

MANAGING HR FOR YOUR TEAM MADE EASY



As a supervisor or a team lead with authority to manage a team, you can do the following on TeamNest:

- ✓ Approve Attendance and Leave requests
- ✓ Approve Expense reimbursements
- ✓ Manage Helpdesk tickets
- ✓ View your team's Calendars
- ✓ View detailed Reports for your team members

TeamNest is available on both mobile and desktop.



WHAT CAN YOU USE TEAMNEST FOR?



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ATTENDANCE
REGULARISATION
APPROVALS

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CALENDARS



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TEAM REPORTS
AND DASHBOARDS

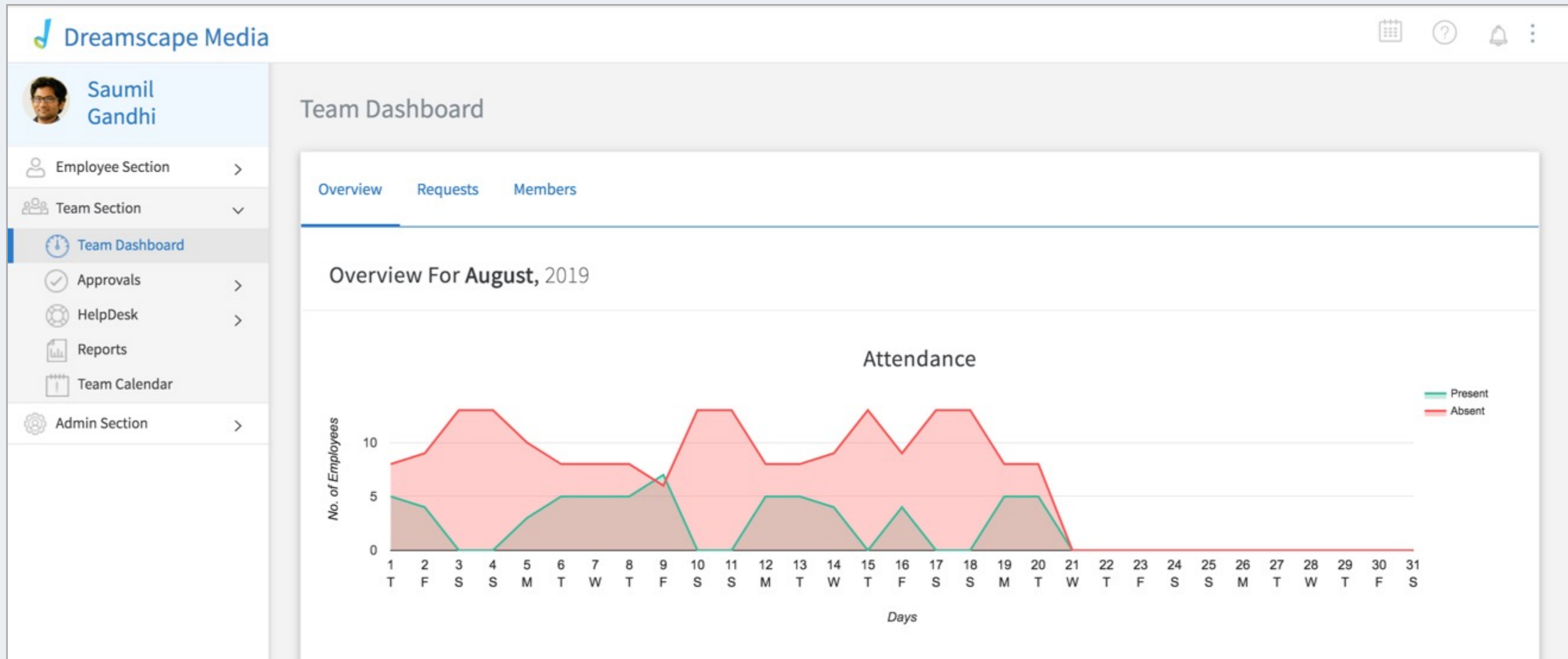
Team Dashboard

Keep track of your team members and their requests

TEAM DASHBOARD



1. Login to TeamNest.
2. Go to Team Section > Team Dashboard
3. The **Overview** tab shows you summary information for Attendance, Leaves, Expenses, and Helpdesk for the month
4. The **Requests** tab shows you summary information for Attendance, Leaves, and Expense Requests for the month
5. The **Members** tab shows you the list of all the employees that report to you



Attendance Regularisation Approvals

Approve attendance regularisation requests of your team from mobile and web

ATTENDANCE REGULARISATION APPROVALS



1. Login to TeamNest.
2. Go to Team Section > Approvals > Regularisation
3. You will see all attendance regularisation requests of your team members. You can filter by Status to see **Pending** requests
4. If a request is valid, click on 'Approve'. The employee's attendance record will be updated with the requested punch-in and/or punch-out time
5. If the request is not valid, click on 'Reject'. Give a reason for rejection.

Dreamscape Media | Saumil Gandhi

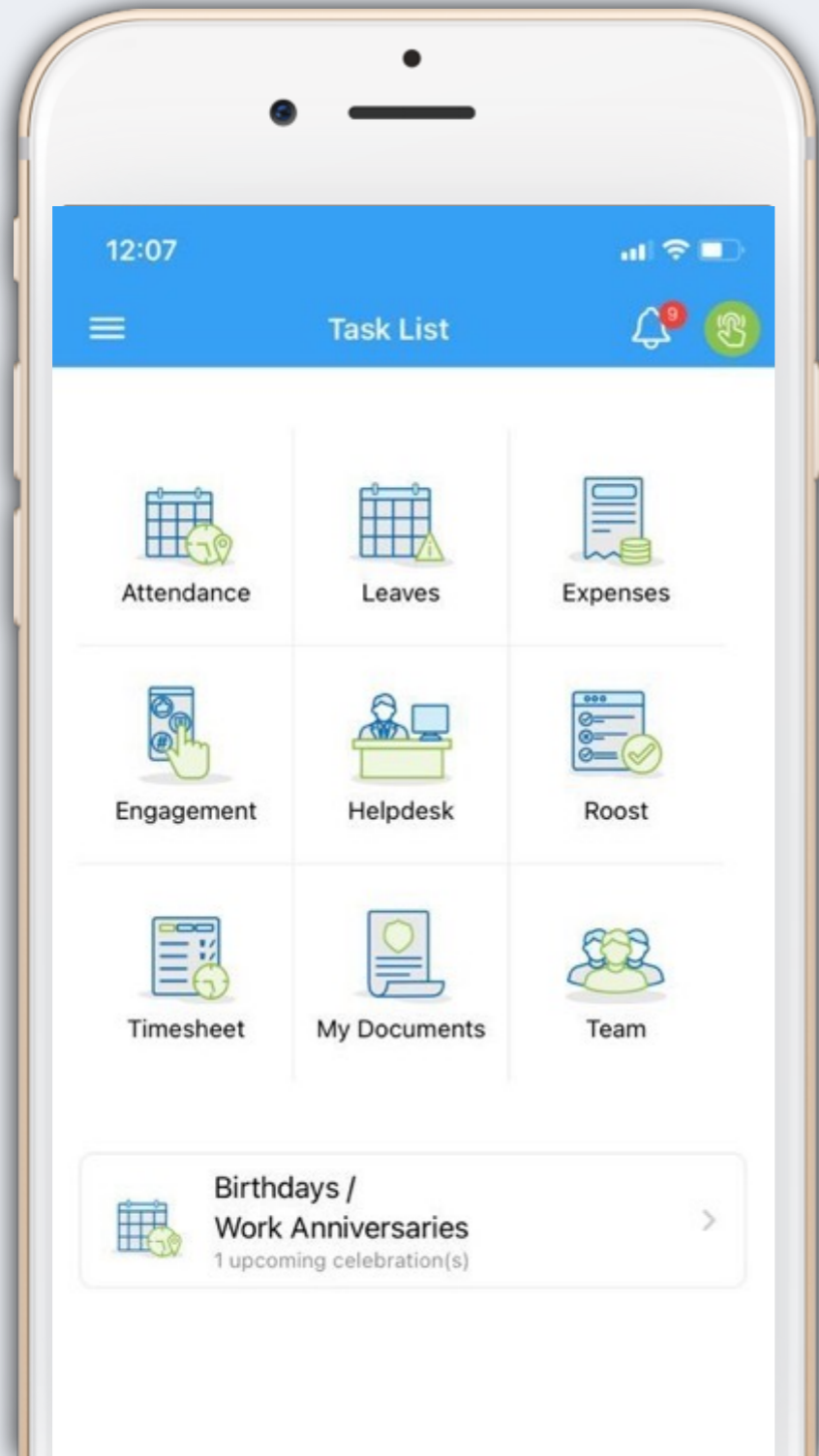
Attendance Requests
Manage attendance requests from your team.

All Team Members | All Status

Display 7 entries per page. Search:

| Request From | For Date | In Time | | Out Time | | Attendance | | Status |
|--|------------------|---------------------|---------------------|---------------------|-----------|----------------|----------------|--------|
| | | Recorded | Requested | Recorded | Requested | Recorded | Requested | |
| Suraj Sharma Rcvd. on: Wed, 31 Oct 2018 | Tue, 30 Oct 2018 | 10:10 ^{AM} | 10:10 ^{AM} | 09:35 ^{PM} | Absent | Present | Approved | |
| Suraj Sharma Rcvd. on: Wed, 29 Aug 2018 | Tue, 28 Aug 2018 | | 10:50 ^{AM} | 08:20 ^{PM} | | Present | Approved | |
| Suraj Sharma Rcvd. on: Wed, 26 Sep 2018 | Tue, 25 Sep 2018 | 10:40 ^{AM} | 10:40 ^{AM} | 06:00 ^{PM} | Absent | Present | Approved | |
| Suraj Sharma Rcvd. on: Wed, 25 Jul 2018 | Tue, 24 Jul 2018 | | 03:00 ^{PM} | 06:00 ^{PM} | Absent | Work From Home | Approved | |
| Suraj Sharma Rcvd. on: Wed, 22 Aug 2018 | Tue, 21 Aug 2018 | 11:20 ^{AM} | 11:20 ^{AM} | 10:25 ^{PM} | Absent | Present | Approved | |
| Suraj Sharma Rcvd. on: Wed, 12 Jun 2019 | Tue, 11 Jun 2019 | 10:50 ^{AM} | 10:50 ^{AM} | 07:45 ^{PM} | Absent | Present | Approve Reject | |

