



iFlow

User guide

Team Leaders

Read more

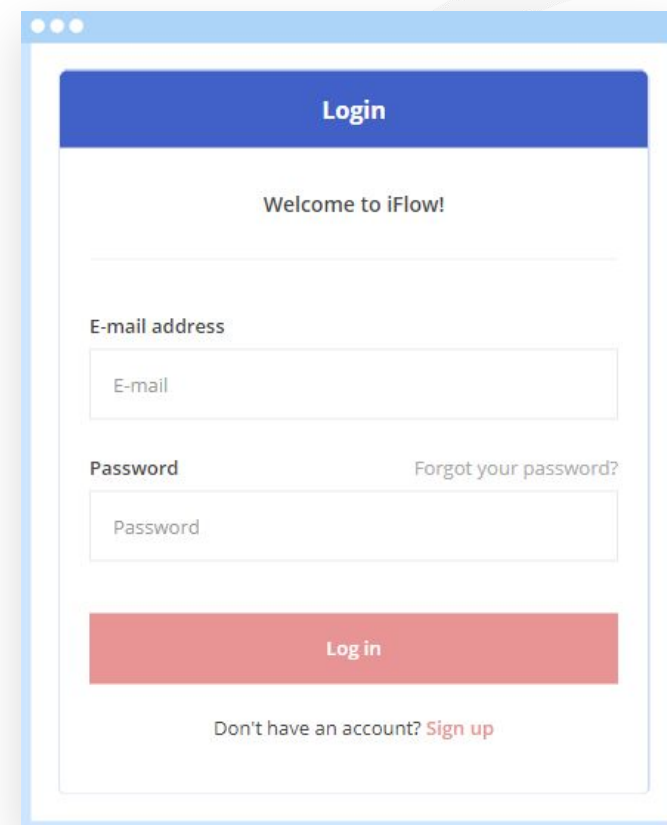


How do you **log in**?

The iFlow app can be used from any device with internet connection.

Follow these steps to log in:

- Enter www.iflow.ro/en
- Click on "Login"
- Fill in with the credentials received from the admin (e-mail and password)
- Click on "Log in"

A screenshot of a web browser window displaying the iFlow login page. The page has a blue header with the word "Login" in white. Below the header, it says "Welcome to iFlow!". There are two input fields: "E-mail address" and "Password". The "E-mail address" field has a placeholder text "E-mail". The "Password" field has a placeholder text "Password" and a link "Forgot your password?" to its right. Below the input fields is a red button with the text "Log in". At the bottom, there is a link "Don't have an account? Sign up" in red text.

Login

Welcome to iFlow!

E-mail address

E-mail

Password [Forgot your password?](#)

Password

Log in

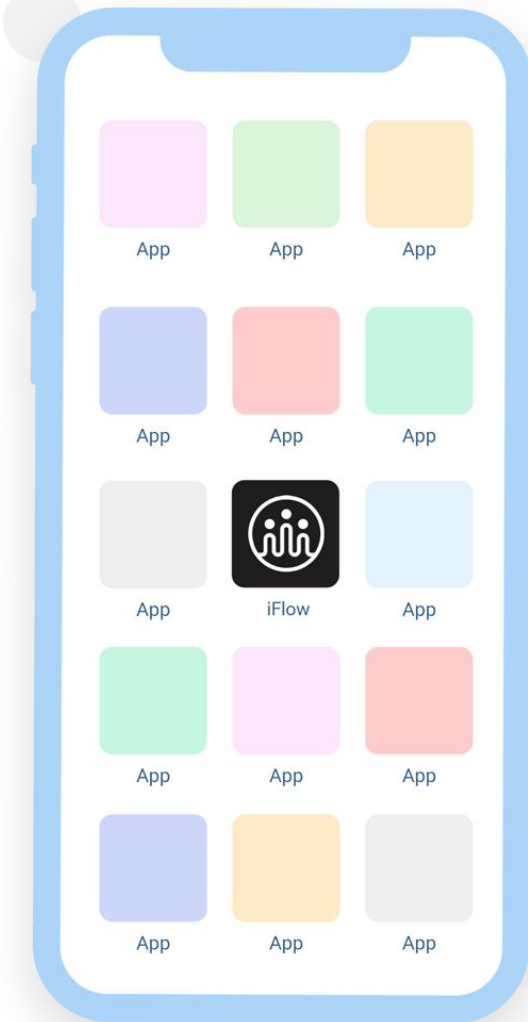
Don't have an account? [Sign up](#)

How do you **create a shortcut** for iFlow?

The easiest way to access the app from your phone is to create a shortcut of the website on your device.

How can you do that?

- Access www.iflow.ro/en
- Click on the "Settings" menu of the browser
- Select "Add on homescreen"



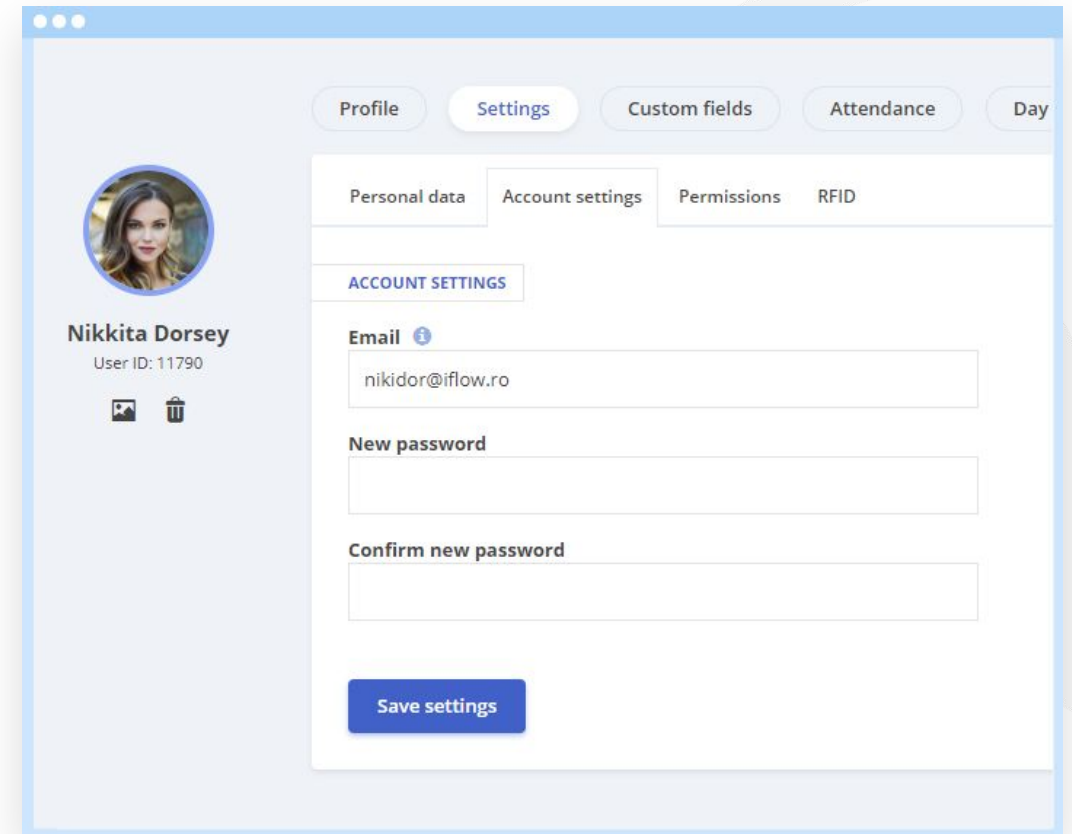
How do you **change your password?**

After you entered your account for the first time, you will want to change your password.

