

How to do the Mileage Claim Setting

This video will show users How to do the Mileage Claim Setting

Navigate to HRMS, Mileage Claim Setting, Add New Setting. Fill in Vehicle Type, Distance, Mileage Allowance, and Expense Category. Click Save when done.

STEP-BY-STEP:

1. Go to HRMS menu
 2. Select Mileage Claim Setting
 3. Click on the + button on the top right of the screen to add a new setting
 4. Enter mandatory fields: Vehicle Type, Distance, Mileage Allowance, and Expense Category. (mandatory fields in red color or marked with red x)
 5. Click on the + button again to save the new setting.
 6. To edit an existing setting, select the setting from the table below.
Click on the field / column to edit, and modify the content and press ENTER or click the + button to save the change.
 7. To delete an existing setting, right click on the setting from the table below.
Select "Delete Mileage Claim Setting" and choose Yes to delete the setting.
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