

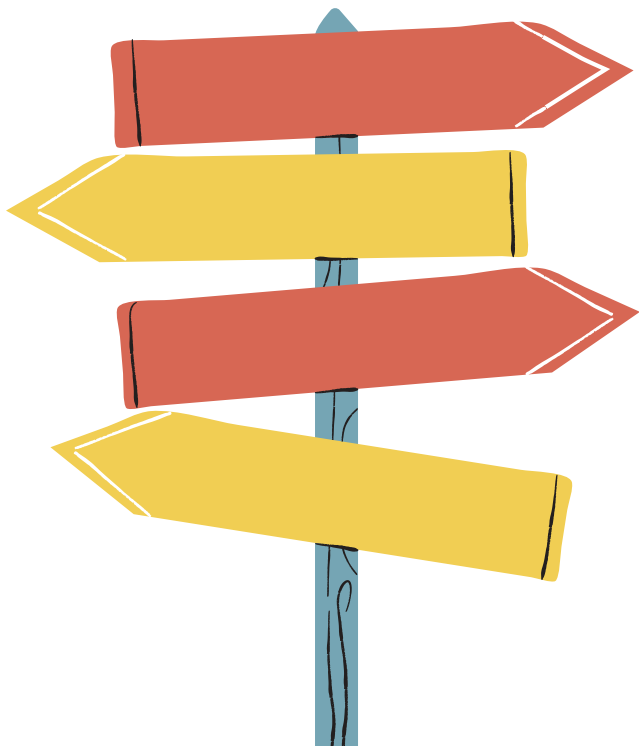


TRAVEL TRACKING GUIDE

This guide explains the travel tracking feature in Runtime HRMS.

Topics covered:

- Available features
- Settings & Configurations
- Tracking & Reporting



Document Version: **1.0**
Last Updated: **MAR-2025**



TRAVEL TRACKING GUIDE (HRM)

Introduction

Travel Tracking is an Addon Feature of Runtime HRMS. It allows you to track employee travels using live-location tracking via Runtime Workman (mobile app).

Use Travel Tracking to track employee travels including time of travel, distance travelled (kms.), route of travel, average speed and stops on the way.

Use Cases

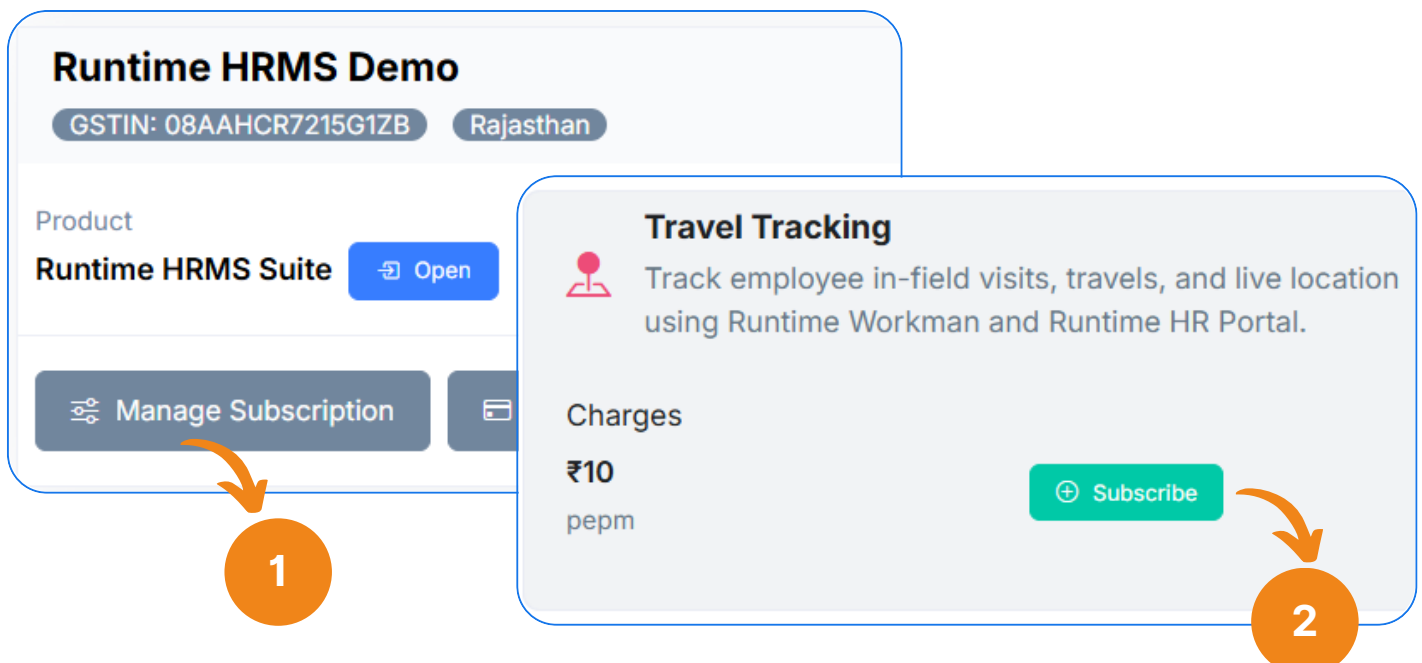
Delivery boy tracking
Sales executives tracking
Service personnel visit tracking
& more...

