

Basic Information

Client Name

Co-works

Location

HSR-98 / HSR LAYOUT, 14th Main Road
7th Sector, Bangalore, Karnataka

Facility Contact Information

Facility Supervisor Name

FM Name

Facility Supervisor Ph.No

+91 8965412365

Facility Staff Insight

Total Staff Headcount

04

Attendance %

90%

Late Entries

03

Total Staff Logged Today

03

GAP

01

Early Logout

01

Daily Operations Dashboard

Replacement
Requested

02

Replacement
Deployed

01

Pending
Replacement

01

Replacement Management

Task
Assigned

04

Tasks
Completed

01

Tasks
Pending

03

Task Performance

• Issues
Reported

03

• Issues
Resolved

02

• Pending
Issues

01

Operational Issues

Pending Tasks & Operational Issues

Tasks

Assigned Staff

Pantry Cleaning

Staff Name 1

Lobby Cleaning

Staff Name 2

Inventory Restocking

Staff Name 3

Pending Tasks

Operational Issue

Area

Status

Water Leackage

3rd Floor

• Resolved

Electrical Issue

Basement

• Resolved

Lift out of service

1st Floor

• Pending

Operational Issues

Workforce Summary

Absent List

Absent Staff Name

Deployed

Absent Staff Name

Pending

Absent Staff Name

Deployed

Replacement Deployed

• GROOMING COMPLIANCE

Grooming Checks Conducted

04

Grooming Checks Passed

03

Grooming Checks Failed

01



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Facility Staff Insight

Total Staff Headcount	Attendance %	Late Entries
04	90%	03
Total Staff Logged Today	GAP	Early Logout
03	01	01

LOGIN REPORT (15 MARCH 2026)

Timestamp	Staff Name	Role	Date	Login Time	Is This a Replacement Staff?	If Yes, Original Staff Name	Shift Type	Shift Start Time	Late By (Minutes)	Status
28/02/2026 00:18:45	Sample A	Housekeeping	28/02/2026	9:00:00 AM	No	abcd	Day	9:00:00	0	ON TIME
28/02/2026 00:32:44	Sample B	Housekeeping	28/02/2026	9:55:00 AM	No	abcd	Day	9:00:00	55	LATE
28/02/2026 00:48:57	Sample C	Security	28/02/2026	8:45:00 PM	No	abcd	Night	20:00:00	45	LATE
28/02/2026 00:57:40	Sample D	Pantry Staff	28/02/2026	9:15:00 AM	Yes	abcd	Day	9:00:00	15	LATE

LOGOUT REPORT (15 MARCH 2026)

Timestamp	Staff Name	Role	Date	Logout Time	Task Status	Task Pending Reason	Login Time	Shift Start Time	Total Worked Hours	Early Logout Status	Early Logout Minutes
28/02/2026 00:20:07	Sample A	Housekeeping	28/02/2026	20:00:00	Complete	NILL	9:00:00	9:00:00	11:00:00	SHIFT COMPLETE	0
28/02/2026 00:33:28	Sample B	Housekeeping	28/02/2026	18:00:00	Complete	NILL	9:55:00	9:00:00	8:05:00	EARLY LOGOUT	55
28/02/2026 00:49:50	Sample C	Security	28/02/2026	4:00:00	Complete	NILL	20:45:00	20:00:00	7:15:00	EARLY LOGOUT	105
28/02/2026 00:58:41	Sample D	Pantry Staff	28/02/2026	18:00:00	Complete	NILL	9:15:00	9:00:00	8:45:00	EARLY LOGOUT	15