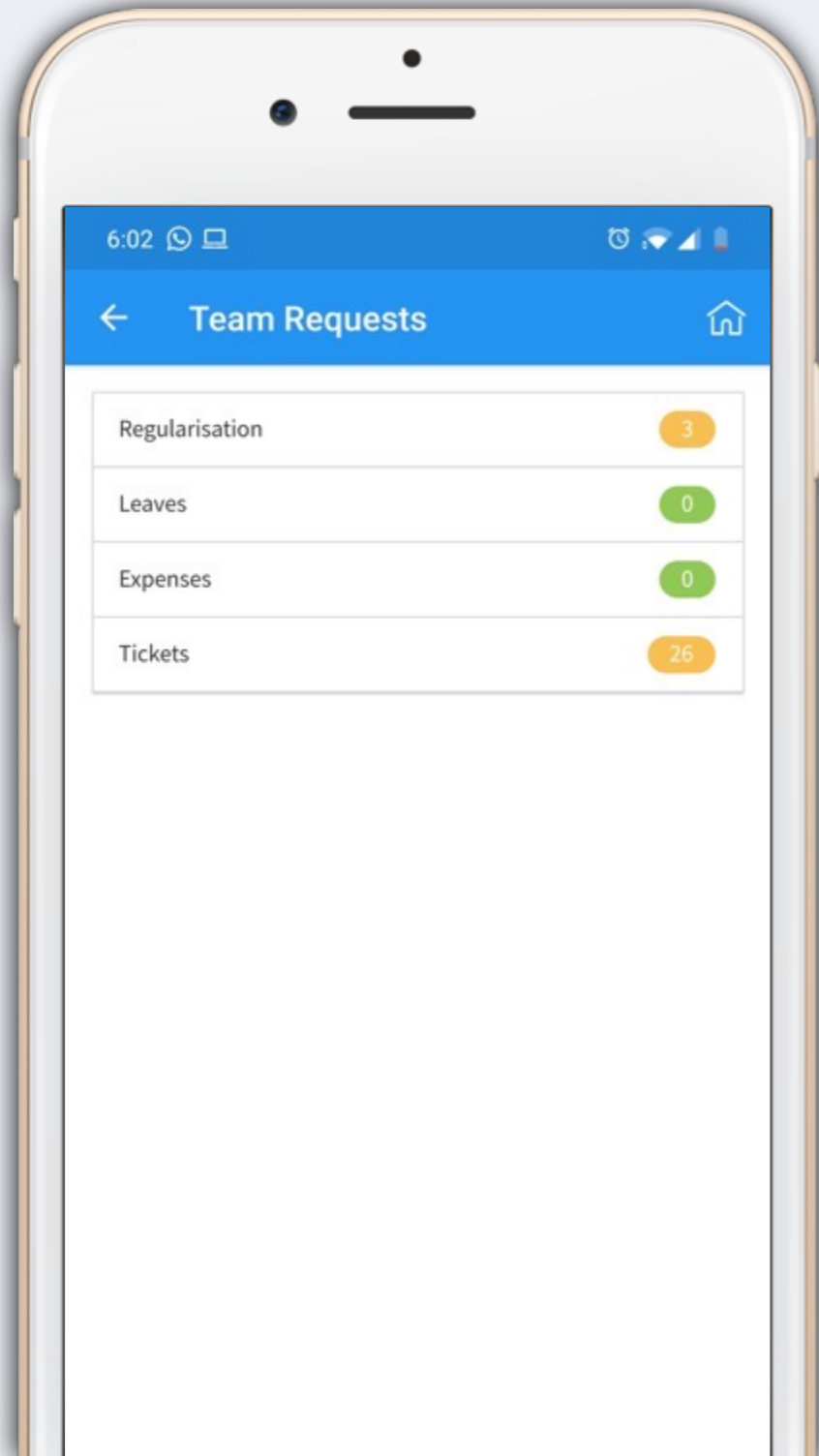
ATTENDANCE REGULARISATION APPROVALS



You can also manage your team's attendance regularisation requests from the mobile app.

Once you are logged in, tap 'Team'.

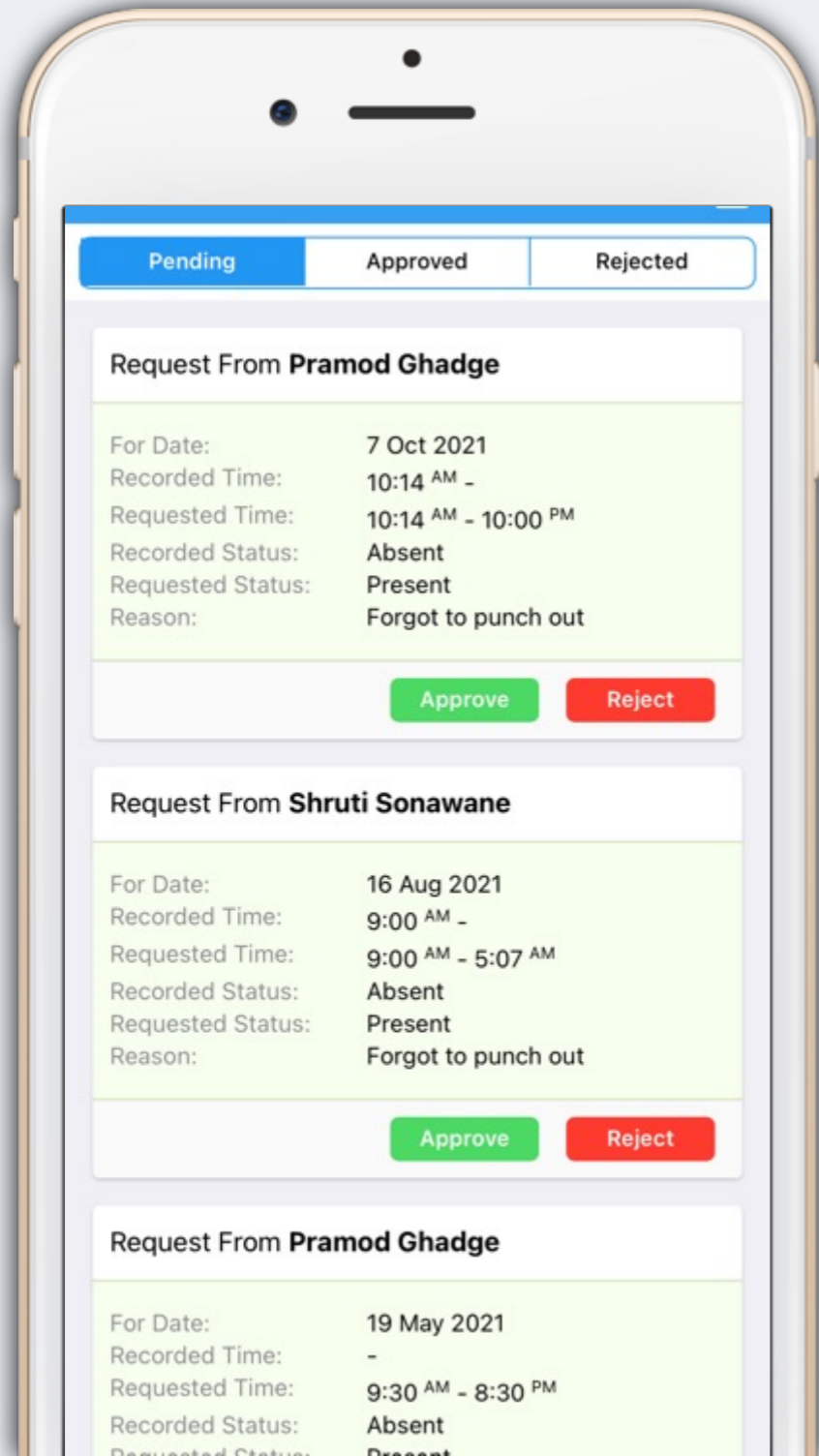
ATTENDANCE REGULARISATION APPROVALS



You will see a list of all approval requests pending with you.

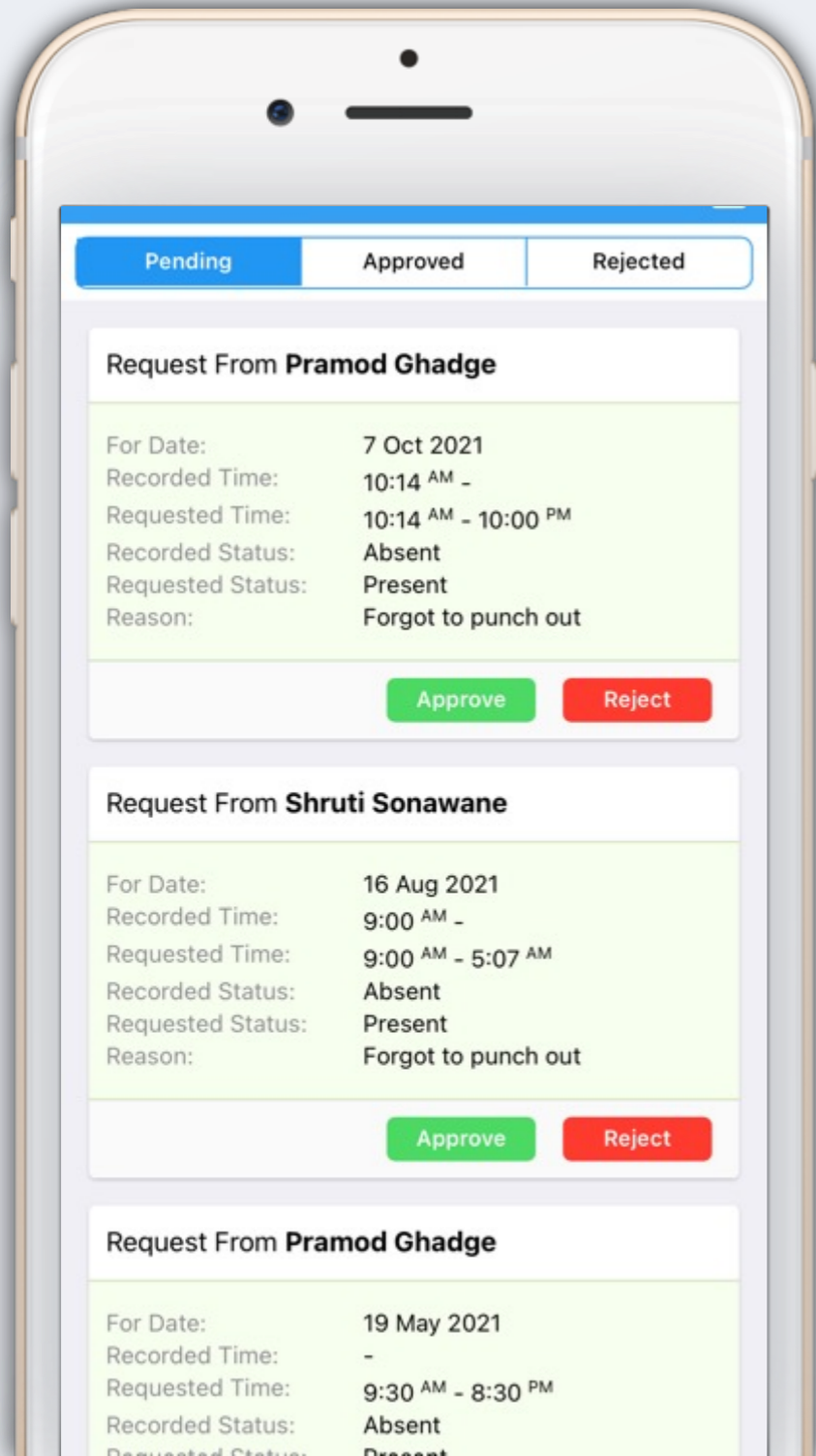
Click on 'Regularisation' to view attendance requests

ATTENDANCE REGULARISATION APPROVALS



Review the request to see what punch-in and/or punch-out times have been requested, and the reason the employee has requested this update

ATTENDANCE REGULARISATION APPROVALS



Tap on 'Accept' if the request is valid. The employee's attendance record will be updated.

Tap on 'Reject' if the request is not valid. State a reason for rejecting the request.

Leave Request Approvals

Approve leave requests of your team from mobile and web

LEAVE REQUEST APPROVALS



1. Login to TeamNest.
2. Go to Team Section > Approvals > Leaves
3. You will see all leave requests of your team members. You can filter by Status to see **Pending** requests
4. If a request is valid, click on 'Approve'. The employee's leave balance will be updated and the leave will be recorded
5. If the request is not valid, click on 'Reject'. Give a reason for rejection.