TRAVEL TRACKING GUIDE (HRM)

Addon Activation

To start using Travel Tracking, you need to subscribe to the Travel Tracking addon from your account panel. Here are the steps to do this:

1. Open <https://account.runtime.one> and login with your email and password
2. Click on **Manage Subscription** button below your business name
3. Scroll down and find **Travel Tracking** addon. Click on Add button. The system will show you the price required to be paid.
4. Click on **Generate Invoice** and make the payment.
5. Once your payment is complete, the addon will be activated on your account.

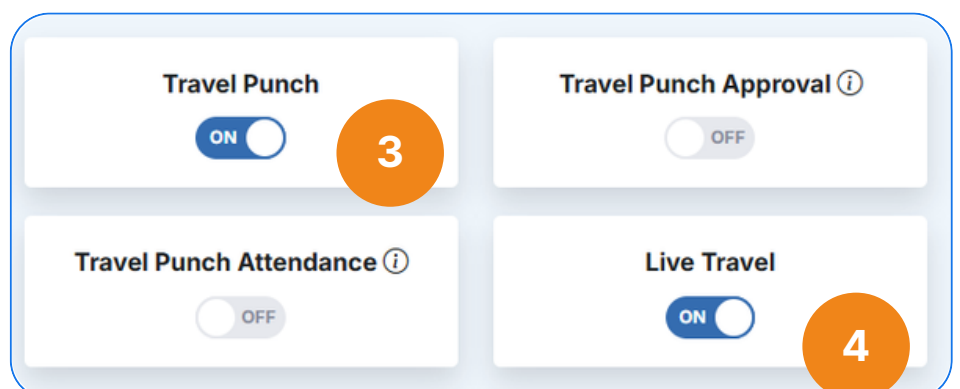
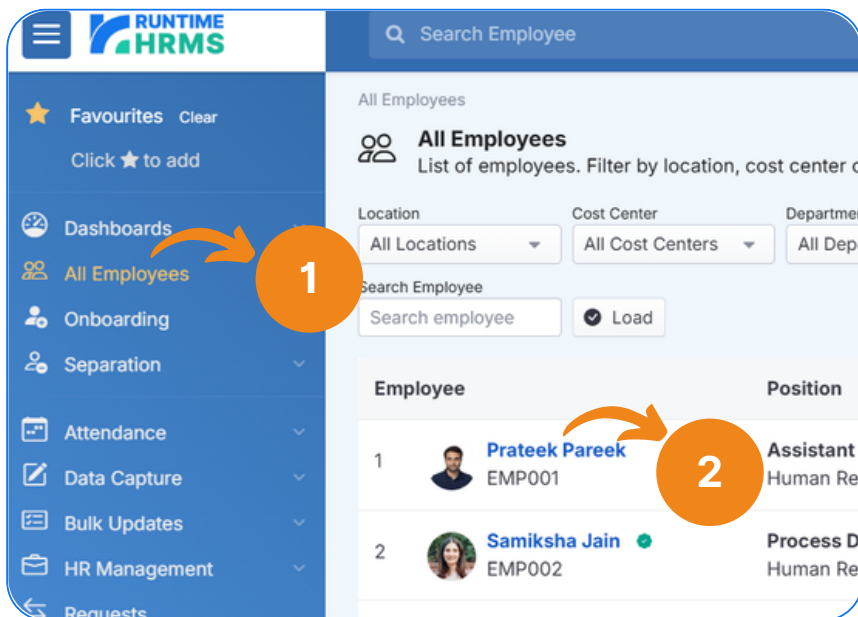
The image is a screenshot of the 'Runtime HRMS Demo' account panel. At the top, it shows 'GSTIN: 08AAHCR7215G1ZB' and 'Rajasthan'. Below this, under the 'Product' section, it lists 'Runtime HRMS Suite' with an 'Open' button. Further down, there is a 'Manage Subscription' button, which is highlighted with an orange arrow and a circle containing the number '1'. To the right of this, there is a 'Travel Tracking' addon card. The card has a red location pin icon, the title 'Travel Tracking', and a description: 'Track employee in-field visits, travels, and live location using Runtime Workman and Runtime HR Portal.' Below the description, it shows 'Charges ₹10 pepm'. At the bottom right of the card is a green 'Subscribe' button, which is highlighted with an orange arrow and a circle containing the number '2'.