Follow these steps:

- Access your profile
- Click on "Settings"
- Click on the "Account settings" tab
- Write the old password and the new one
- Click on "Save settings"

**The password must include at least 8 characters, one letter, one number and one symbol.*



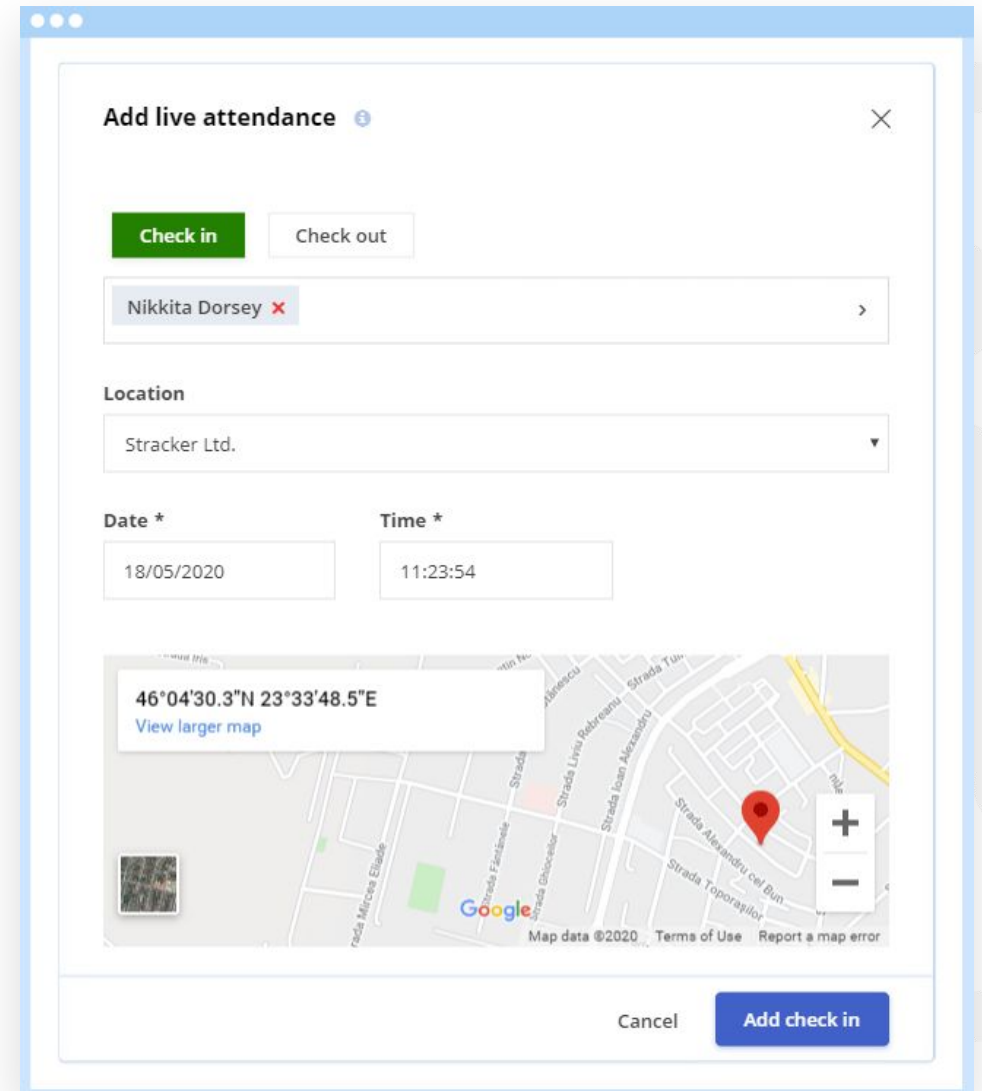
The screenshot displays a user profile page for Nikkita Dorsey (User ID: 11790). The interface includes a navigation bar with tabs: Profile, Settings (selected), Custom fields, Attendance, and Day. Below the navigation bar, there are sub-tabs: Personal data, Account settings (selected), Permissions, and RFID. The 'ACCOUNT SETTINGS' section is active, showing fields for Email (nikidor@iflow.ro), New password, and Confirm new password. A 'Save settings' button is located at the bottom of the form.

How do you check-in?

How do I check-in:

- From Dashboard
- Click on "Check in"
- Choose the location
 - *If you are required to by your admin*
- Check the date and time
- Click on "Add check in"

**To check out, follow the same steps as described above, after pressing the "Check out" button*



The screenshot shows a web application window titled "Add live attendance" with a close button (X) in the top right corner. The form contains the following elements:

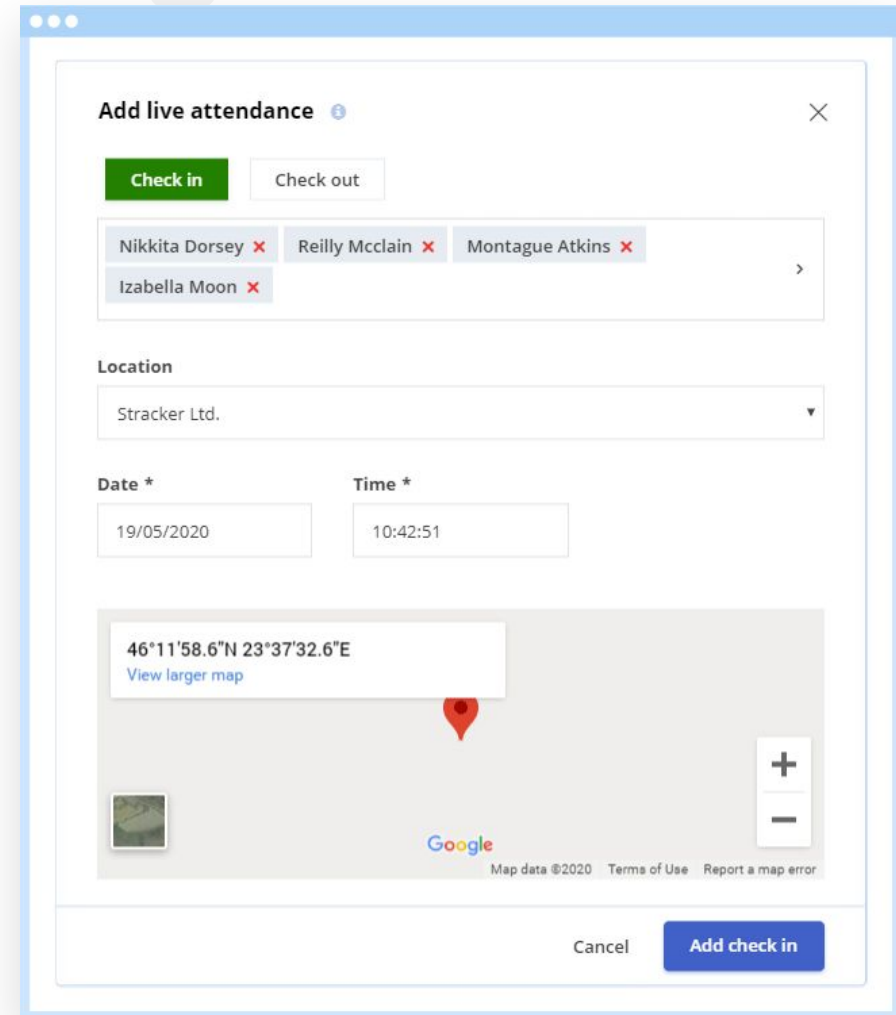
- Buttons:** A green "Check in" button and a grey "Check out" button.
- User Selection:** A dropdown menu showing "Nikkita Dorsey" with a red 'X' icon and a right-pointing arrow.
- Location:** A dropdown menu showing "Stracker Ltd." with a downward-pointing arrow.
- Date and Time:** Two input fields. The "Date *" field contains "18/05/2020" and the "Time *" field contains "11:23:54".
- Map:** A Google Map showing a street view with a red location pin. A white information box over the map displays the coordinates "46°04'30.3"N 23°33'48.5"E" and a link "View larger map".
- Footer:** At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Add check in" button.

