

AGILE SIMPLE DIGITAL



**USER MANUAL
FOR
FUEL & MAINTENANCE | DRIVER'S SALARY REIMBURSEMENT**



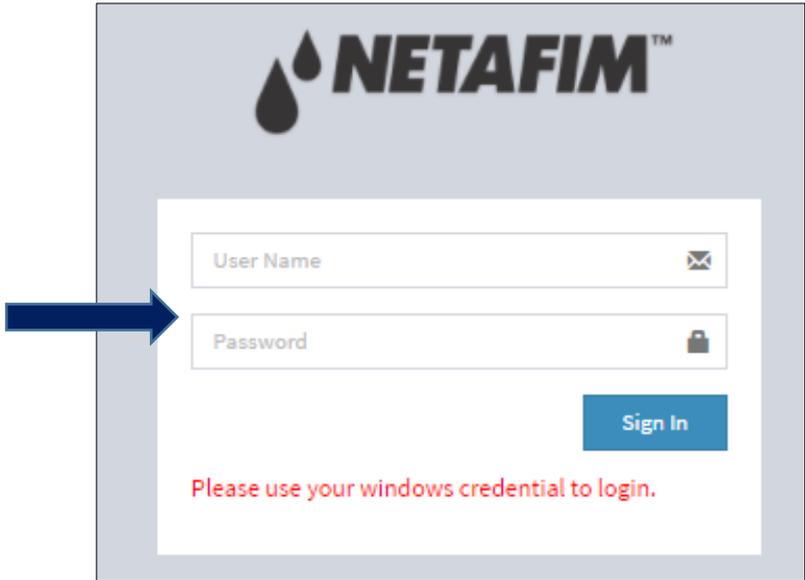
Step: 01: Use links for Opening the Portal

There are following two links given for opening the Portal

- Managers sitting in Offices - <https://services.netafimindia.com/hr/index.php>
- Managers who are on Field- <https://services.netafimindia.com/hr>

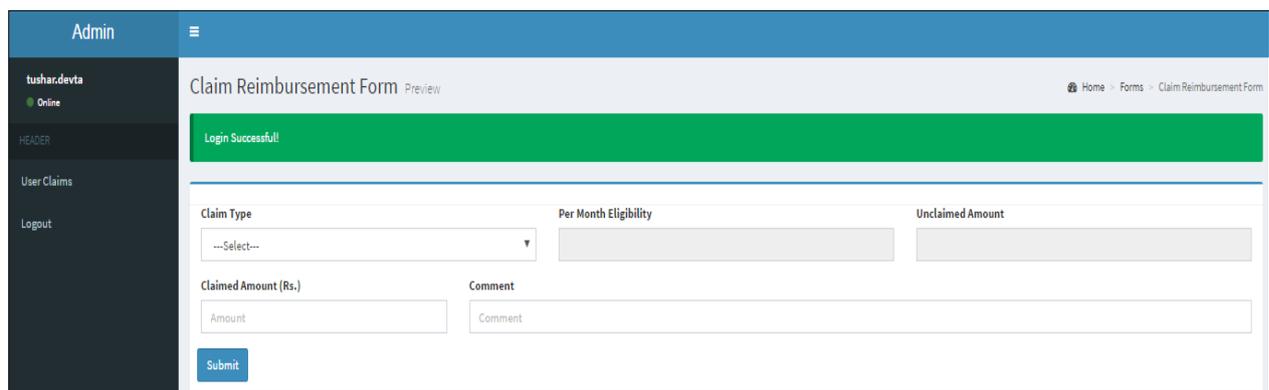
Step: 02: Login

Kindly type your User Name & Password as per your Outlook Credentials. e.g. you can type tushar. devta



Step: 03: Opening the Claim Reimbursement Form

Once you successfully logged in the portal, the following main page will open



Step: 04: Select the Claim Type

The screenshot shows the 'Claim Reimbursement Form' interface. A green banner at the top indicates 'Login Successful!'. The 'Claim Type' dropdown menu is open, showing two options: 'Fuel & Maintenance' and 'Driver's Salary'. The 'Per Month Eligibility' and 'Unclaimed Amount' fields are currently empty. A 'Submit' button is visible at the bottom left of the form area.

Please select the type of Claim.

Step: 05: Enter Claim Amount & Comments

The screenshot shows the 'Claim Reimbursement Form' with the following data entered: 'Claim Type' is 'Fuel & Maintenance', 'Per Month Eligibility' is 7500, 'Unclaimed Amount' is 2500, and 'Claimed Amount (Rs.)' is 2500. The 'Comment' field contains the text 'Reimbursement taken for the month of April - 2017'. A 'Submit' button is visible at the bottom left of the form area.

Enter the Claim amount

Enter the Comments

Eligible Amount and Unclaimed Amount will appear automatically once you select Claim type

Step: 06: Submit the Claim Details

Click on Submit Button

Note:

Once the claim is submitted, the user will get a mail with the details of Claim details. Once submitted, user will not be able to change the claim details.

Step: 06: View History – for the claimed amounts.

View the History of all the Claims you have submitted during the financial year

There is a Print button given. You should take the print-out, sign on the same and submit your Bills | Receipts with HR

THANK YOU