TRAVEL TRACKING GUIDE (HRM)

Enabling Travel Tracking for Employees

You can enable or disable Travel Tracking for employees in bulk or selected employees. Travel Tracking will work only if enabled on employee profile.

1. Login on HR Portal
2. Click on All Employees from left menu
3. Open an employee record and go to Options tab
4. Turn on Travel Punch & Live Travel

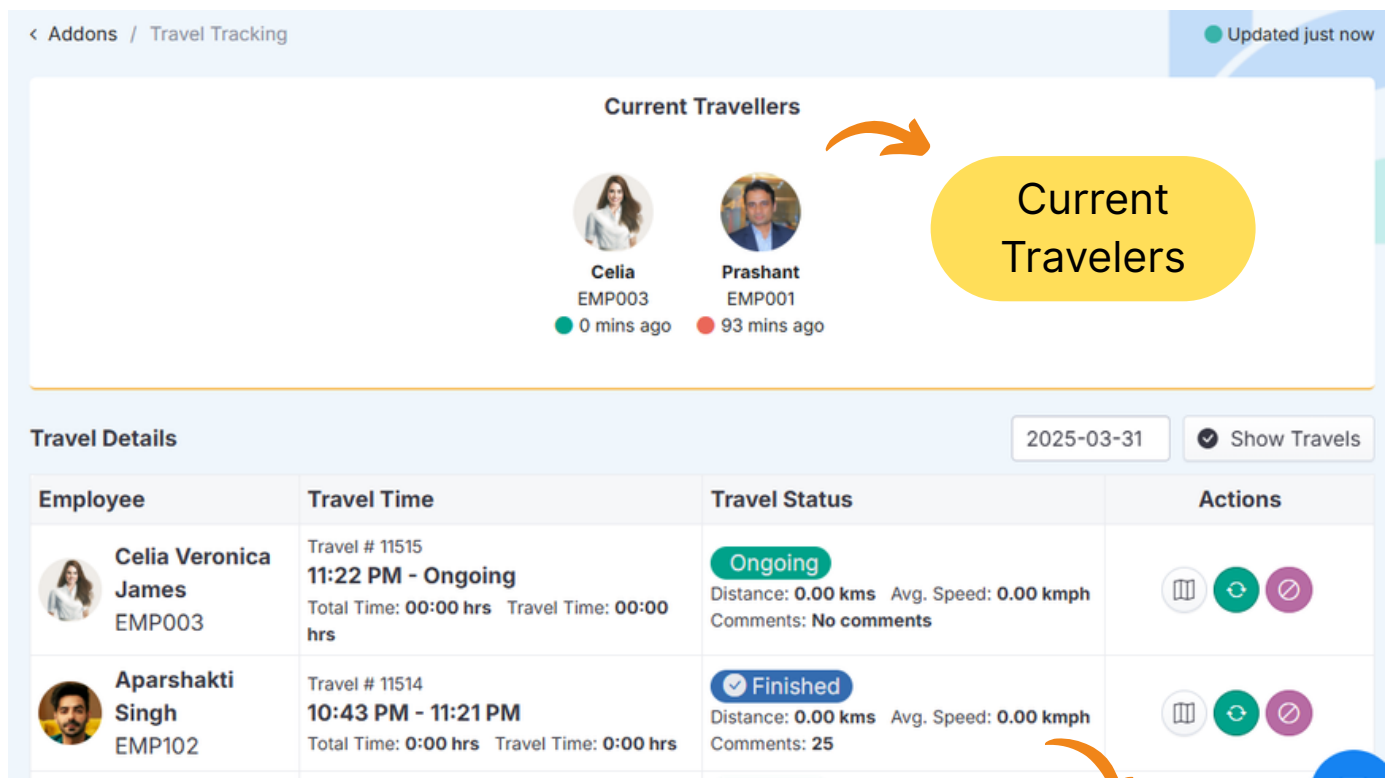


TRAVEL TRACKING GUIDE (HRM)

View Travel Details

Using our Travel Tracking dashboard, you can view the status of Live Travels in real-time and identify potential issues also.

Go to Addons > **Travel Tracking**
(HR Portal)



The screenshot displays the 'Travel Tracking' dashboard. At the top, there's a breadcrumb 'Addons / Travel Tracking' and a status 'Updated just now'. The main section is titled 'Current Travellers' and shows two employees: Celia (EMP003) with a green dot indicating '0 mins ago' and Prashant (EMP001) with a red dot indicating '93 mins ago'. An orange arrow points from this section to a yellow callout box labeled 'Current Travelers'. Below this