How do you check-in/out other employees?

How do you check-in/out:

- From Dashboard
- Click on "Check in"/"Check out"
- Select the employees
- Choose the location
 - *If you are required to by your admin*
- Check the date and time
- Click on "Add check in"

**When you are checking-in/out multiple employees at the same time, all of them will be registered by the app at the same location, date and time.*



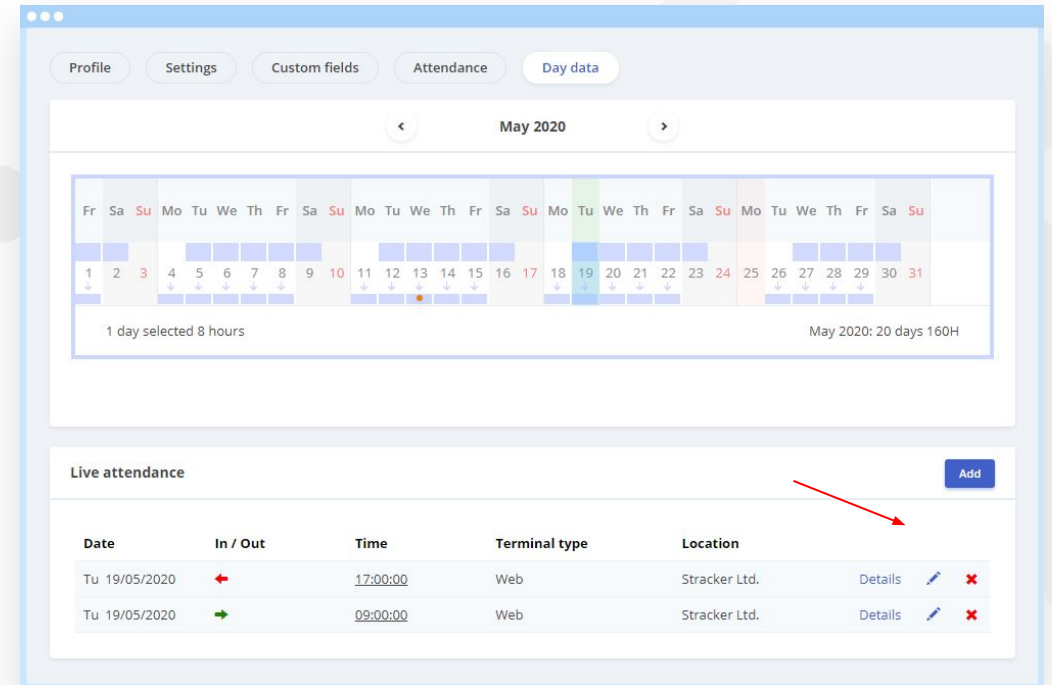
The screenshot shows a mobile application interface for adding live attendance. The dialog box is titled "Add live attendance" and has a close button (X) in the top right corner. It features two buttons: "Check in" (green) and "Check out" (white). Below these buttons is a list of employee names: Nikkita Dorsey, Reilly McClain, Montague Atkins, and Izabella Moon, each with a red 'X' icon to its right. A "Location" dropdown menu is set to "Stracker Ltd.". There are input fields for "Date *" (19/05/2020) and "Time *" (10:42:51). Below these is a map showing a location pin with coordinates 46°11'58.6"N 23°37'32.6"E and a "View larger map" link. The map includes a Google logo and footer text: "Map data ©2020 Terms of Use Report a map error". At the bottom right, there are "Cancel" and "Add check in" buttons.

How do you edit or delete a check-in/out?

If there are any errors in your check-in/out:

- From Dashboard
- Click on the day of for the employee you want to edit/delete
- In the Day data panel from the employee's profile you can edit or delete

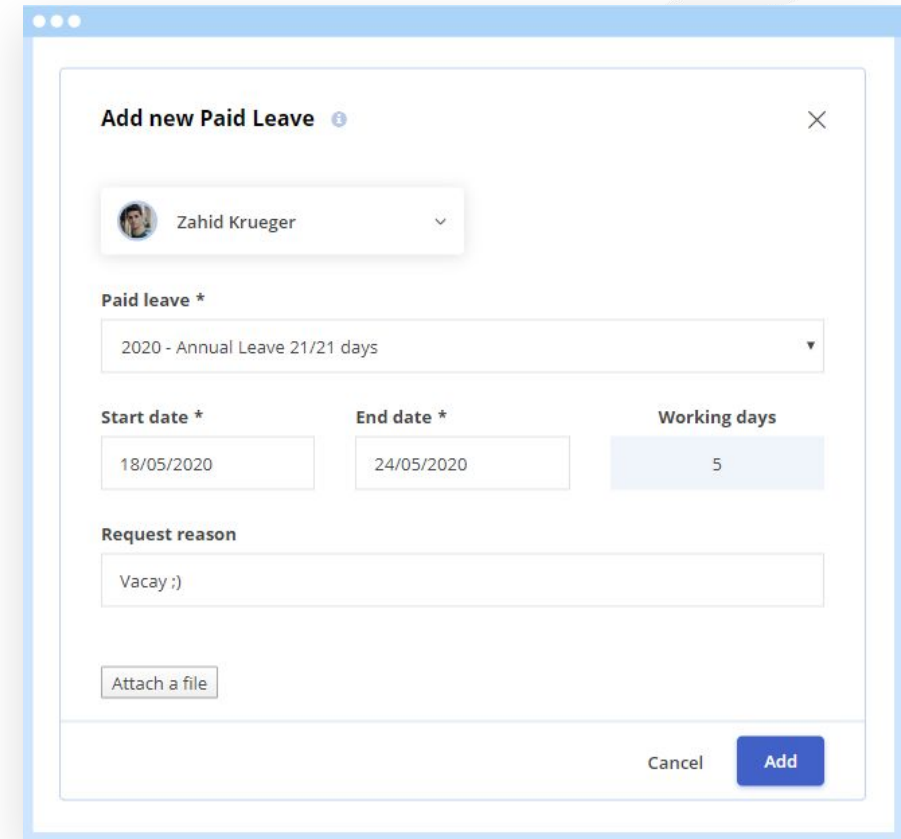
**You will be able to edit or delete any of the day data, only if the admin will give you permission.*



How do you add events for yourself?