Dreamscape Media

Saumil Gandhi

Employee Section >
Team Section >
Team Dashboard
Approvals >
Regularisation
Leaves
Expenses
Profile Changes
HelpDesk >
Reports
Team Calendar
Admin Section >

Leave Requests

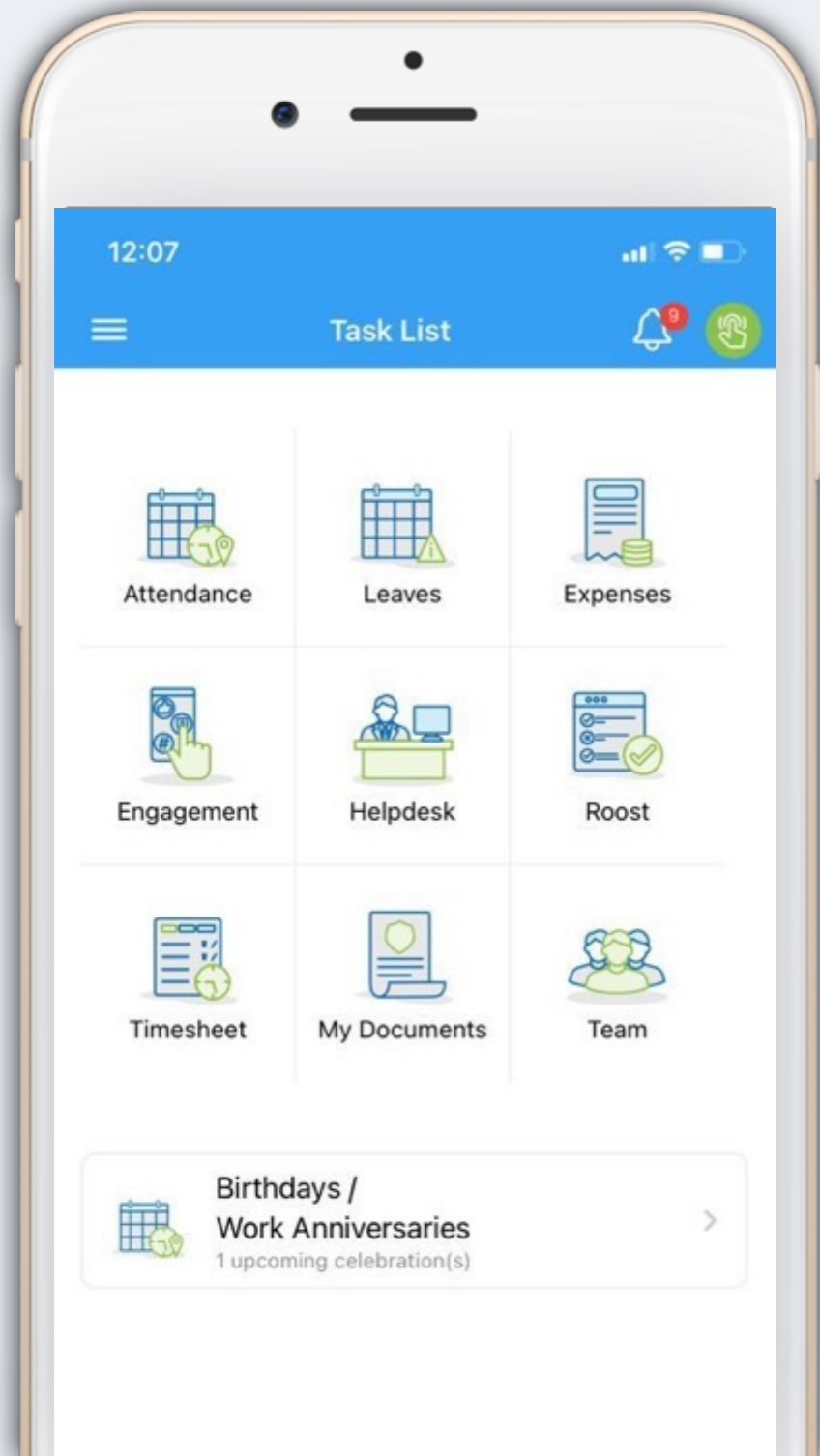
Manage leave requests from your team.

All Team Members | All Status

Display 7 entries per page. Search:

| Request from | Leave Applied for | From | To | Supporting | Status |
|---|-------------------|------------------|---|---|----------|
| Suraj Sharma(DS04) Applied on: Wed, 12 Jun 2019 | Sick Leaves | Wed, 12 Jun 2019 | Wed, 12 Jun 2019 Also on Leave | <i>Stomach pain</i> | Approved |
| Suraj Sharma(DS04) Applied on: Wed, 06 Feb 2019 | Sick Leaves | Wed, 06 Feb 2019 | Wed, 06 Feb 2019 Also on Leave | <i>High fever</i> | Approved |
| Suraj Sharma(DS04) Applied on: Tue, 25 Jun 2019 | PL | Tue, 25 Jun 2019 | Tue, 25 Jun 2019 Also on Leave | <i>I won't be able to come to office. Personal work</i> | Approved |
| Suraj Sharma(DS04) Applied on: Sun, 10 Mar 2019 | PL(Half Day) | Mon, 11 Mar 2019 | Mon, 11 Mar 2019 Also on Leave | <i>Personal work at home.</i> | Approved |
| Saumil Gandhi(0001) Applied on: Wed, 15 Aug 2018 | PL (Cancelled) | Sun, 24 Dec 2017 | Thu, 28 Dec 2017 Also on Leave | <i>Kerala trip</i> | Rejected |

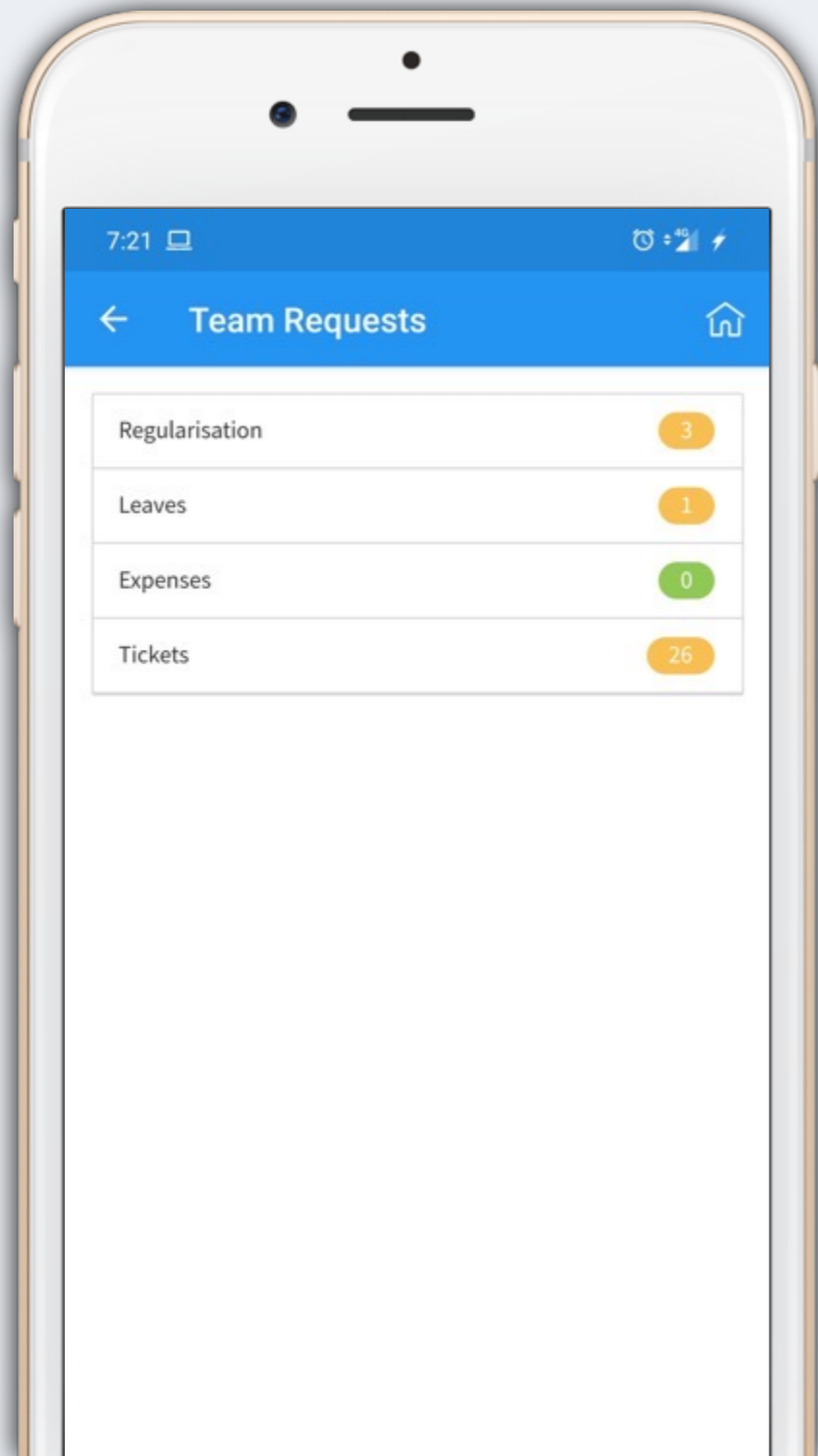
LEAVE REQUEST APPROVALS



You can also manage your leave requests from the mobile app.

Once you are logged in, tap 'Team'.

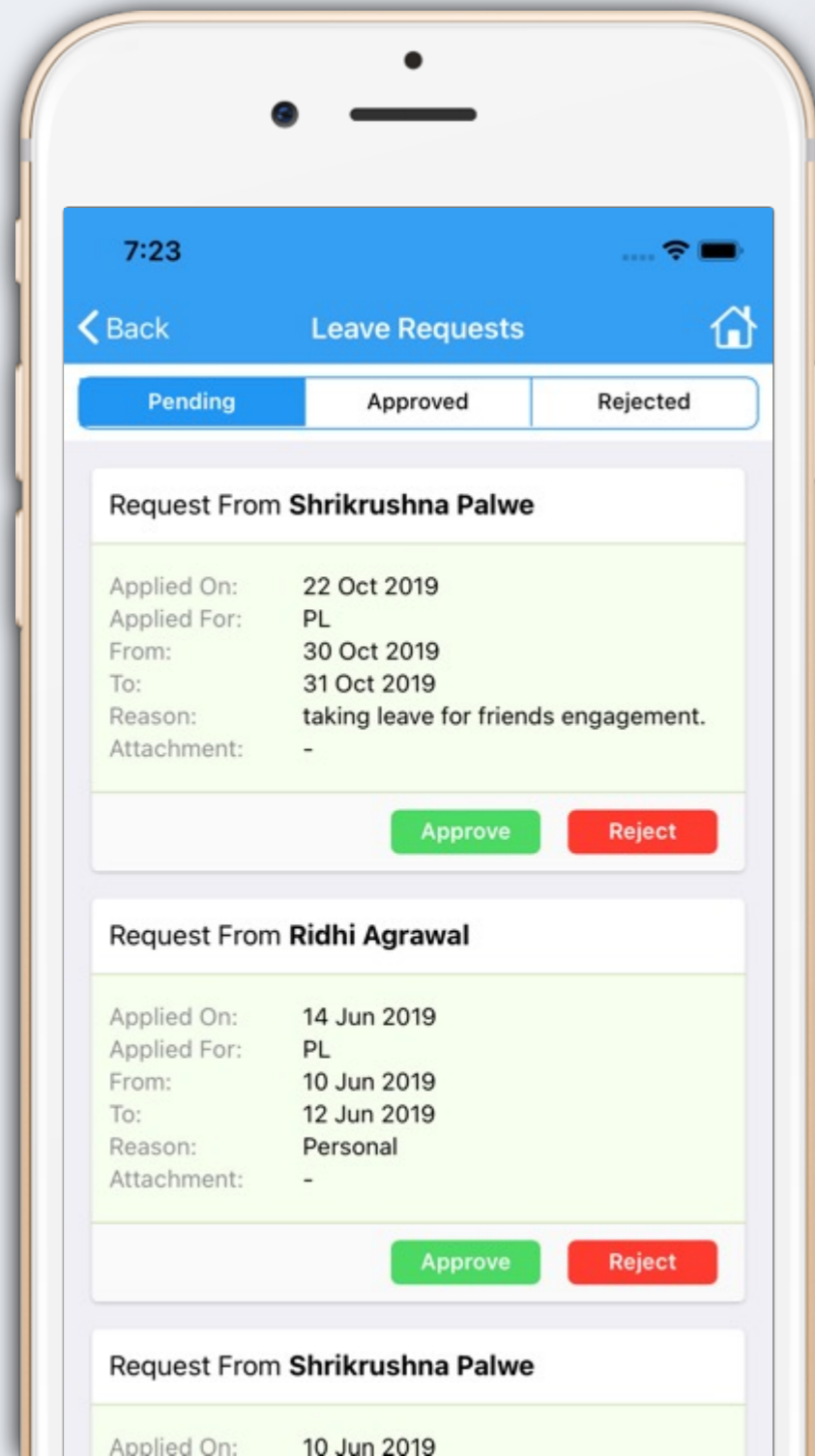
LEAVE REQUEST APPROVALS



You will see a list of all leave requests pending with you.

