

Field Force Attendance & Reporting System

FMCG Brands & Distribution

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs an attendance and reporting system for a field sales force — geo/app-based attendance and beat check-in, DSR discipline, leave with beat cover, and payroll linkage — so field staff are accountable without being at an office. Use it to run field HR ops. For KPIs use the Daily Sales Report & KPI Design.

Purpose of this tool & output

Track an always-in-the-market team

How the output is used

Use it to track an always-in-the-market team — a field-force attendance and reporting system with geo-tagging and call reporting.

Important cautions

Track fairly and respect privacy; the goal is coverage and productivity, not surveillance for its own sake.

Companion documents

- Field Sales Hiring Kit
- Sales Employee Agreement
- Sales Induction & Onboarding
- Sales Performance Management & PIP
- FMCG Field HR Policy Handbook
- Field Force Retention & Engagement

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.