- From Dashboard
- Click on "Add events"
- Choose the event
- Fill in the necessary information: date, time, reason, etc.
- To save click on "Add"

**If you made a mistake while adding the information, you can edit/delete them while the event is still pending (waiting for approval). Afterward, for any change you will need to make a request to receive permission to edit it.*



The screenshot shows a web application window titled "Add new Paid Leave" with a close button (X) in the top right corner. The form is for a user named "Zahid Krueger", indicated by a profile picture and name in a dropdown menu. The form fields include:

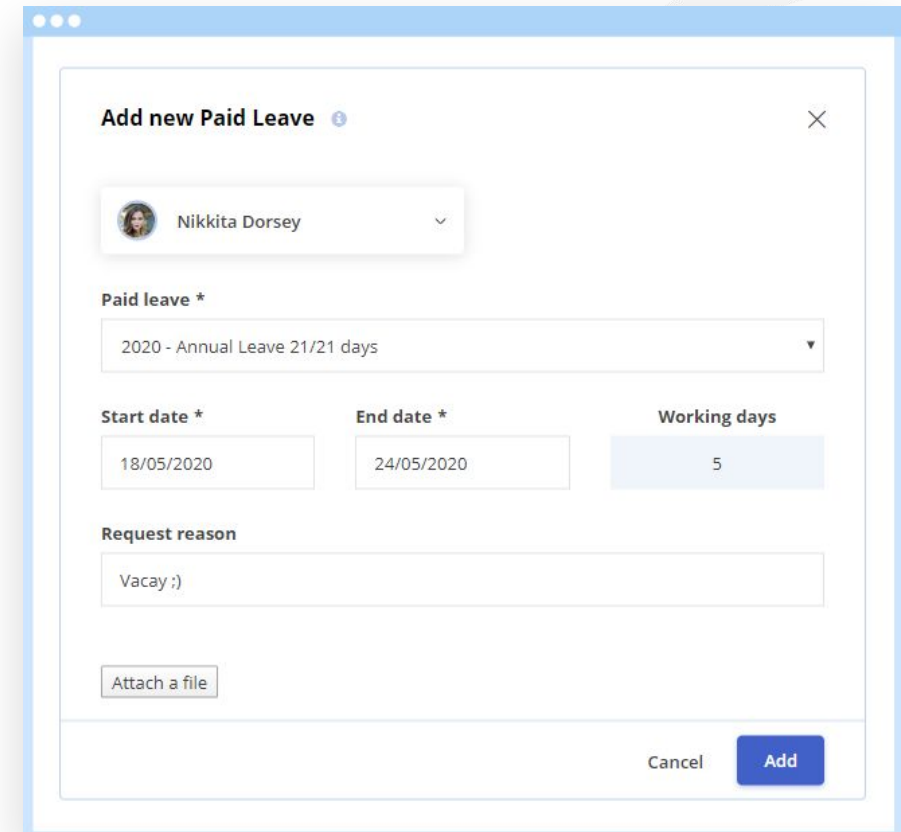
- Paid leave ***: A dropdown menu showing "2020 - Annual Leave 21/21 days".
- Start date ***: A text input field containing "18/05/2020".
- End date ***: A text input field containing "24/05/2020".
- Working days**: A text input field containing "5".
- Request reason**: A text input field containing "Vacay :)".
- Attach a file**: A button with a plus icon and the text "Attach a file".

At the bottom right of the form, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted in blue.

How do you add events for other employees?

- From Dashboard
- Click on "Add events"
- Choose the event
- Choose the employee/employees
- Fill in the necessary information: date, time, reason, etc.
- To save click on "Add"

**If you added wrong information, you can edit/delete it at any time for the employees that are part of your team.*



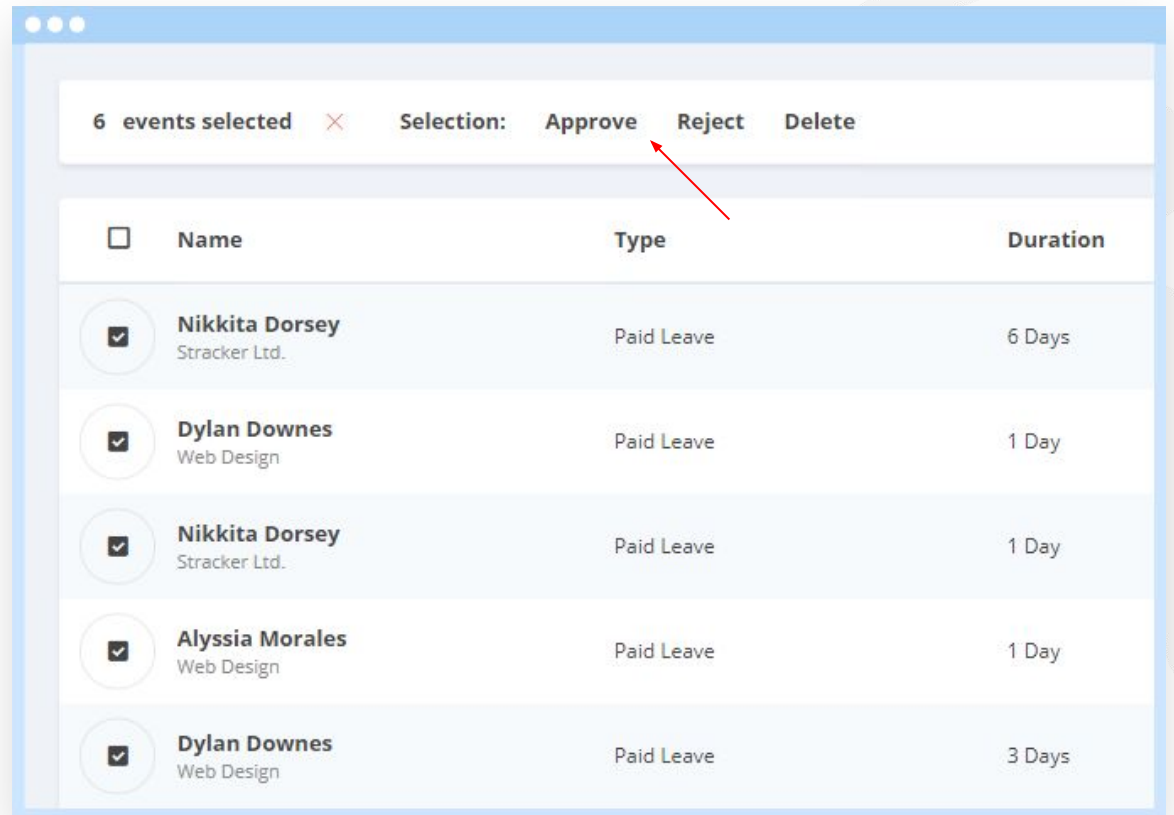
The screenshot shows a web application window titled "Add new Paid Leave" with a close button (X) in the top right corner. The form contains the following fields and options:

- Employee selection:** A dropdown menu showing "Nikkita Dorsey" with a profile picture and a downward arrow.
- Paid leave *:** A dropdown menu showing "2020 - Annual Leave 21/21 days" with a downward arrow.
- Start date *:** A text input field containing "18/05/2020".
- End date *:** A text input field containing "24/05/2020".
- Working days:** A text input field containing "5".
- Request reason:** A text input field containing "Vacay :)".
- Attach a file:** A button labeled "Attach a file".
- Buttons:** "Cancel" and "Add" buttons at the bottom right.