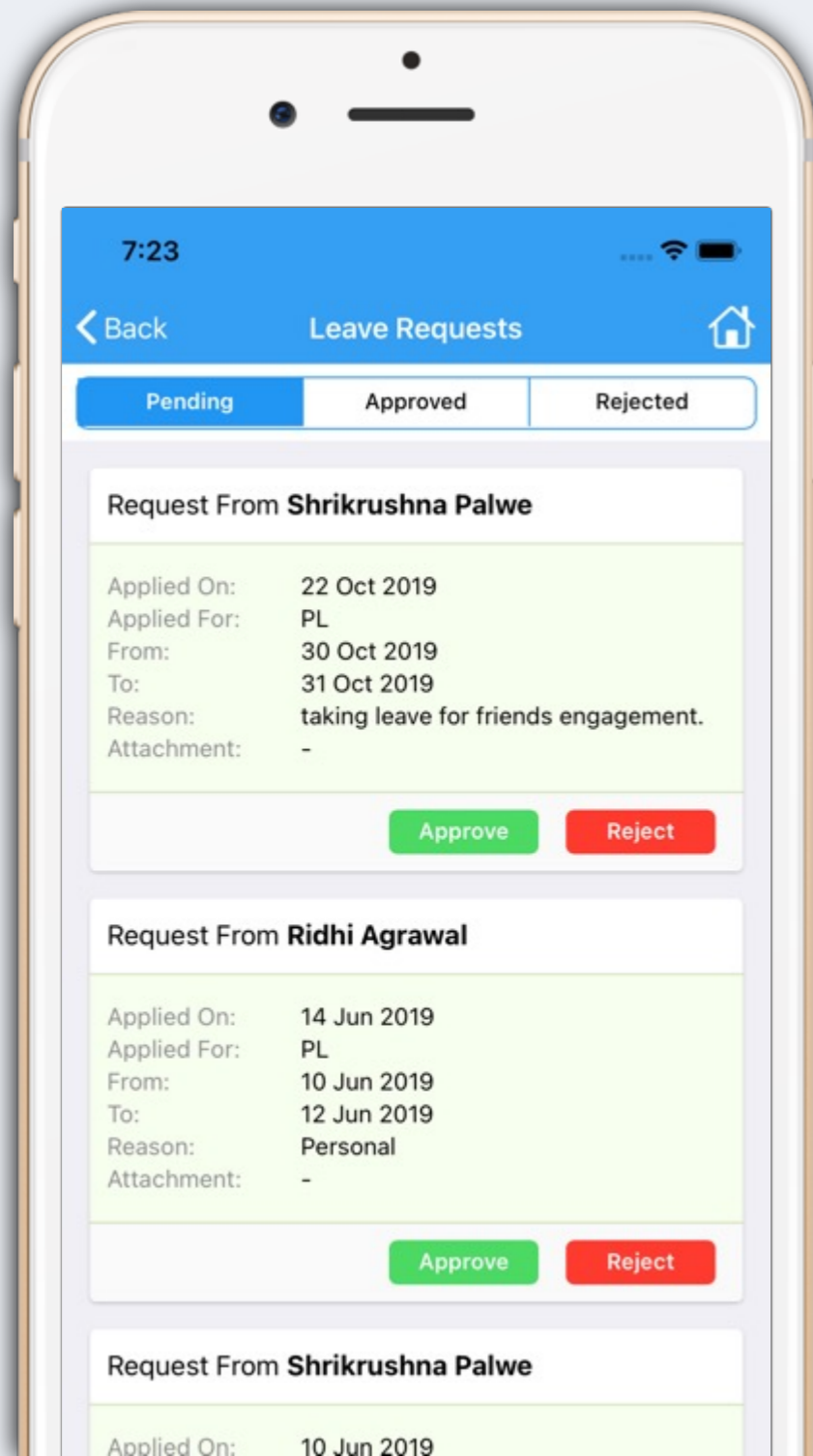
Tap on 'Leaves' to view leave requests

LEAVE REQUEST APPROVALS



Review the request to see the details about the leave request, and the reason the employee has requested this update

LEAVE REQUEST APPROVALS



Tap on 'Accept' if the request is valid. The employee's Leave Request will be updated.

Tap on 'Reject' if the request is not valid. State a reason for rejecting the request.

Expense Request Approvals

Approve expense requests of your team from mobile and web

EXPENSE REQUEST APPROVALS



1. Login to TeamNest.
2. Go to Team Section > Approvals > Expenses
3. You will see all expense requests of your team members. You can filter by Status to see **Pending** requests
4. If a request is valid, click on 'Approve'. The employee's requested expenses will be accepted.
5. If the request is not valid, click on 'Reject'. Give a reason for rejection.

The screenshot displays the 'Expense Management' interface for Saumil Gandhi. The left sidebar contains navigation options: Employee Section, Team Section, Team Dashboard, Approvals, Expenses (highlighted), Profile Changes, HelpDesk, Reports, Team Calendar, and Admin Section. The main content area shows the 'Expense Log' with a table of three entries. Each entry is marked as 'Rejected'.

Expense Management
Manage reimbursement requests from your team.

Filters: All Team Members, All Status

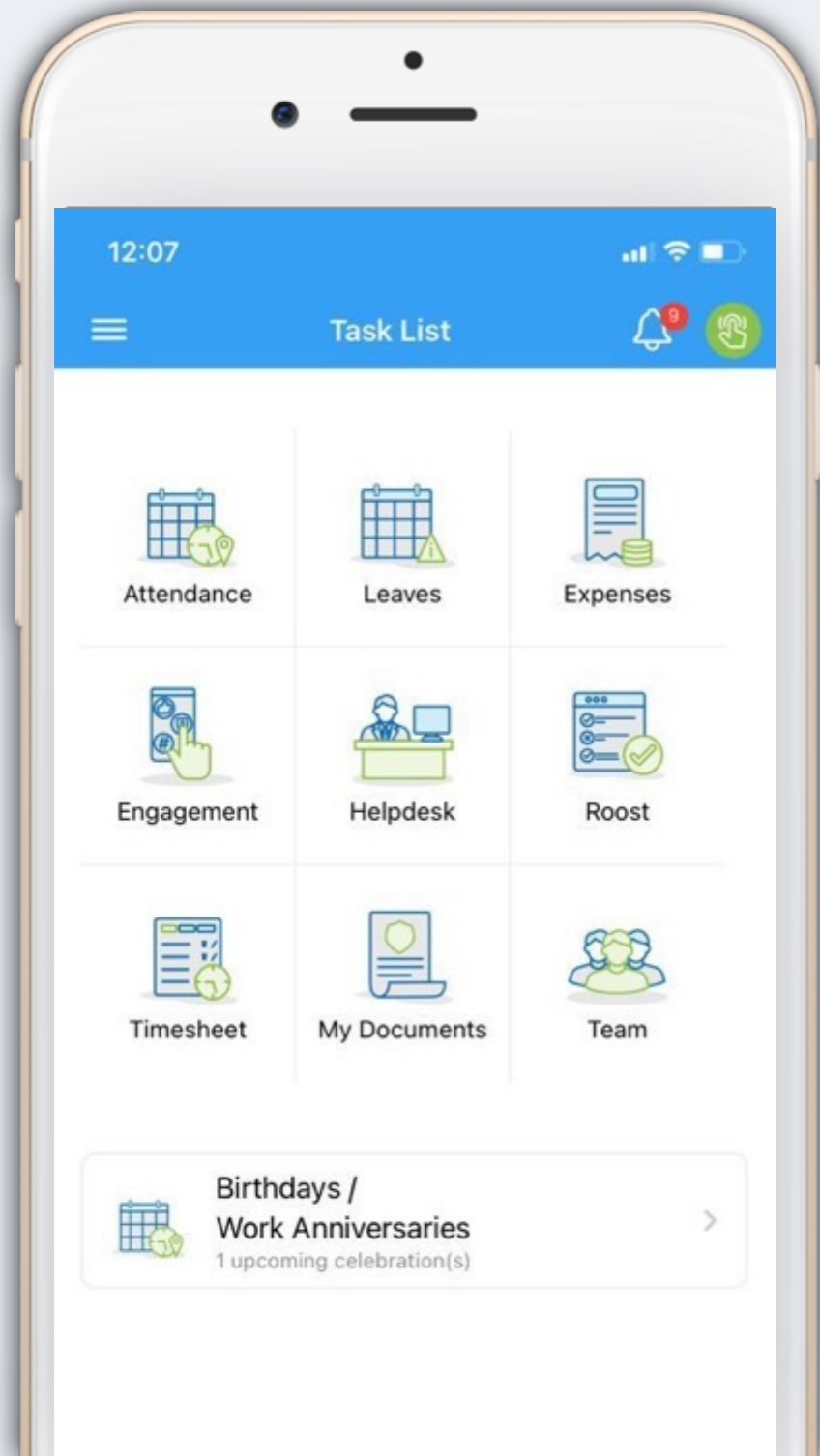
Display 10 entries per page. Search:

| Employee | For Date | Expense Detail | Project | Category | Amount | Approval Status |
|---|------------------|------------------------|---------|---|--|-----------------|
| Saumil Gandhi Applied on: Sun, 22 Jul 2018 | | NYC | | ✈️ Trip Expenses | ₹ 5,854. ⁰⁰ View details | Rejected |
| Saumil Gandhi Applied on: Sun, 22 Jul 2018 | Tue, 17 Jul 2018 | test1asdadsd adadad | | 👛 Business Expense | ₹ 444. ⁰⁰ | Rejected |
| Saumil Gandhi Applied on: Tue, 17 Apr 2018 | Thu, 12 Apr 2018 | nxjx hdhdjd | | 🚗 Travel Expense hejdjdj to budj dj by Car | ₹ 150. ⁰⁰ View Supporting Doc Rate (Rs. per km.): 6 Calculated amount: 150 | Rejected |

