

My Office Features

Component	Version 1	Version 2
Attendance	<ul style="list-style-type: none"> ▪ GPS enabled ▪ Login and Logout using mobile ▪ Auto Login once enter into premise ▪ GPS coordinates will be captured every login and logout 	<ul style="list-style-type: none"> ▪ “Use Friend” feature if mobile phone is offline ▪ Facial Recognition
My-Task	<ul style="list-style-type: none"> ▪ View assigned task list ▪ Attach Images ▪ Follow-up task ▪ View Task Ageing 	<ul style="list-style-type: none"> - Assign Task - Attach Audio
My- Worklog		<ul style="list-style-type: none"> ▪ Submit Daily Work Log ▪ Attach Images ▪ Attach Audio
My- Events	<ul style="list-style-type: none"> ▪ Sync with Company Calendar 	<ul style="list-style-type: none"> ▪ Sync with Company Calendar ▪ Add event to calendar
My Notes		Add notes in text and audio format
My Inventory		<ul style="list-style-type: none"> ▪ Receive items ▪ Return Items ▪ Current list of items
Expense Tracker		<ul style="list-style-type: none"> ▪ Enter expense details for the day ▪ Enter income details for the day ▪ General ledger
My Claims		<ul style="list-style-type: none"> ▪ Choose Claim Type ▪ Submit Claim Form ▪ View claim status
My Leaves		<ul style="list-style-type: none"> ▪ Choose leave type

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		<ul style="list-style-type: none"> ▪ Apply Leave ▪ View leaves status
Chat	<ul style="list-style-type: none"> ▪ Discuss with staff in group chat 	<ul style="list-style-type: none"> ▪ Leave audio message ▪ Attach Images
My Leads	<ul style="list-style-type: none"> ▪ Submit Lead ▪ Follow-up lead ▪ Close lead to sales 	
My Files	<ul style="list-style-type: none"> ▪ Show my folder ▪ Upload file ▪ Categorize Documents, Audio and Video Files ▪ View file 	
Queries	<ul style="list-style-type: none"> ▪ Submit query ▪ View query list ▪ Follow-up query 	
My Tickets		<ul style="list-style-type: none"> ▪ View Tickets List ▪ Follow-up ticket ▪ Escalate ticket
My Meetings		Video conf with staff
My Pay-slips		Download pays lips by month and year
My Contacts		<ul style="list-style-type: none"> ▪ View contacts list ▪ Send WhatsApp ▪ Send Message ▪ Send Email
Leader Board		<ul style="list-style-type: none"> ▪ View Benefits ▪ View Leaderboard
Graphs	<ul style="list-style-type: none"> ▪ Task performance by month, year 	<ul style="list-style-type: none"> ▪ Expense vs Income

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	<ul style="list-style-type: none">▪ Attendance graph by month year▪ Graph 3▪ Graph 4▪ Graph 5	<ul style="list-style-type: none">▪ Graph 7▪ Graph 8▪ Graph 9▪ Graph 10