



iFlow

User guide

Team Members

Read more

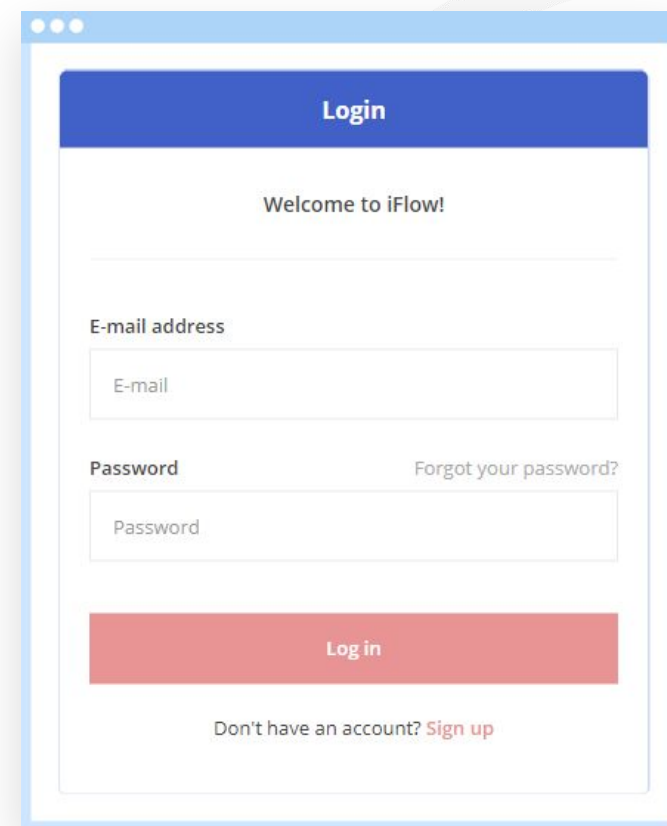


How do you **log in**?

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

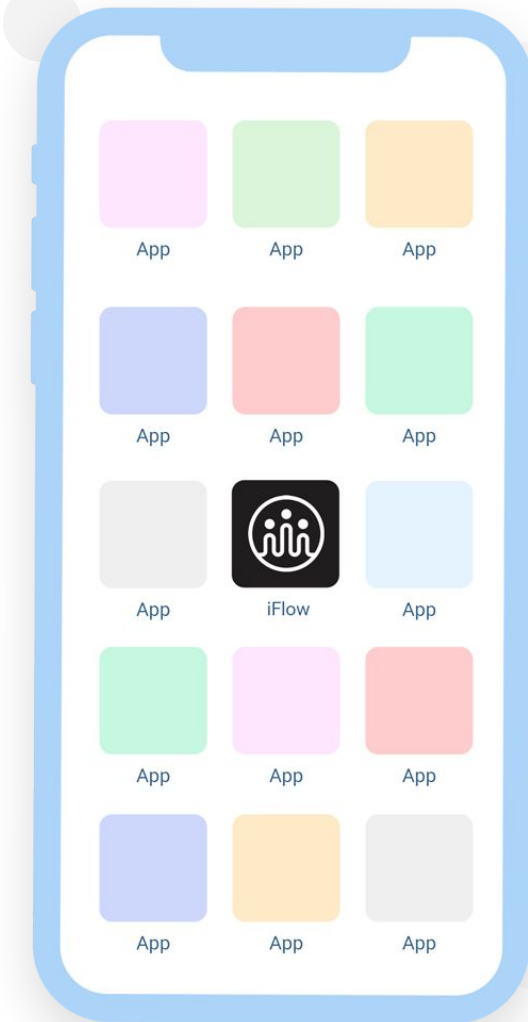
Don't have an account? [Sign up](#)

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"



