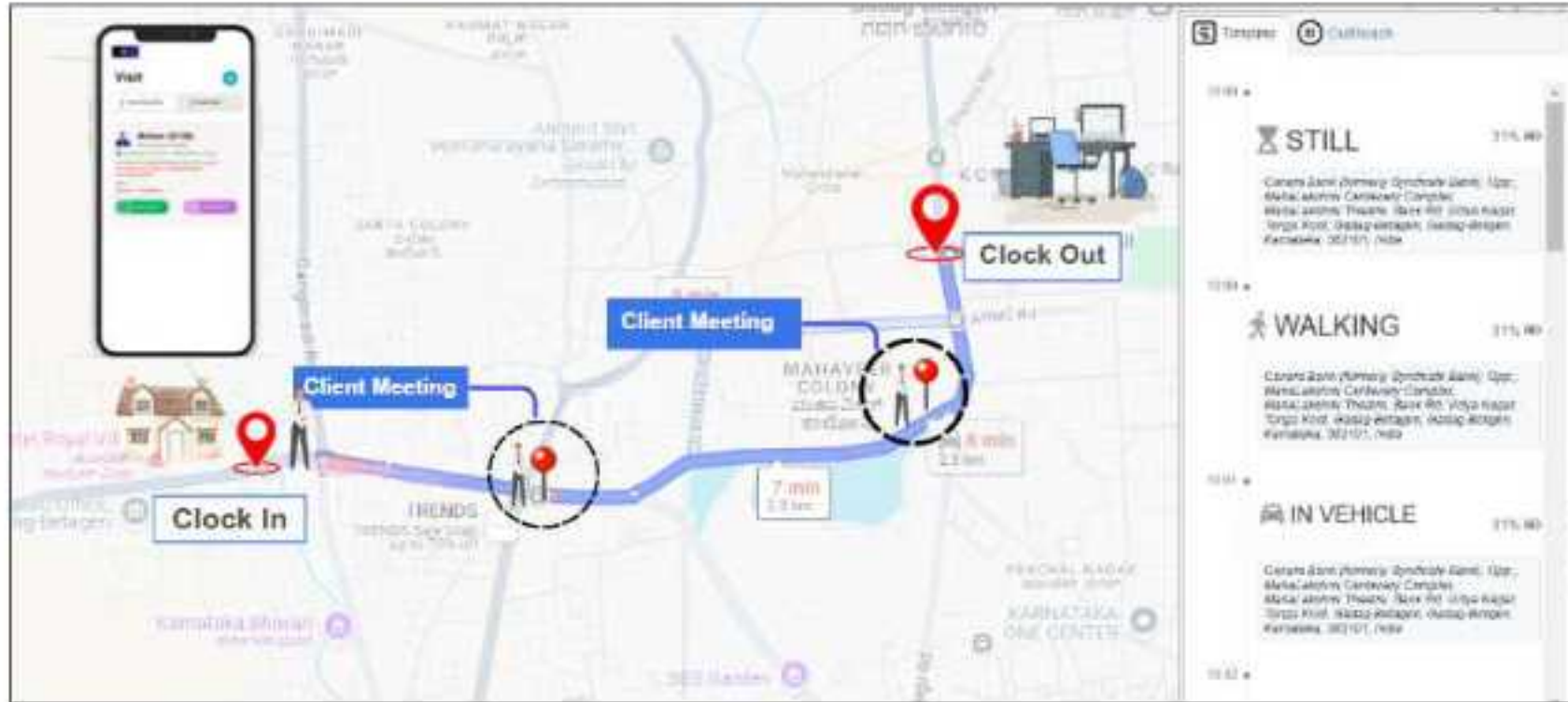
EmployeeName	Company	Location	Date	Schedule Visit Count	Adhoc Visit Count	Total Visit Completed	Total Visit Pending	Total Visit Ongoing
Sumit Jain	SmartOffice Payroll	Bangalore	05-Sep-2024	0	2	0	0	2
Sumit Jain	SmartOffice Payroll	Bangalore	17-Sep-2024	0	3	0	2	1
Mahmadaslam M dandin	SO HRMS	Gadag	21-Sep-2024	0	1	1	0	0
Roshan J Kottaram	SO HRMS	Bangalore	23-Sep-2024	0	3	0	2	1
Roshan J Kottaram	SO HRMS	Bangalore	24-Sep-2024	0	1	0	1	0

Visit Count Report- To see employee wise scheduled, Adhoc, Completed and pending visits.