is a 'Travel Details' section with a date filter set to '2025-03-31' and a 'Show Travels' toggle. A table lists travel details for two employees: Celia Veronica James (EMP003) and Aparshakti Singh (EMP102). The table has columns for Employee, Travel Time, Travel Status, and Actions. Celia's travel is 'Ongoing' (Travel # 11515, 11:22 PM) with a distance of 0.00 kms and no comments. Aparshakti's travel is 'Finished' (Travel # 11514, 10:43 PM - 11:21 PM) with a distance of 0.00 kms and 25 comments. An orange arrow points from the 'Travel Details' section to a yellow callout box labeled 'Travel Details'.

Employee	Travel Time	Travel Status	Actions
 Celia Veronica James EMP003	Travel # 11515 11:22 PM - Ongoing Total Time: 00:00 hrs Travel Time: 00:00 hrs	Ongoing Distance: 0.00 kms Avg. Speed: 0.00 kmph Comments: No comments	  
 Aparshakti Singh EMP102	Travel # 11514 10:43 PM - 11:21 PM Total Time: 0:00 hrs Travel Time: 0:00 hrs	Finished Distance: 0.00 kms Avg. Speed: 0.00 kmph Comments: 25	  

Live Travel Dashboard

Travel Details

Tip: Change the date to view past travels.