How do you **approve events** for employees?

- From Dashboard
- Select “Activity” from the main menu
- Select the events that are waiting approval
- Click on “Approve” or “Reject”

**In the Activity menu you can use filters to approve or reject events.*



6 events selected ✕ Selection: Approve Reject Delete

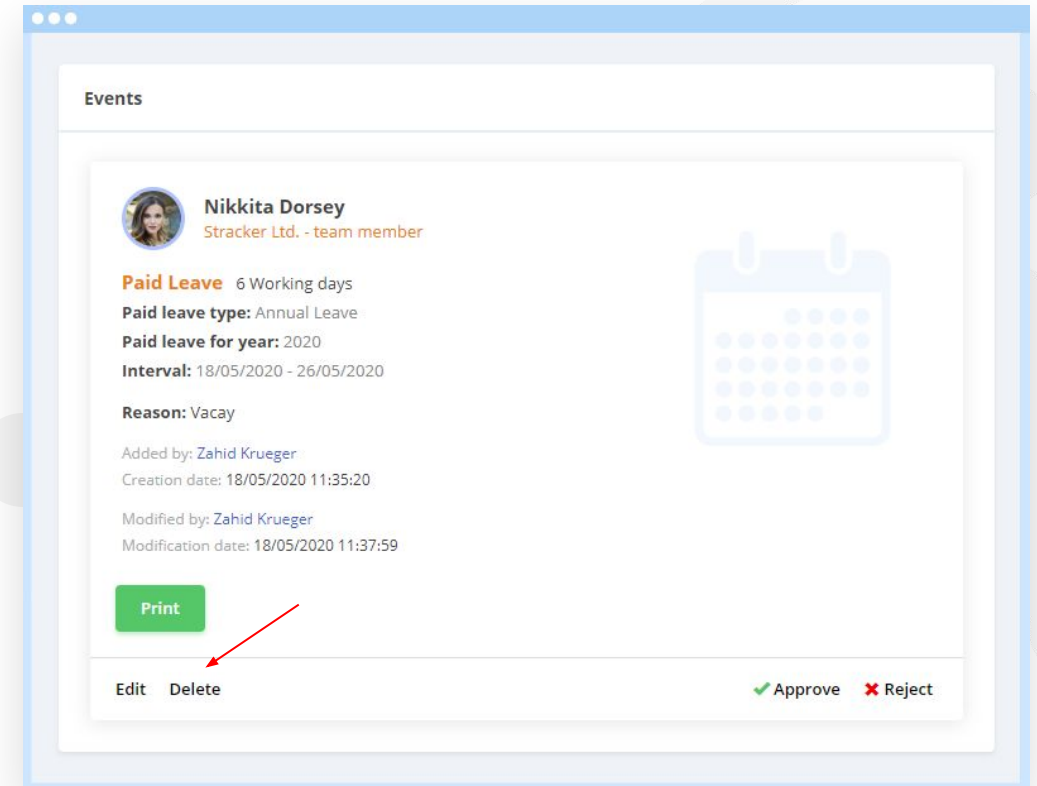
<input type="checkbox"/>	Name	Type	Duration
<input checked="" type="checkbox"/>	Nikkita Dorsey Stracker Ltd.	Paid Leave	6 Days
<input checked="" type="checkbox"/>	Dylan Downes Web Design	Paid Leave	1 Day
<input checked="" type="checkbox"/>	Nikkita Dorsey Stracker Ltd.	Paid Leave	1 Day
<input checked="" type="checkbox"/>	Alyssia Morales Web Design	Paid Leave	1 Day
<input checked="" type="checkbox"/>	Dylan Downes Web Design	Paid Leave	3 Days

How do you edit an event?

To edit an unapproved event:

- From Dashboard
- Click on the day of the event
- In the “Events” panel click on “Edit” or “Delete”
- Make the changes and click on “Save”

**You can edit/delete events for your team members, even after the event was approved.*

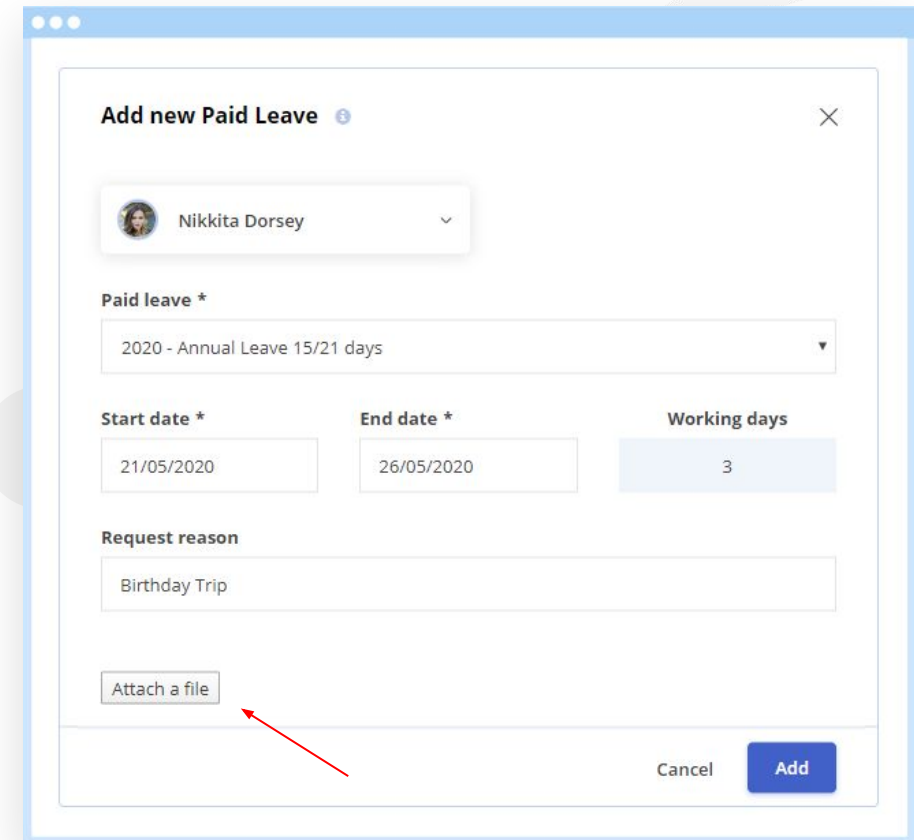


How do you upload files in iFlow?


You can upload files in iFlow when you add events.