Showing 1 to 3 of 3 entries

Navigation: Previous 1 Next

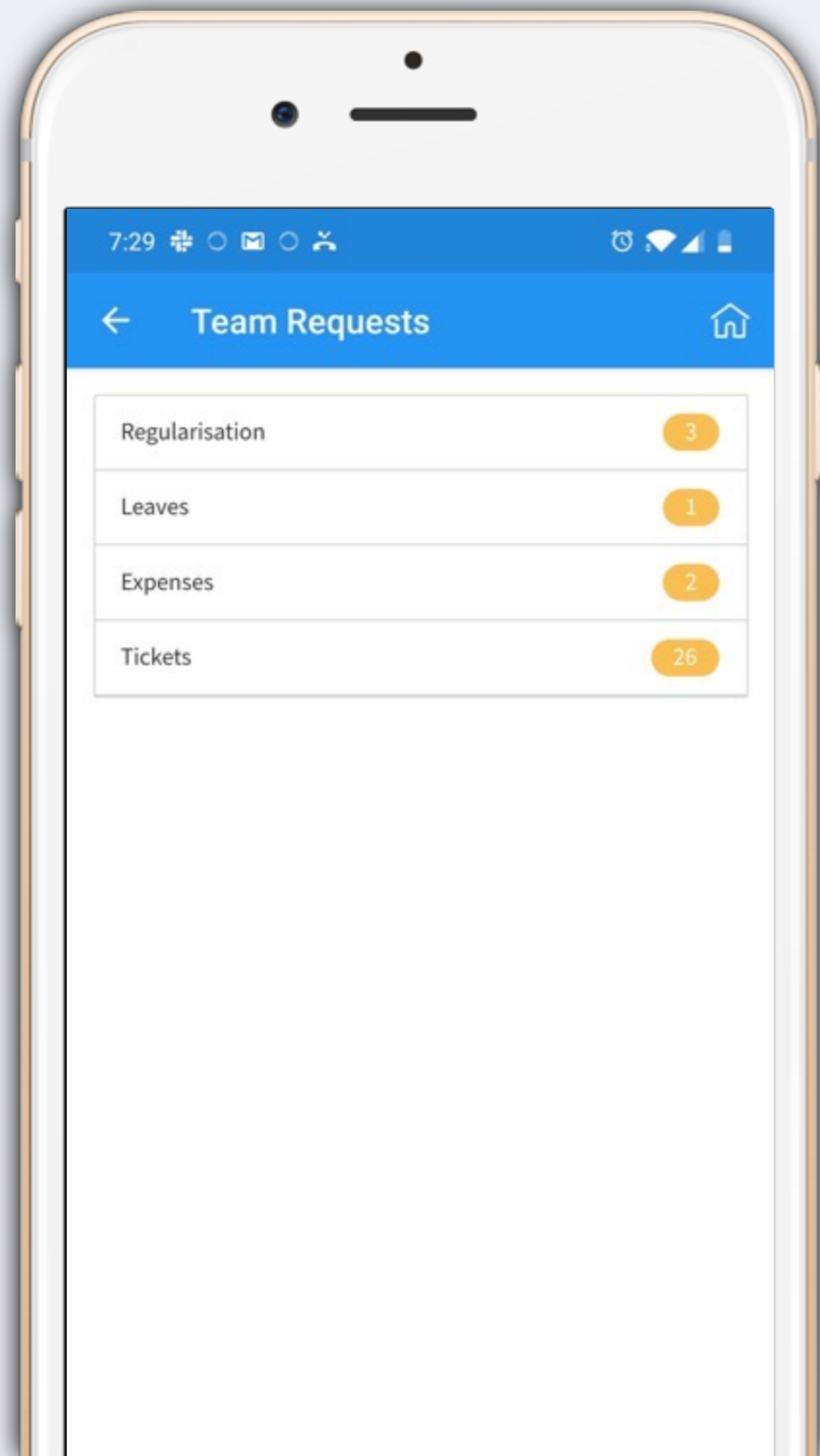
EXPENSE REQUEST APPROVALS



You can also manage your leave expense from the mobile app.

Once you are logged in, tap 'Team'.

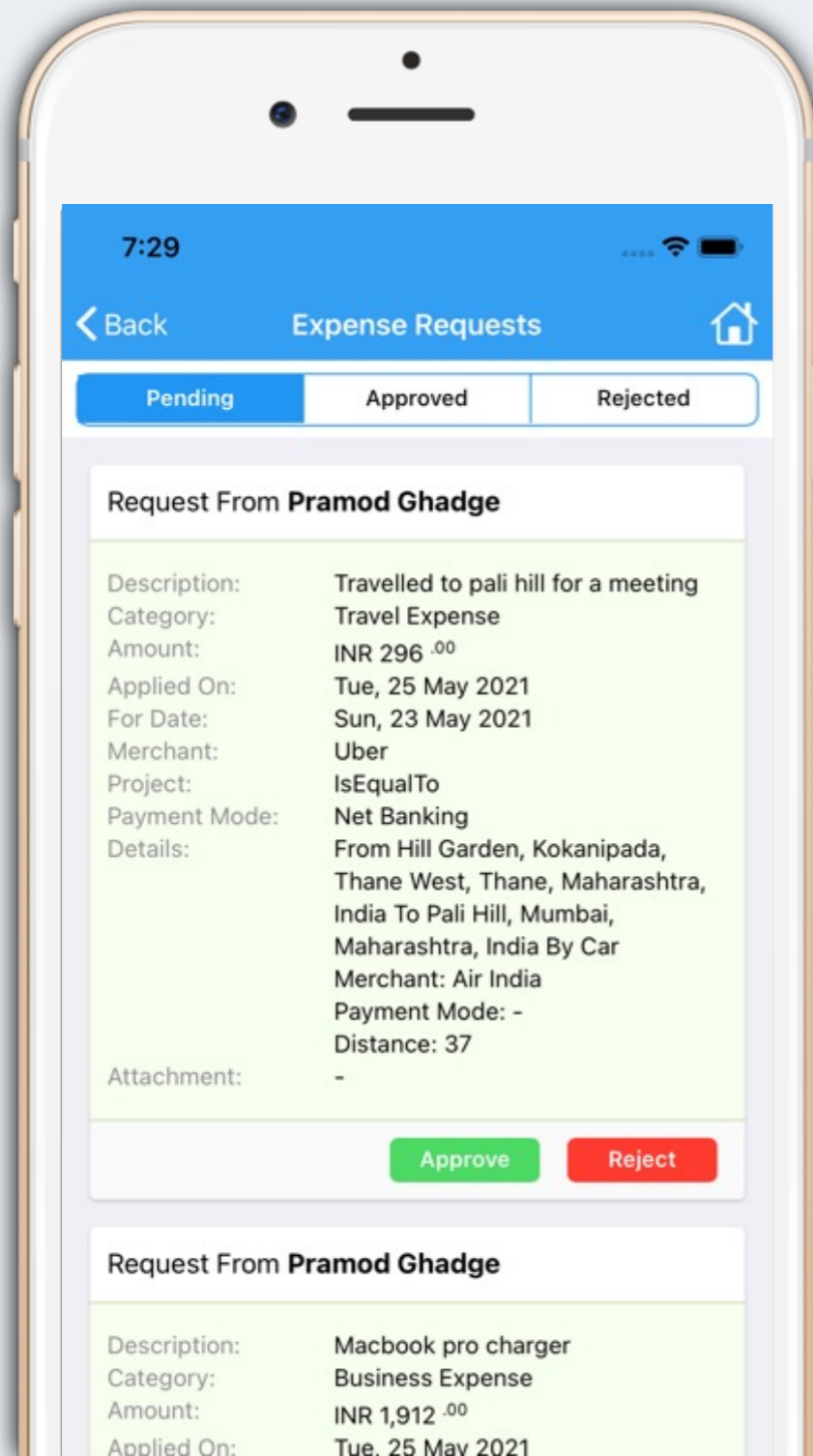
EXPENSE REQUEST APPROVALS



You will see a list of all expense requests pending with you.

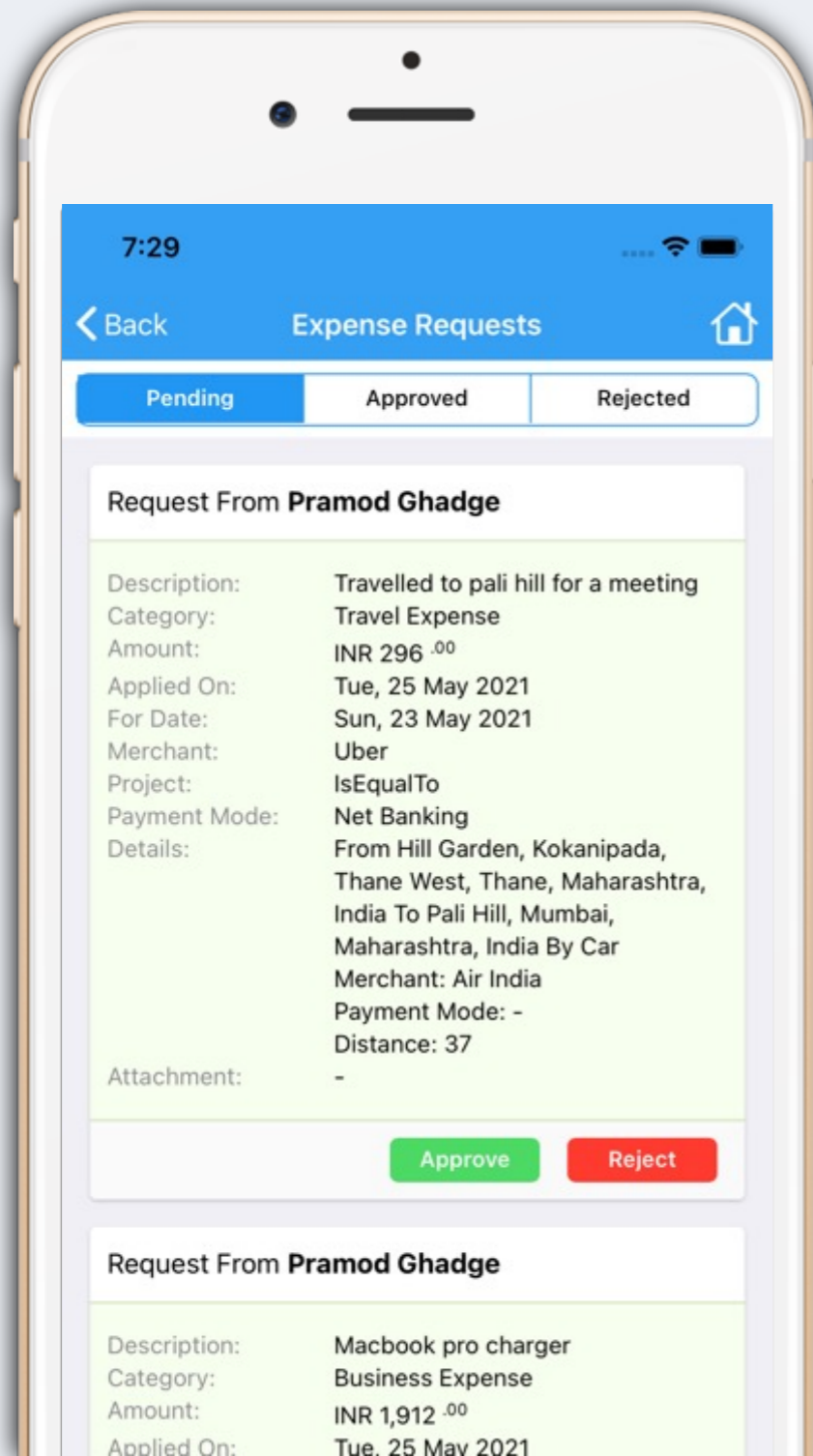
Click on 'Expenses' to view expense requests

EXPENSE REQUEST APPROVALS



Review the request to see the details about the expense.

EXPENSE REQUEST APPROVALS



Tap on 'Accept' if the request is valid. The employee's expense requested will be approved.

Tap on 'Reject' if the request is not valid. State a reason for rejecting the request.