Employee Name	Customer Name	Schedule Visit Begin Time	Schedule Visit End Time	Actual Visit Begin Time	Actual Visit End Time	Customer Phone Number	Proof	Meeting Outcome	Customer Email	Remarks
Sumit Jain	Kanisk grand	9/5/2024 4:00:00	9/5/2024 5:00:00 PM	9/5/2024 3:48:00 PM	1/1/3000 12:00:00 AM					
Sumit Jain	Kanisk grand	9/5/2024 5:00:00	9/5/2024 6:00:00 AM	9/5/2024 3:49:00 PM	1/1/3000 12:00:00 AM					
Sumit Jain	Parkwest maple	9/17/2024 3:00:00	9/17/2024 4:00:00 PM	9/17/2024 2:36:00 PM	1/1/3000 12:00:00 AM					
Sumit Jain	Kanisk grand	9/17/2024 6:00:00	9/17/2024 7:00:00 PM	1/1/3000 12:00:00 AM	1/1/3000 12:00:00 AM					

Employee Detailed Visit Report- Provides the actual vs scheduled timing, proof and outcome of each visit.

FIELD FORCE MANAGEMENT (FFM)



BENEFITS



Client visits Management



Travel history



Employee live tracking



Geo fence based punching



Data collected from Visitors



Manipulation tracking

Managing field employees is not easy, but with feasibility to -

1 Assign work in advance

2 Option to track where abouts like live tracking, travel history

3 Real time updates on the work assigned

4 Real time updates on the manipulation tracking

could curb misuse, and make it easy and efficient to manage field employees. work assigned

Filed Force Management

SmartOffice
A Complete HRMS Solution

Impromptu (Unscheduled) Visits



Step 1

Go to salesforce Menu & click on Add Customer.



Step 2

Provide details with auto fetched location.



Step 3

Start visit & check out after minimum meeting time

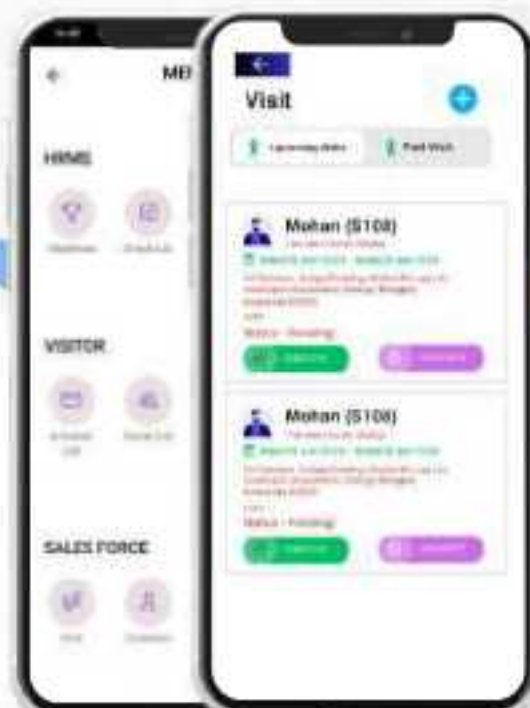


Step 4

Fill the user defined, check out form.

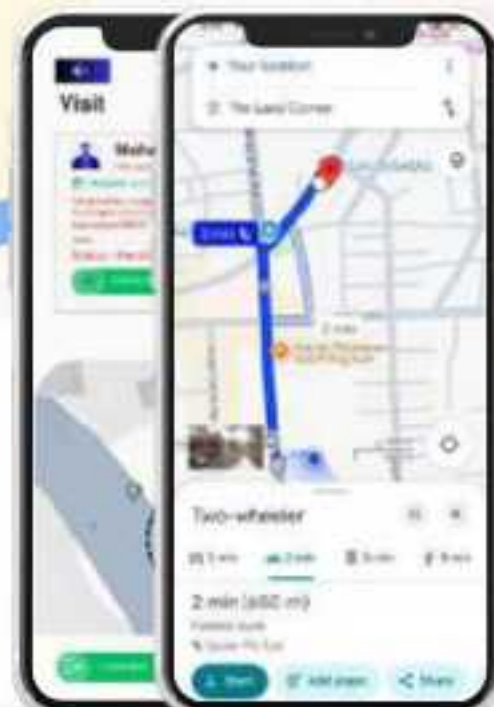
Filed Force Management

SCHEDULED VISITS



Step 1

View the Admin/manager
scheduled client visits



Step 2

Use the navigate option & check-
in at a geofenced location



Step 3

Check out after predefined
minimum meeting time.



Step 4

Fill the user defined,
check out form.

WHAT WE OFFER



QUALITY, VALUE AND COMPETITIVENESS

Our company offers high- quality services at competitive prices.



SINGLE PLATFORM SOLUTION

Streamline your payroll, Attendance, HRMS effortlessly with our solutions.



DEDICATED SPOC

Highly committed and dedicated support team

SMARTOFFICE PAYROLL AND BIOMETRICS
SOLUTIONS PVT LTD.

Branches: Bengaluru | Gadag | Ahemadabad | Mumbai | Delhi | Chennai
sales@smartofficepayroll.com
www.smartofficepayroll.com

Follow Us :