For example, you want to add a sick leave:

- Click on “Add event”
- Select “Sick leave”
- Select the employee
- Select the leave type and the duration
- Click on “Attach file”, choose the file from your device
- Click on “Add”



Add new Paid Leave ⓘ

 Nikkita Dorsey ▾

Paid leave *

2020 - Annual Leave 15/21 days ▾

Start date * **End date *** **Working days**

21/05/2020 26/05/2020 3

Request reason

Birthday Trip

Attach a file

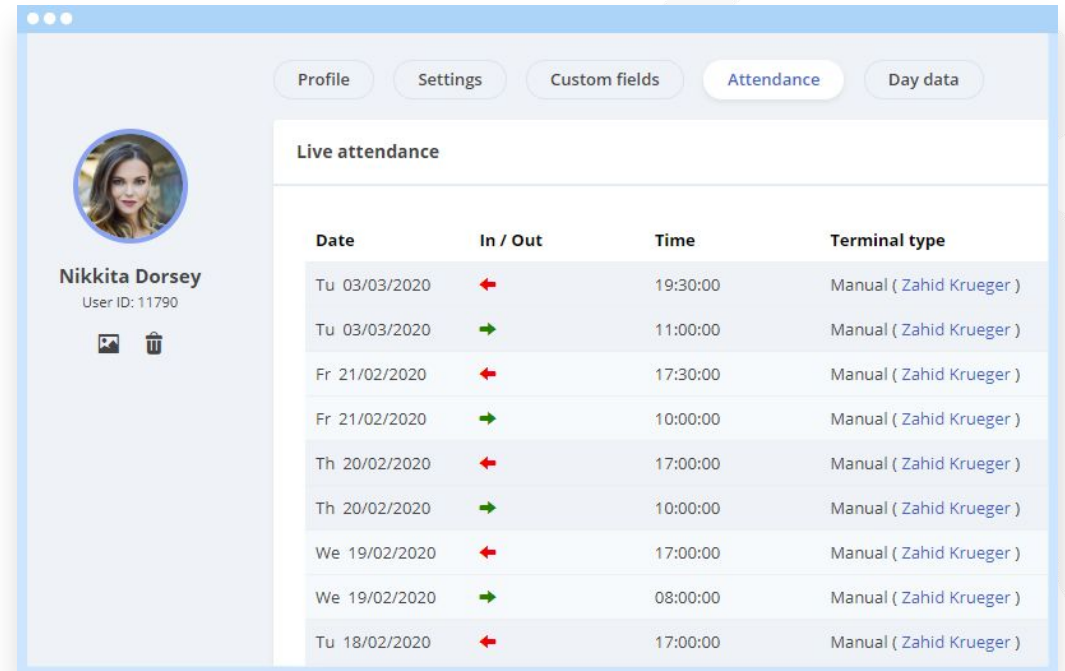
Cancel **Add**

Where do you check the attendance?

You can see in real time, daily,
the attendance of the employees:

- Real attendance report
- Real registry report
- Timesheet

**Or individually on each employee's profile.*



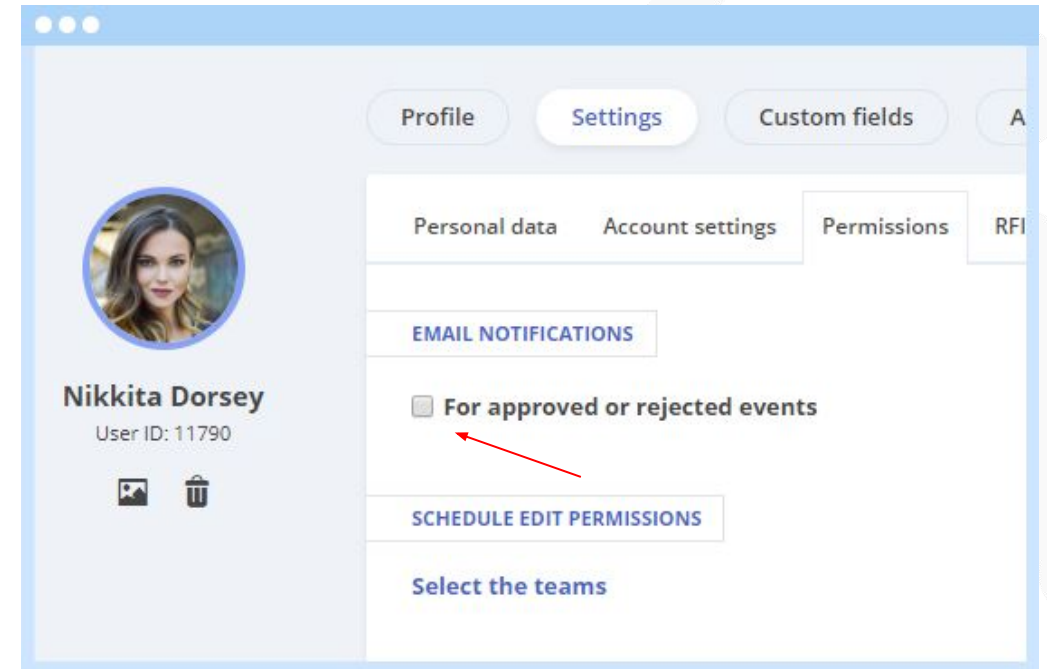
The screenshot shows a web interface for an employee profile. On the left, there is a profile card for Nikkita Dorsey (User ID: 11790) with a circular profile picture and icons for photo and trash. On the right, there are tabs for Profile, Settings, Custom fields, Attendance (selected), and Day data. Below the tabs is a 'Live attendance' section containing a table with columns: Date, In / Out, Time, and Terminal type. The table lists attendance records for Nikkita Dorsey from February 18, 2020, to March 3, 2020.

Date	In / Out	Time	Terminal type
Tu 03/03/2020	←	19:30:00	Manual (Zahid Krueger)
Tu 03/03/2020	→	11:00:00	Manual (Zahid Krueger)
Fr 21/02/2020	←	17:30:00	Manual (Zahid Krueger)
Fr 21/02/2020	→	10:00:00	Manual (Zahid Krueger)
Th 20/02/2020	←	17:00:00	Manual (Zahid Krueger)
Th 20/02/2020	→	10:00:00	Manual (Zahid Krueger)
We 19/02/2020	←	17:00:00	Manual (Zahid Krueger)
We 19/02/2020	→	08:00:00	Manual (Zahid Krueger)
Tu 18/02/2020	←	17:00:00	Manual (Zahid Krueger)

How do you activate e-mail notifications?

Follow these steps, if you want to receive notifications when your events are approved or rejected:

- Access your profile
- Click on "Settings"
- Click on "Permissions"
- Check the box for email notifications
- Click on "Save settings"