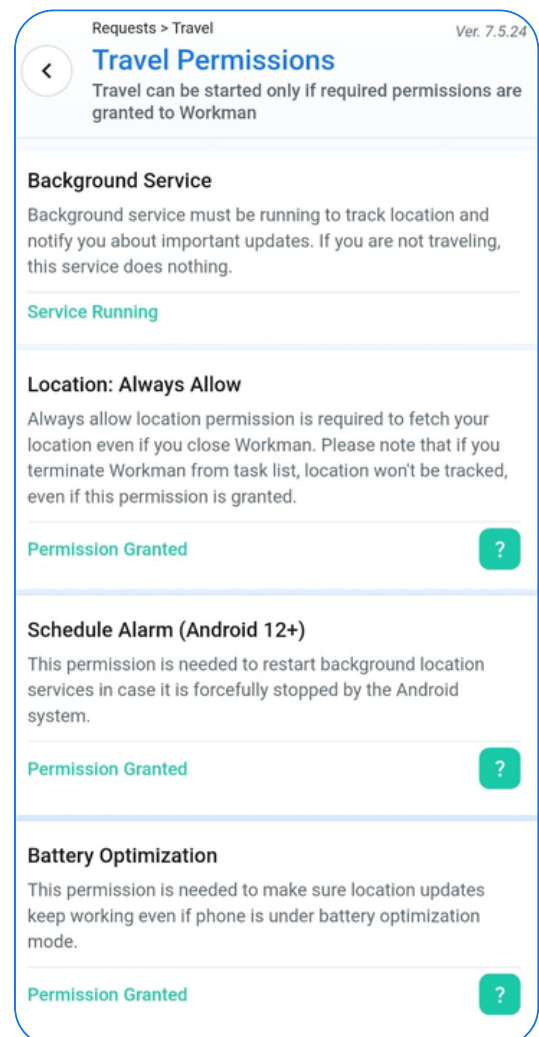
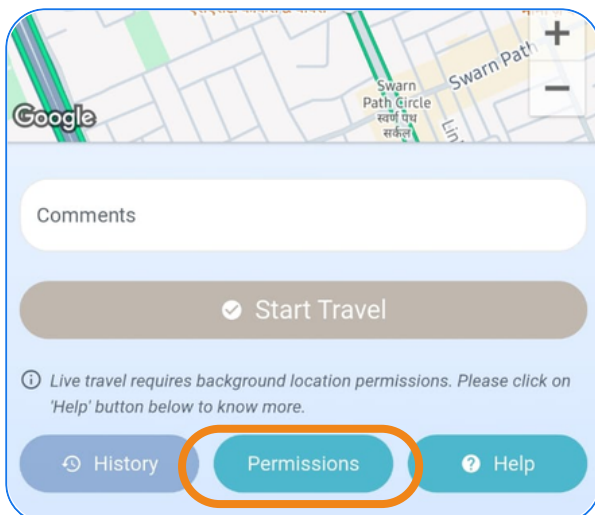
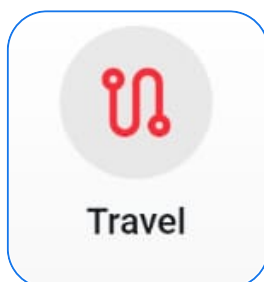
TRAVEL TRACKING GUIDE (EMPLOYEE)

Checking Permissions (Workman)

The employees need to start live travel from Workman. Starting live travel requires certain permissions to be granted before it can work.

We've created a page within Workman for easily checking if the required permissions are granted or not.

Tap on **Travel** icon from home page and then tap on **Permissions** to view the status.



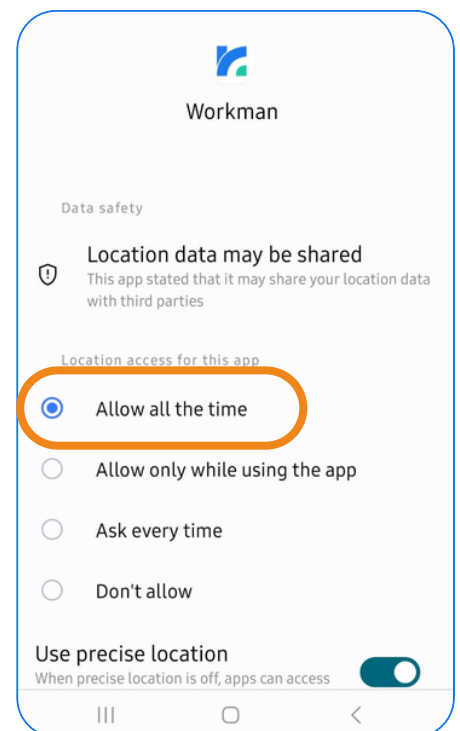
TRAVEL TRACKING GUIDE (EMPLOYEE)

Granting Permissions

When you check permissions for the first time, the app will prompt to grant permissions like battery usage in background. You can tap 'Allow' or 'Yes' to grant the permission.

