**Accounts and Finance**

Small business accounting apps of WORKMATEC performs all tasks from invoicing to inventory management to payment processing. Easily track invoices and expenses with online accounting app even using your mobile device.

1. Travel Expense

Tracking expense is essential for the success of your business. WORMATEC know how your business is doing. With WORKMATEC there is no more struggling to remember how much you paid in cab fare. Now, all of your receipts and expense charges are gathered and ready for an expense report.

1. Employee Salary

WORKMATEC Employee Salary app is a powerful solution to record and maintain their employee salaries and allowances at one place.

1. Invoice

WORKMATEC Invoice app make it easy to create new invoice, approval of invoice and update status of invoice. WORKMATEC invoice app is perfect if you want to invoice directly from your mobile device, and then email it straight to your customer.

1. Cash book

WORKMATEC Cash book app is a new way to manage your business finances. This app allows you to add and store cash entries for all your expenses and incomes in a way that is simple and easy to use.

**Administration**

WORKMATEC administrative apps are perfect for updating and maintaining records in the computer system. This involves organizing written records and accurately typing the information into the computer system and more importantly on mobile devices.

1. Attendance

WORKMATEC Attendance app record employee’s daily attendance. This app has been created to ease keeping track of total hours worked, arrival status, and departure status of your employees.

1. Employee Assets

With WORKMATEC Employee Asset app, you can keep record of company’s asset by tracking assets assign to employee, taken back from employees and misplaced by them.

**Business Development**

WORKMATEC business development apps aiming at developing and implementing growth opportunities between organizations. These apps are the creation of long-term value for an organization from customers, markets, and relationships.

1. Quotation

You can create and follow-up estimates/quotations in WORKMATEC Quotation app. If you want to send quotes, project bids and estimates while you're on the job, WORKMATEC quotation app is an easy to use app for you.

1. Business Accounts

WORKMATEC Business Accounts app contains the list of companies or department, with which you can make business dealings. Set the accounts list to be used in other processes also. Business Accounts app is connected with Business Contacts app.

1. Business Contacts

WORKMATEC Business Contacts app contains the list of people in a company with whom you communicate and interact in pursuit of a business opportunity. You can save complete detail of single contact. Business Accounts App is connected with Business Contacts app.

**CRM (Customer Relationship Management)**

Customer relationship management (CRM) app is a system for managing a company’s interactions with current and future customers. These apps will organize, automate and synchronize sales, marketing, customer service, and technical support.

1. Customer Support

WORKMATEC Customer Support app is designed to enhance the level of customer satisfaction. With this app you can give support to customers before, during and after a purchase.

1. Sales Lead

From WORKMATEC Sales Lead app you can gain complete visibility of your sales cycle. Focus on your sales efforts with business strategies and objectives. Generate sales lead, prepare quotation and follow-up with this smart app.

**Human Resource**

With our WORKMATEC HR apps, your staff will perform a wide range of HR activities in real time. The best part is you can do all on your mobile devices.

1. Leave Application

WORKMATEC Leave Application app is to avail official Leave and Permission. Before applying User can see his previous leaves availed, total entitled leaves and leave balance. It can be utilized anywhere anytime thus increases the productivity of the employee and organization.

1. Employee Training

Organizations determines the necessary competence for personnel performing work. WORKMATEC Employee Training app keeps the record of trainings given to employees thus making easy to evaluate the effectiveness of the actions taken.

1. Recruitment

Finding right person is the key step for success. WORKMATEC Recruitment app gives you the opportunity to find the key person of your organization. You can post jobs, get job applications, schedule interviews and send notifications through this smart app.

1. Performance Appraisal

Employee Appraisals are a vital part of a small business’s HR Strategy. Our fully mobile WORKMATEC Performance Appraisal app allows managers, peers and subordinates to check the performance appraisal of employees.

1. Employee Detail

WORKMATEC Employee Detail app records employee detail like Basic Information, Work details, Personal Information, Work Experience, Education and Dependents.

**Project Management**

With WORKMATEC Project Management apps an organization can plan, organize, motivate, and control resources and procedures.

1. Employee Daily Activity

Even in small companies monitoring and tracking of employees work is a hectic task. But from WORKMATEC Employee Daily Activity app, line managers can do it very easily on their mobile devices and other devices.