Team Calendars

View your team members' calendars

TEAM CALENDARS

1. Login to TeamNest.
2. Go to Team Section > Team Calendar
3. You can now see leaves that employees may have planned for the financial year from their account
4. You can choose one or more employees for whom you want to view the planned leaves
5. You can also filter by one or more leave types

Dreamscape Media

Saamil Gandhi

Employee Section >

Team Section >

Team Dashboard

Approvals >

HelpDesk >

Reports

Team Calendar

Admin Section >

Bhaskar Sharma DS03 x Suraj Sharma DS04 x

Applied Leaves x Planned Leaves x

2017 2018 2019 2020 2021

January February March April May June

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

July August September October November December

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31


Legend: Weekly Off (grey), Holiday Fixed (light blue), Holiday Optional (light purple), Today (red)

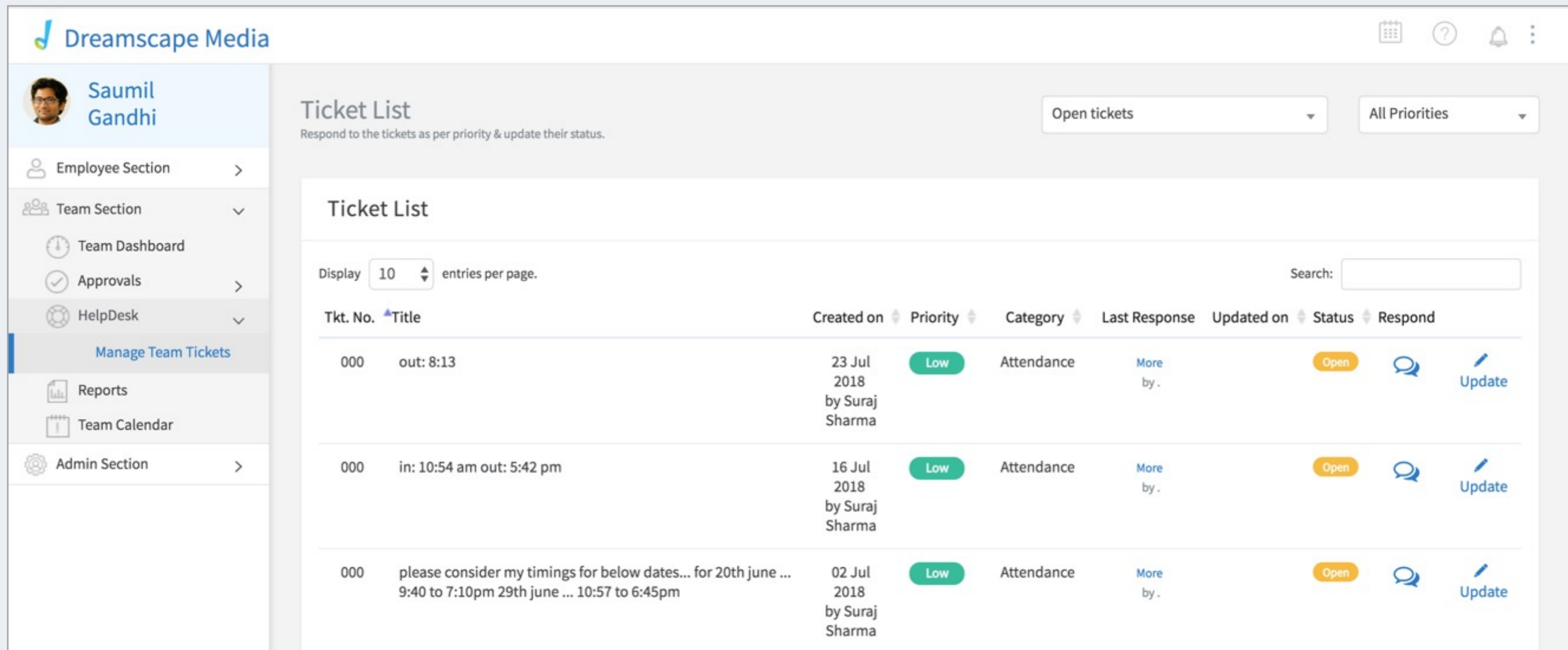
Help

Helpdesk Tickets







Manage your team members' issues by responding to their tickets

MANAGE HELPDESK TICKETS

1. Login to TeamNest.
2. Go to Team Section > HelpDesk > Manage Tickets
3. You will see all helpdesk tickets assigned to you. You can filter by Status to see **Open** or **Closed** tickets
4. Click on the chat icon  to see the ticket history and respond to the ticket
5. Click on the 'Update' icon to change the status of the ticket or re-assign it to someone else

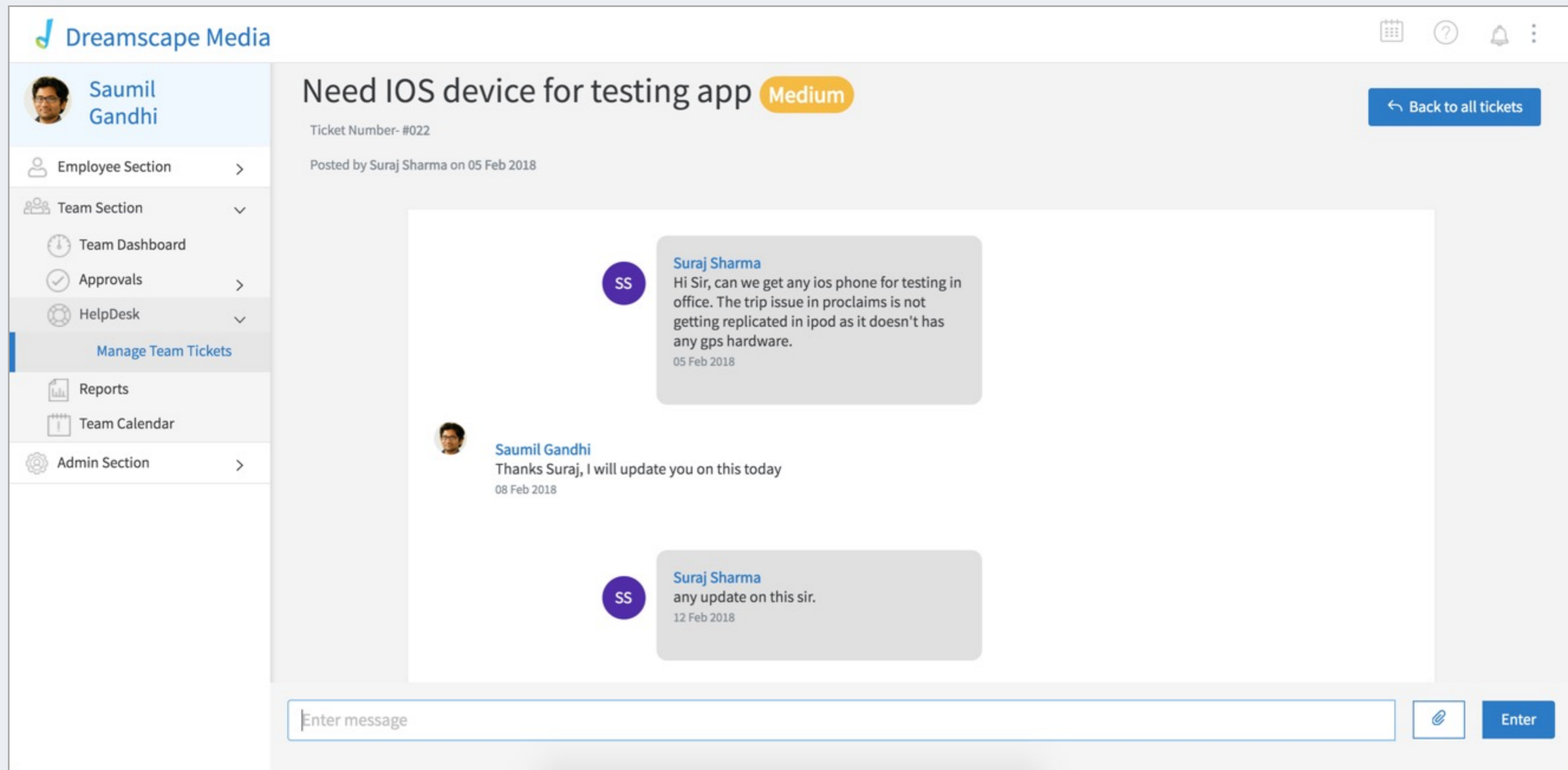


The screenshot displays the 'Manage Team Tickets' interface for Saumil Gandhi. The left sidebar contains navigation options: Employee Section, Team Section (with sub-items: Team Dashboard, Approvals, HelpDesk, and Manage Team Tickets), Reports, Team Calendar, and Admin Section. The main content area is titled 'Ticket List' and includes filters for 'Open tickets' and 'All Priorities'. A table lists three tickets, each with columns for Tkt. No., Title, Created on, Priority, Category, Last Response, Updated on, Status, and Respond. The 'Respond' column contains chat and update icons.

| Tkt. No. | Title | Created on | Priority | Category | Last Response | Updated on | Status | Respond |
|----------|--|--------------------------------|----------|------------|---------------|------------|--------|---|
| 000 | out: 8:13 | 23 Jul 2018 by Suraj Sharma | Low | Attendance | More by . | | Open |   |
| 000 | in: 10:54 am out: 5:42 pm | 16 Jul 2018 by Suraj Sharma | Low | Attendance | More by . | | Open |   |
| 000 | please consider my timings for below dates... for 20th june ... 9:40 to 7:10pm 29th june ... 10:57 to 6:45pm | 02 Jul 2018 by Suraj Sharma | Low | Attendance | More by . | | Open |   |

MANAGE HELPDESK TICKETS

1. The ticket will give a view of the conversation history with the employee
2. You can add your comment. You have the option to add an attachment (file or image) that will also be sent to the employee
3. You can continue the conversation with the employee till the issue is resolved



The screenshot displays the Dreamscape Media Helpdesk interface. On the left is a navigation sidebar for Saumil Gandhi, including sections for Employee, Team, and Admin, with 'Manage Team Tickets' highlighted. The main area shows a ticket titled 'Need IOS device for testing app' with a 'Medium' priority. The ticket was posted by Suraj Sharma on 05 Feb 2018. The conversation history shows three messages: Suraj Sharma's initial request for an iOS device, Saumil Gandhi's response to update him, and Suraj Sharma's follow-up asking for an update.

Dreamscape Media

Saumil Gandhi

Employee Section >

Team Section ▾

- Team Dashboard
- Approvals >
- HelpDesk ▾
- Manage Team Tickets**
- Reports
- Team Calendar

Admin Section >

Need IOS device for testing app Medium

Ticket Number- #022


Posted by Suraj Sharma on 05 Feb 2018

← Back to all tickets

Suraj Sharma
Hi Sir, can we get any ios phone for testing in office. The trip issue in proclaims is not getting replicated in ipod as it doesn't has any gps hardware.
05 Feb 2018