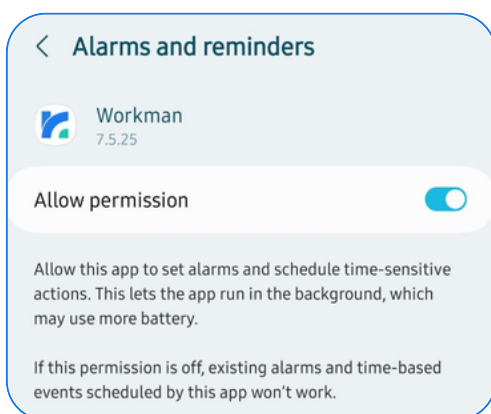
Location: Always On

Settings > Apps > Workman > Permissions > Location > Allow all the time



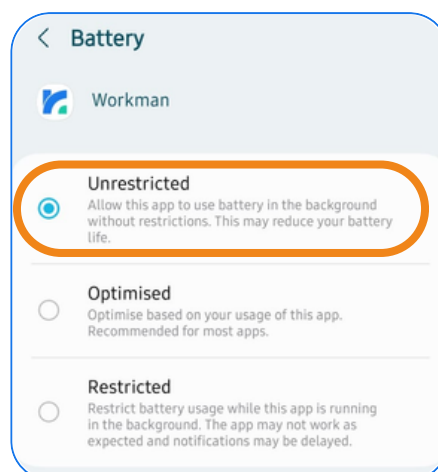
Schedule Alarm (Android 12+)

Settings > Apps > Workman > Alarms & Reminders > Allowed



Battery Optimization

Settings > Apps > Workman > Battery > Unrestricted



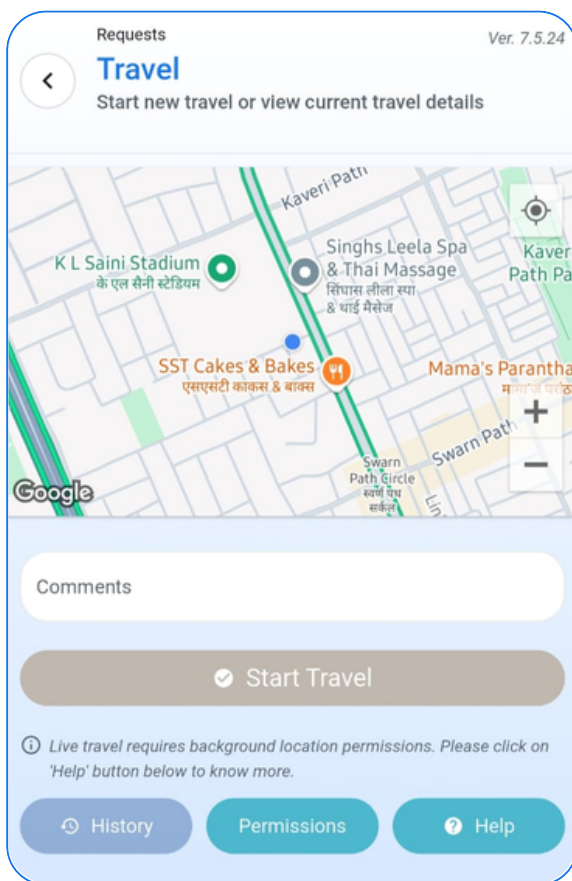
! After granting permissions, go back to permissions page and tap **Refresh** to see the updated status.

TRAVEL TRACKING GUIDE (EMPLOYEE)