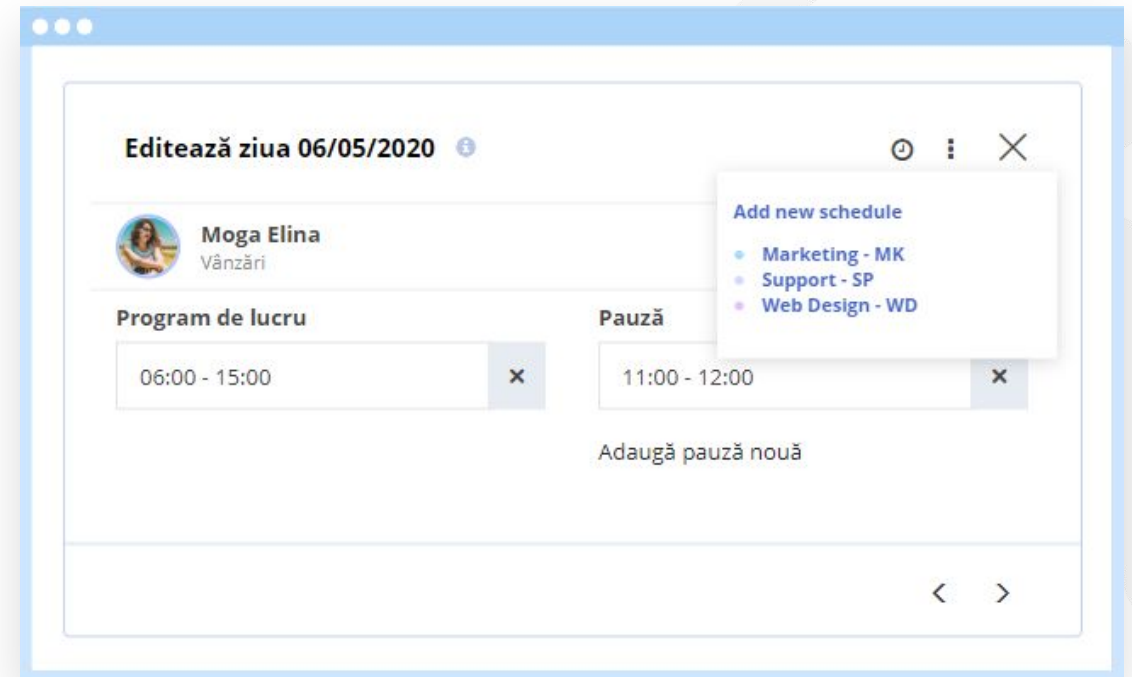


How do you **set a work schedule** for employees?

- From the “Work schedule” panel
- Double click on a day, fill in the time interval and the break
- Copy the work schedule for all the employees that share the same schedule
- Or right click to choose one of the predefined work shifts

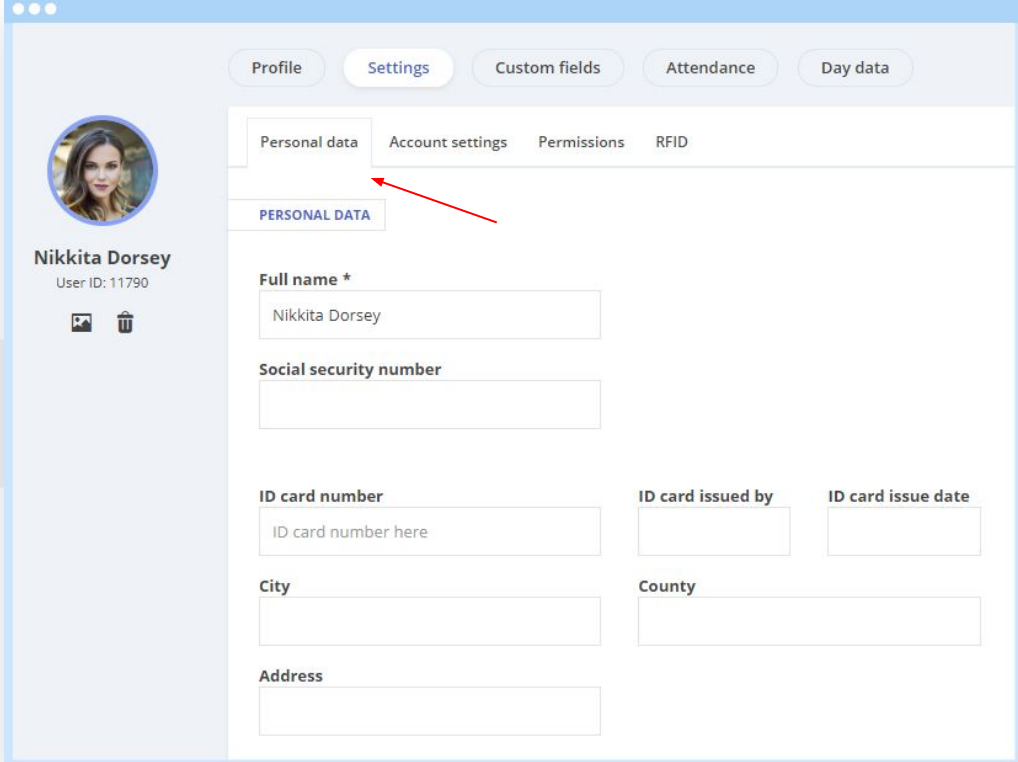
**You can create any type of work schedule with any time interval.*

**Predefined work shifts are created by the admin.*



How do you **fill in personal data** of the employees?

- From Dashboard
- Click on the employee's name
- From his profile, click on "Settings"
- Fill in the data
- To save click on "Save settings"



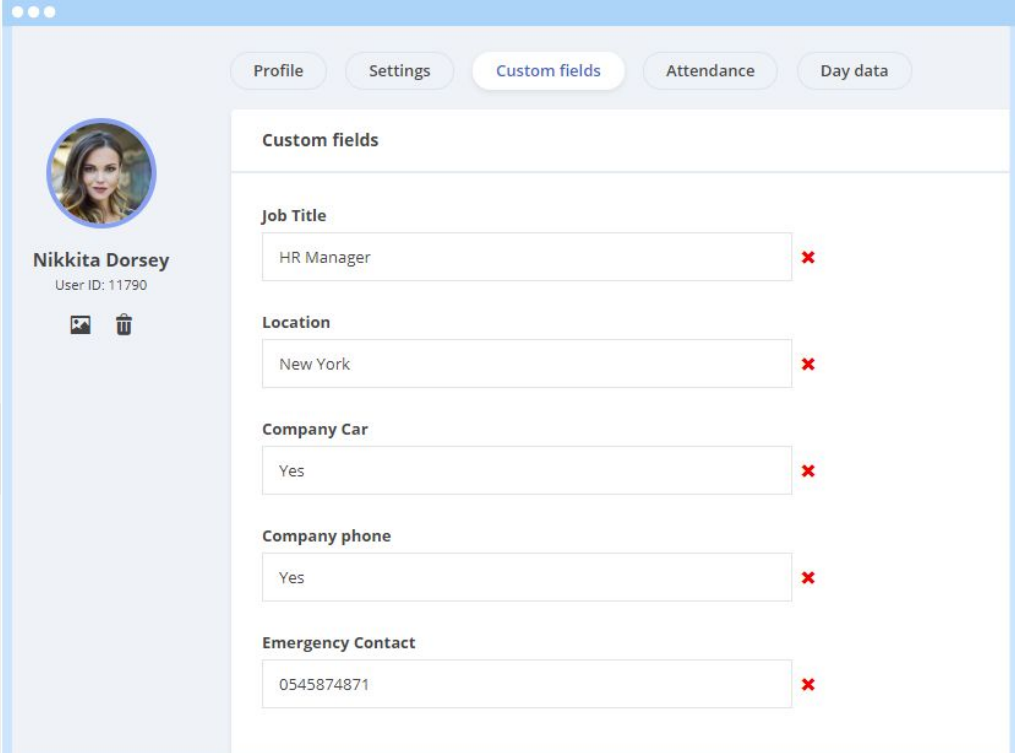
The screenshot shows a web application interface for managing employee profiles. On the left, a profile card for Nikkita Dorsey (User ID: 11790) is visible, featuring a profile picture and icons for editing and deleting. The main area is titled 'Settings' and contains several tabs: 'Personal data', 'Account settings', 'Permissions', and 'RFID'. The 'Personal data' tab is selected, and a red arrow points to it. Below the tabs, the 'PERSONAL DATA' section contains the following fields:

- Full name ***: A text input field containing 'Nikkita Dorsey'.
- Social security number**: An empty text input field.
- ID card number**: A text input field containing 'ID card number here'.
- ID card issued by**: A text input field.
- ID card issue date**: A text input field.
- City**: A text input field.
- County**: A text input field.
- Address**: A text input field.