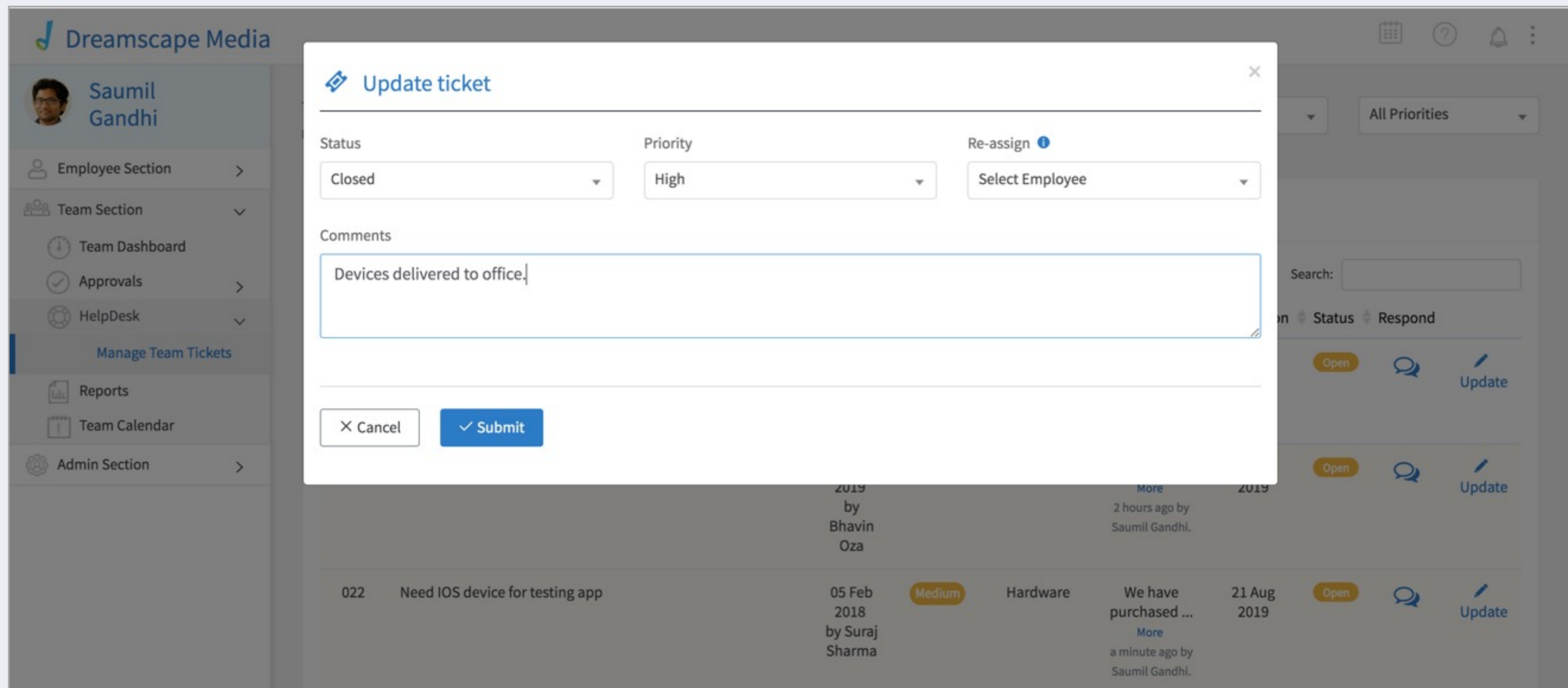
Saumil Gandhi
Thanks Suraj, I will update you on this today
08 Feb 2018

Suraj Sharma
any update on this sir.
12 Feb 2018

Enter message  **Enter**

MANAGE HELPDESK TICKETS

1. This section also gives you an option to **Close** the ticket, change the **Priority** of the ticket or to **Re-assign** it to someone else in the company
2. You can add a comment to accompany your action for records and reference.

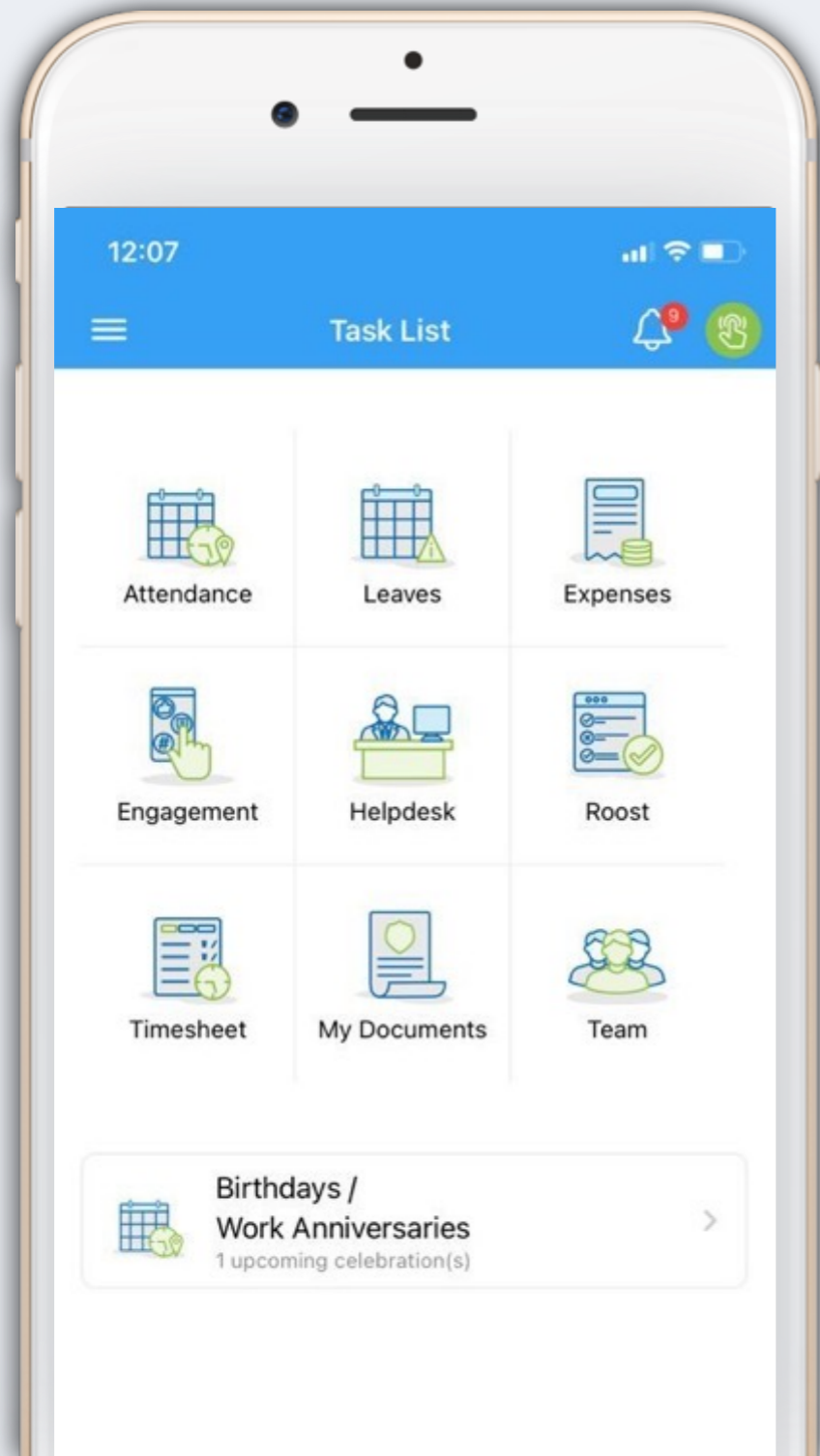


The screenshot displays the Dreamscape Media helpdesk interface. On the left, a sidebar shows the user profile of Saumil Gandhi and navigation options like Employee Section, Team Section, and Admin Section. The main area features a modal window titled "Update ticket" with the following fields:

- Status:** Closed
- Priority:** High
- Re-assign:** Select Employee
- Comments:** Devices delivered to office.

At the bottom of the modal are "Cancel" and "Submit" buttons. The background shows a list of tickets, including one with ID 022 titled "Need IOS device for testing app" with a status of "Open".

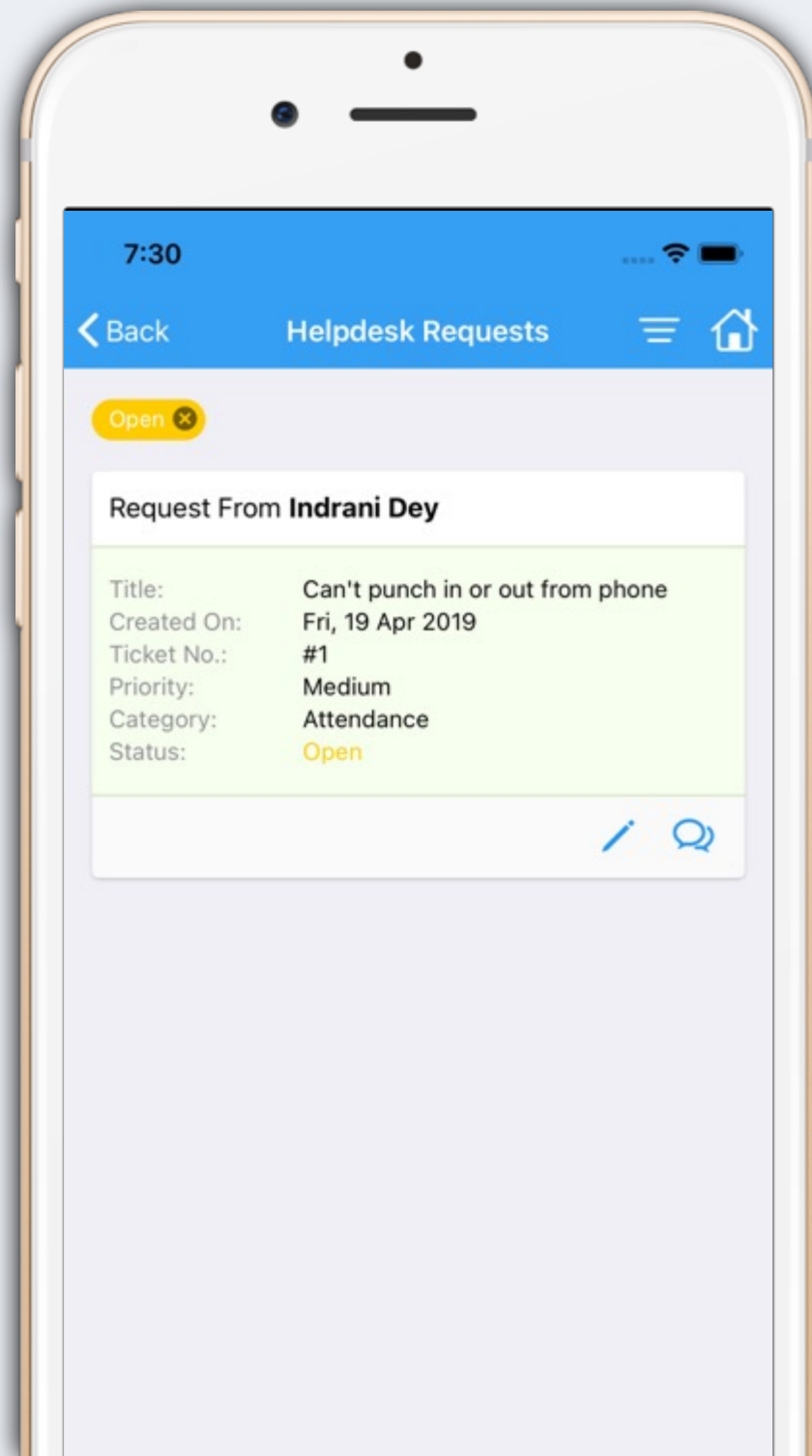
MANAGE HELPDESK TICKETS




You can also manage your helpdesk tickets from the mobile app.

Once you are logged in, tap 'Team'.