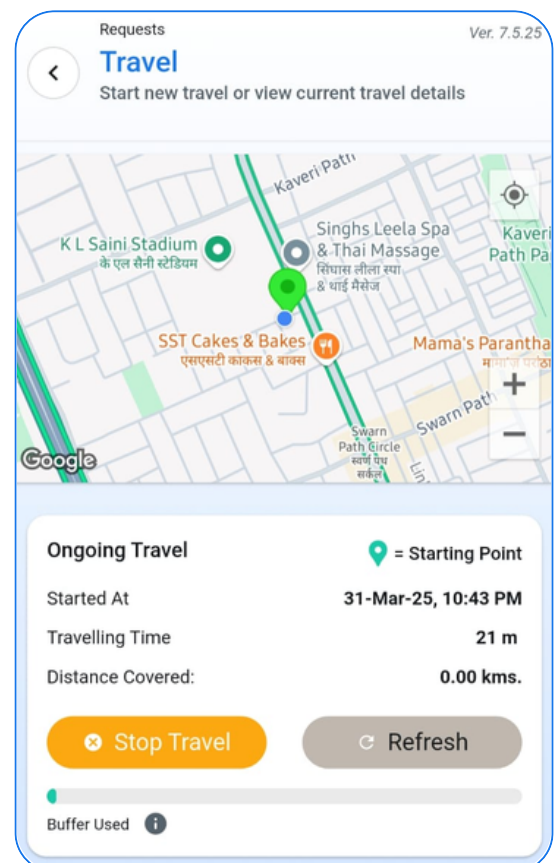
Start Live Travel

To start a live travel, tap on Travels from home page. Enter your comments like 'Going to client office' and press **Start Travel**.

Before Starting

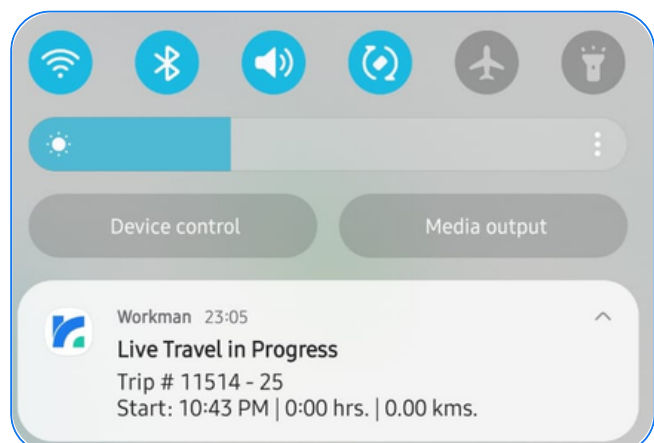


After Starting



Travel Notification

While you are traveling, the device will show a sticky notification that keeps updating as your travel. It shows you kms. traveled and time spent. If there are issues with your travel data sync, the same will also be reported on this notification.



TRAVEL TRACKING GUIDE (EMPLOYEE)

View Travel History

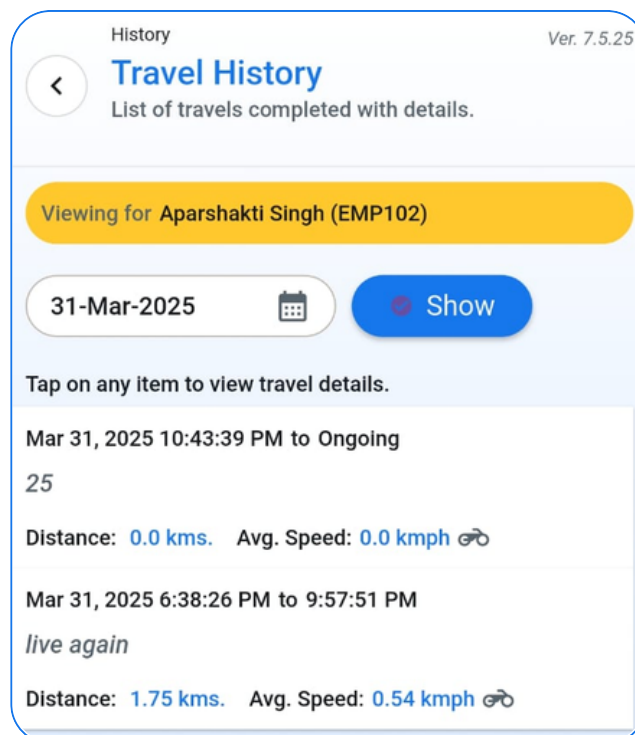
You can view your own travel history as well as history of travels by people in your teams using Workman.

To view own travel history

Travels > History > Search

To view team travel history

Team > Select Member > Travels



Tap on any travel to view map indicators showing start and end points of the selected travel.



TRAVEL TRACKING GUIDE

Thanks for reading!

More information can be found on following links

HR Portal Documentation

<https://docs.runtimehrms.com>

Workman Documentation

<https://help.runtimehrms.com>

Workman Download



(C) Runtime Software Private Limited

This guide is meant for subscribers of Runtime HRMS only.
Copying, duplication and redistribution of this guide is strictly prohibited.