How do you **fill in the custom fields** of the employees?

- From Dashboard
- Click on the employee's name
- From his profile, click on "Custom fields"
- Fill in the data
- To save click on "Update"

**Custom fields are created by the admin.*



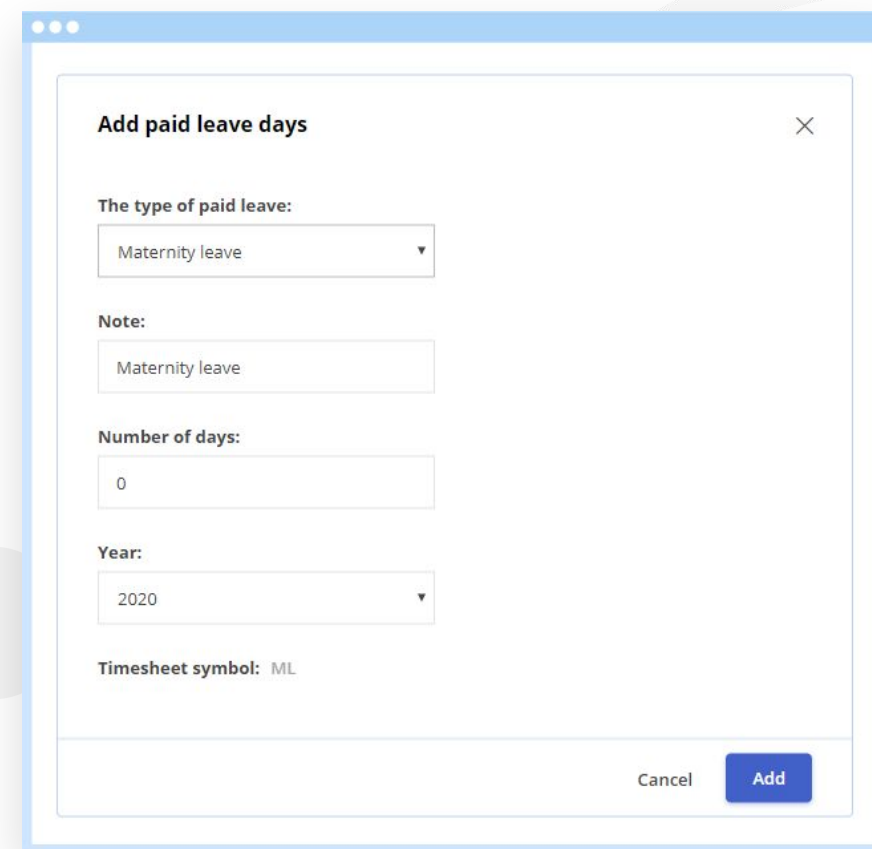
The screenshot shows a web application interface for managing employee profiles. On the left, there is a profile card for 'Nikkita Dorsey' with a circular profile picture, the name 'Nikkita Dorsey', and 'User ID: 11790'. Below the name are two small icons: a photo icon and a trash icon. To the right of the profile card is a navigation bar with five tabs: 'Profile', 'Settings', 'Custom fields' (which is selected), 'Attendance', and 'Day data'. The main content area is titled 'Custom fields' and contains five form fields, each with a red 'X' icon to its right, indicating a required field. The fields are: 'Job Title' with the value 'HR Manager', 'Location' with the value 'New York', 'Company Car' with the value 'Yes', 'Company phone' with the value 'Yes', and 'Emergency Contact' with the value '0545874871'.

Field Name	Value	Status
Job Title	HR Manager	Required (X)
Location	New York	Required (X)
Company Car	Yes	Required (X)
Company phone	Yes	Required (X)
Emergency Contact	0545874871	Required (X)

How do you **set available paid leave days** for employees?

- From Dashboard
- Click on the employee you need
- At the “Paid leave days” section, click on “Add”
- Select the type of paid leave
- Fill in the number of days
- Select the year
- To save click on “Add”

**Paid leave types are created by the admin.*

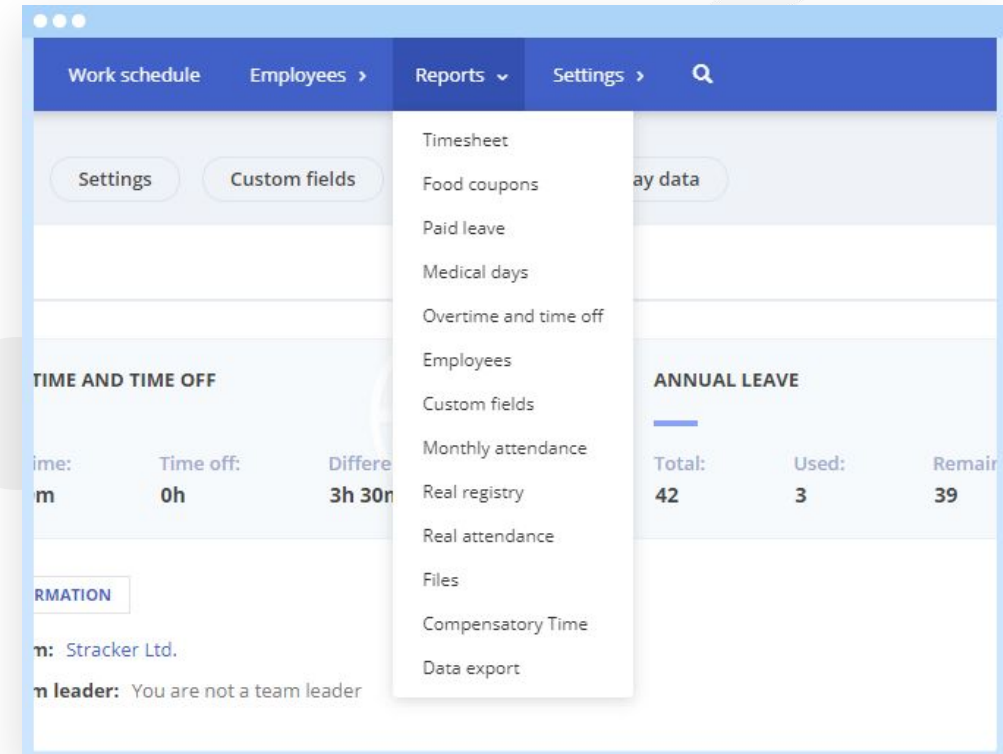


The screenshot shows a modal dialog box titled "Add paid leave days" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- The type of paid leave:** A dropdown menu with "Maternity leave" selected.
- Note:** A text input field containing "Maternity leave".
- Number of days:** A text input field containing "0".
- Year:** A dropdown menu with "2020" selected.
- Timesheet symbol:** A label showing "ML".
- Buttons:** "Cancel" and "Add" buttons at the bottom right.

How do you access reports?

- As a team leader you have access to all the reports, and you can filter them by teams.
- From the main menu, click on “Reports”
- Select any report from the list
- You can download or print them at any time



How do you print documents?

From the employee's profile:

- Click on the document from the Documents list
- Click on "Print" / "Download Word.docx"

From the Activity menu:

- Click on the event for which you want to print/download the document
- Click on "Print"
- Click on "Print" / "Download Word.docx"