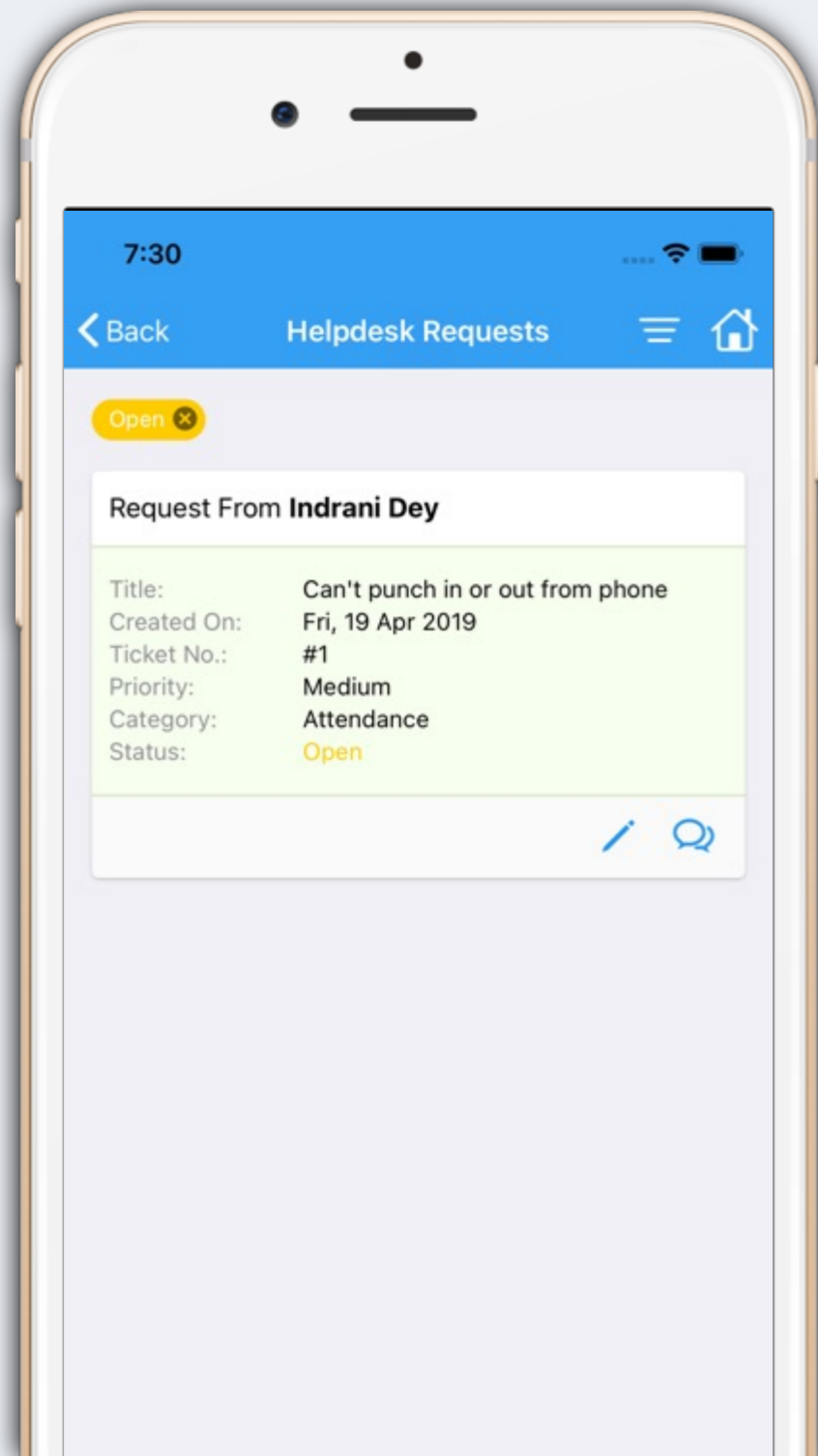
MANAGE HELPDESK TICKETS



You will see a list of all helpdesk tickets assigned to you.

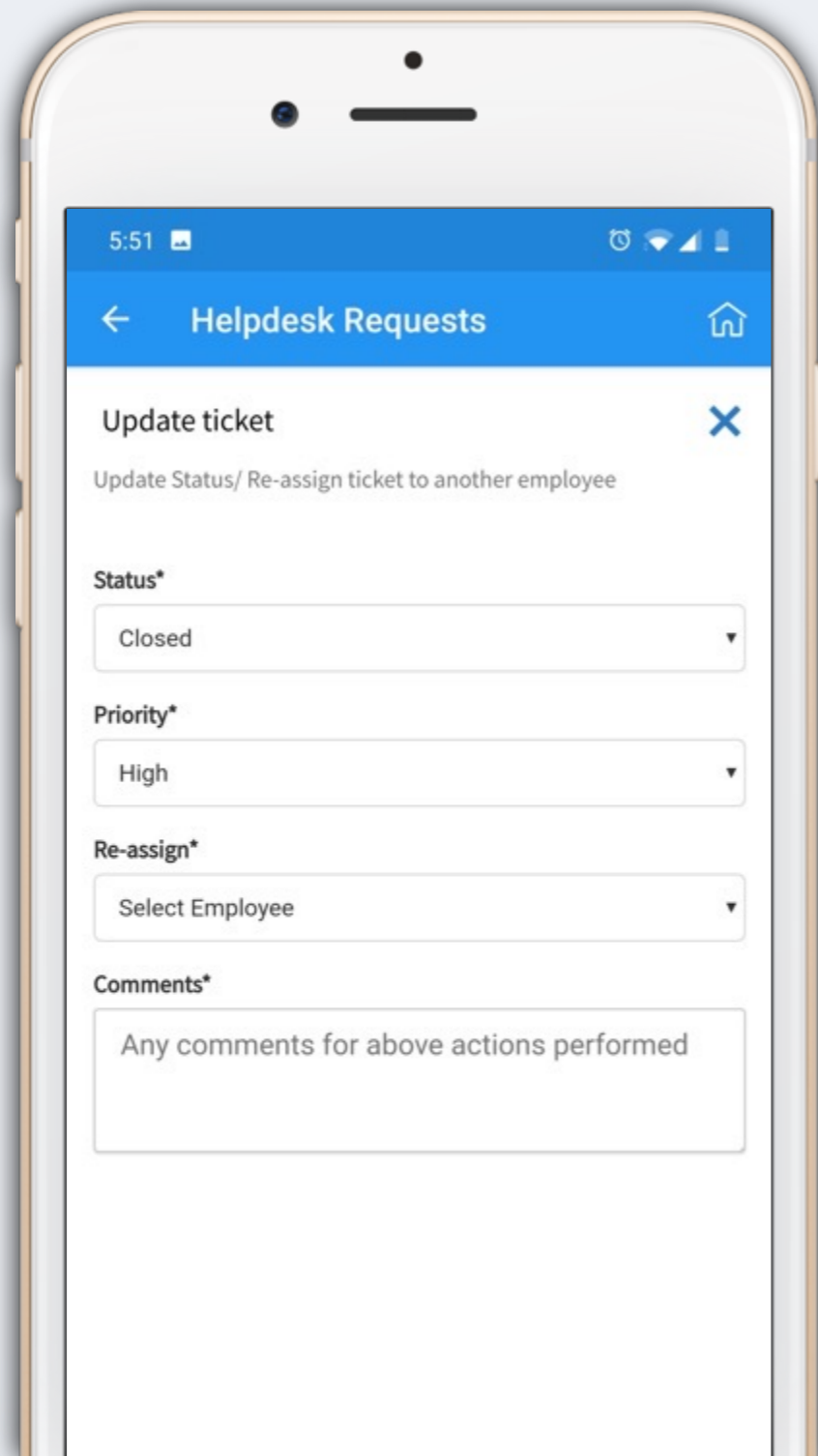
Click on the chat icon  to **View** the ticket history and **Respond** to it.

Click on the Update icon to **Close** the ticket, change **Status** or **Re-assign** it.



View History and Respond to Ticket

You can view the ticket history and add your comments to the ticket. You can also add attachments.



Update Ticket

If you choose to Update the ticket, you can change the status, re-assign the ticket to another person, or change the priority.

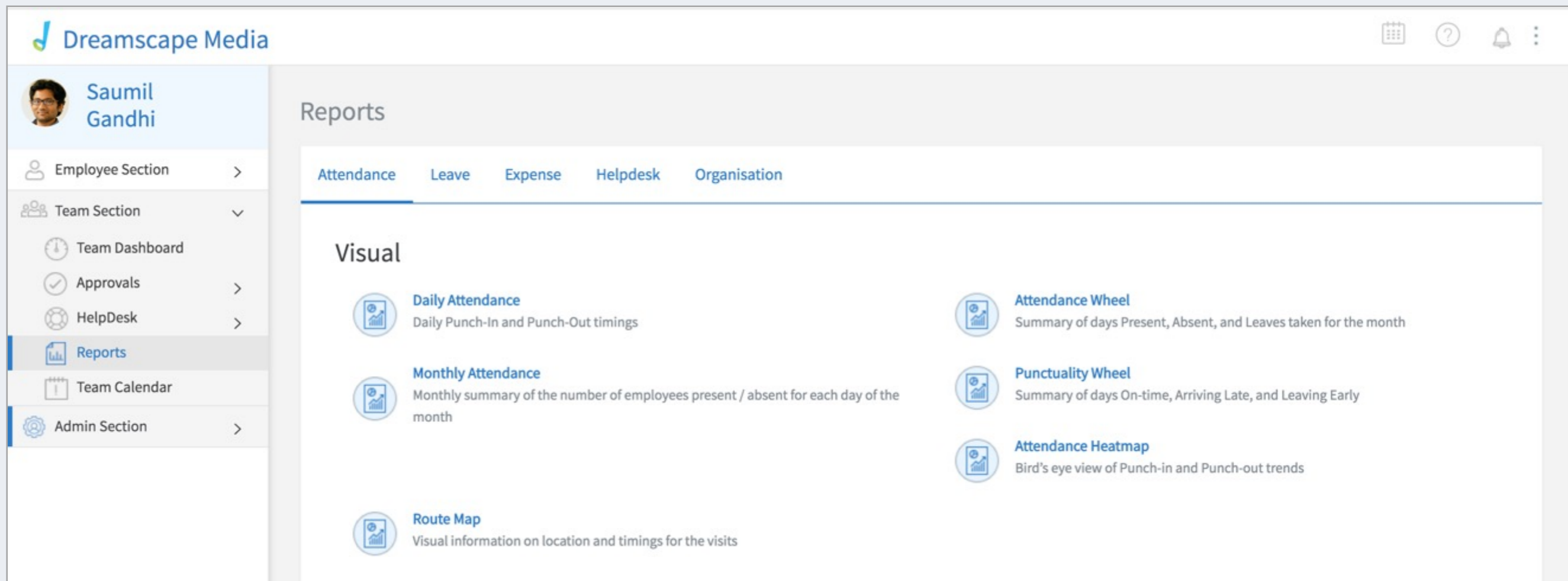
You can also add comments to accompany your actions.

Team Reports

Detailed reports, and insights into your team's attendance, leave, and expense records

TEAM REPORTS

1. Login to TeamNest.
2. Go to Team Section > Reports
3. You have access to reports across all sections – **Attendance, Leave, Expense, Helpdesk, Organisation**
4. Under each are a number of tabular and graphical reports
5. Each report can be filtered by employees, organisational units, and time period
6. The reports can be downloaded in Excel or PDF



The screenshot displays the TeamNest interface for a user named Saumil Gandhi. The top navigation bar includes the company logo 'Dreamscape Media' and utility icons for calendar, help, notifications, and a menu. The left sidebar shows the user's profile and a navigation menu with options: Employee Section, Team Section (expanded to show Team Dashboard, Approvals, HelpDesk, Reports, and Team Calendar), and Admin Section. The main content area is titled 'Reports' and features tabs for Attendance, Leave, Expense, Helpdesk, and Organisation. The 'Attendance' tab is active, showing a 'Visual' section with seven report cards: Daily Attendance (Daily Punch-In and Punch-Out timings), Monthly Attendance (Monthly summary of the number of employees present / absent for each day of the month), Attendance Wheel (Summary of days Present, Absent, and Leaves taken for the month), Punctuality Wheel (Summary of days On-time, Arriving Late, and Leaving Early), Attendance Heatmap (Bird's eye view of Punch-in and Punch-out trends), and Route Map (Visual information on location and timings for the visits).



STAY UPDATED WITH NOTIFICATIONS



- Our in-built notifications platform ensures communication between your team members and you.
- When any team member generates a request on TeamNest, you are notified on the mobile app and by email.
- Similarly, when you approve or reject a request, a notification goes to the employee, notifying them of your action.
- You can see all received notifications on the mobile app and on the web.

HR MADE EASY
FOR YOU