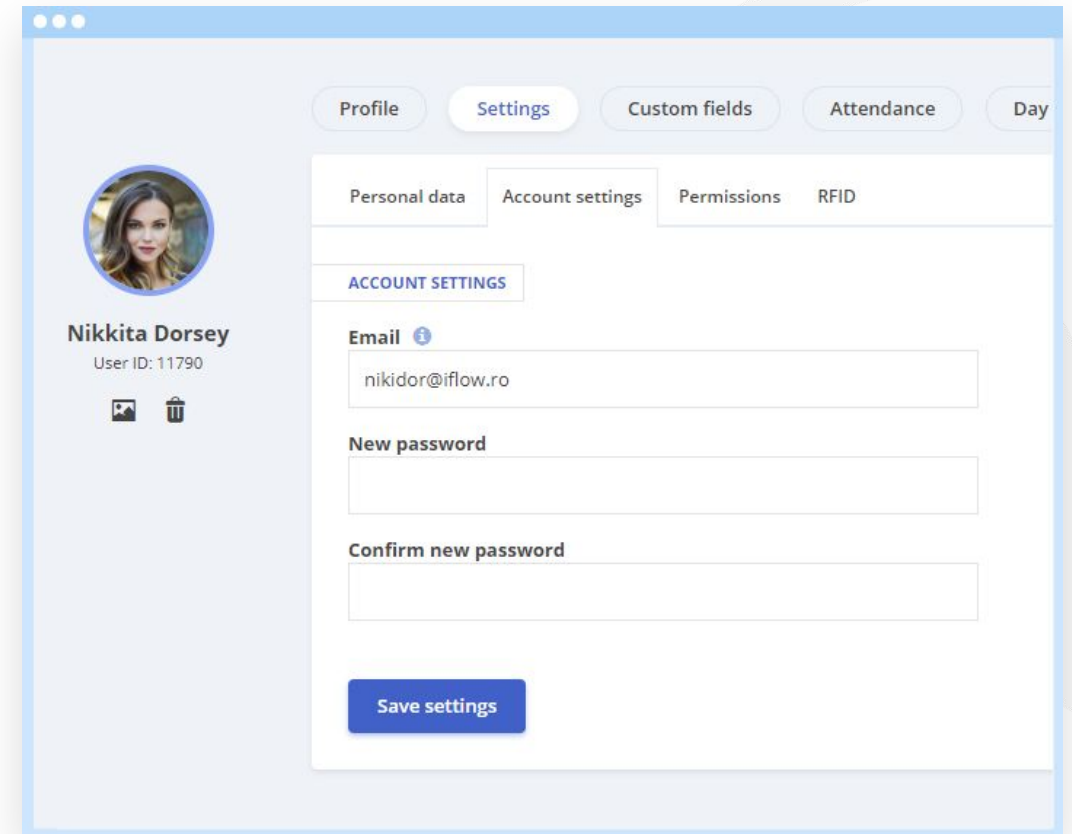
How do you **change your password?**

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.*



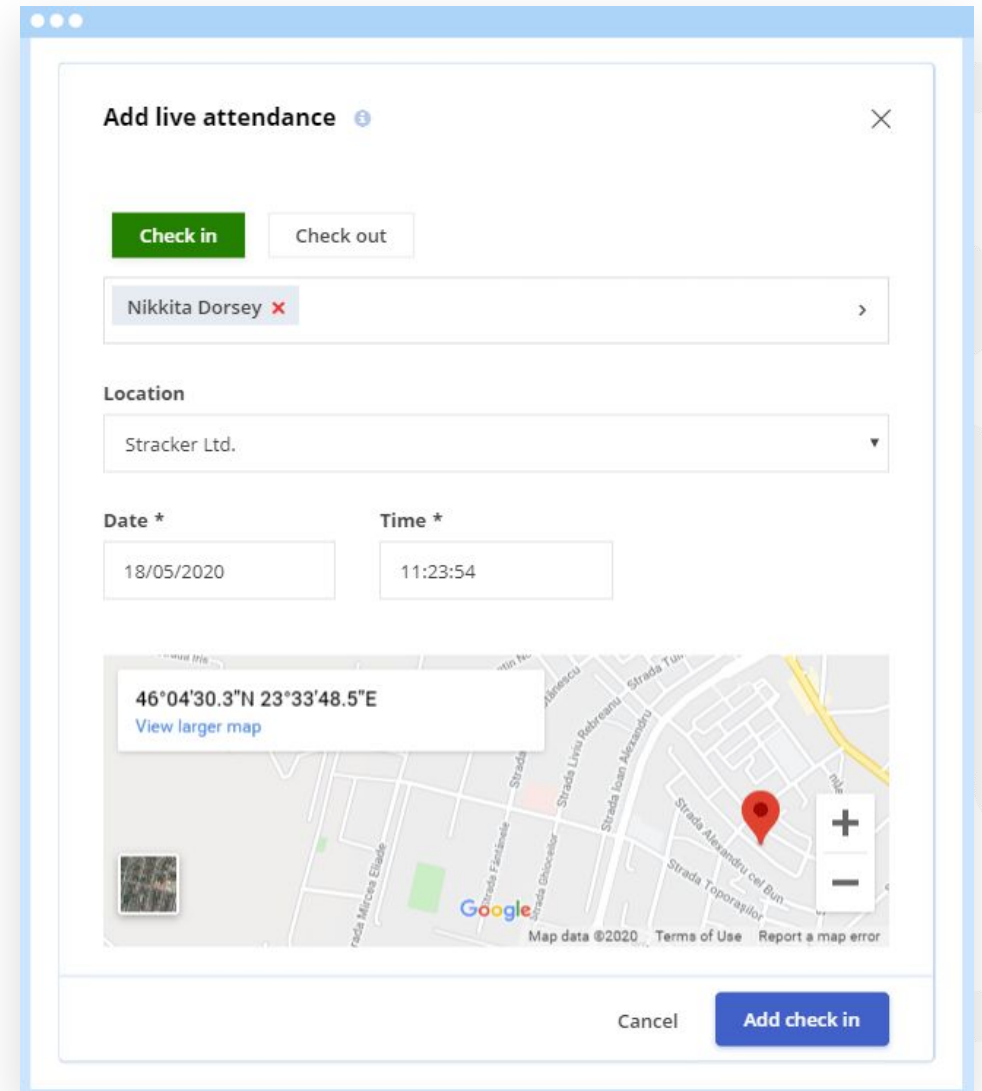
The screenshot shows a web application interface for user settings. On the left, there is a profile card for 'Nikkita Dorsey' with a circular profile picture, the name 'Nikkita Dorsey', and the user ID 'User ID: 11790'. Below the name are icons for a profile picture and a trash can. To the right of the profile card is a settings panel. At the top of the settings panel are tabs: 'Profile', 'Settings' (which is highlighted), 'Custom fields', 'Attendance', and 'Day'. Below these tabs are sub-tabs: 'Personal data', 'Account settings' (which is highlighted), 'Permissions', and 'RFID'. The 'ACCOUNT SETTINGS' section contains three input fields: 'Email' (with a blue information icon) containing 'nikidor@iflow.ro', 'New password', and 'Confirm new password'. At the bottom of the settings panel is a blue button labeled 'Save settings'.

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:

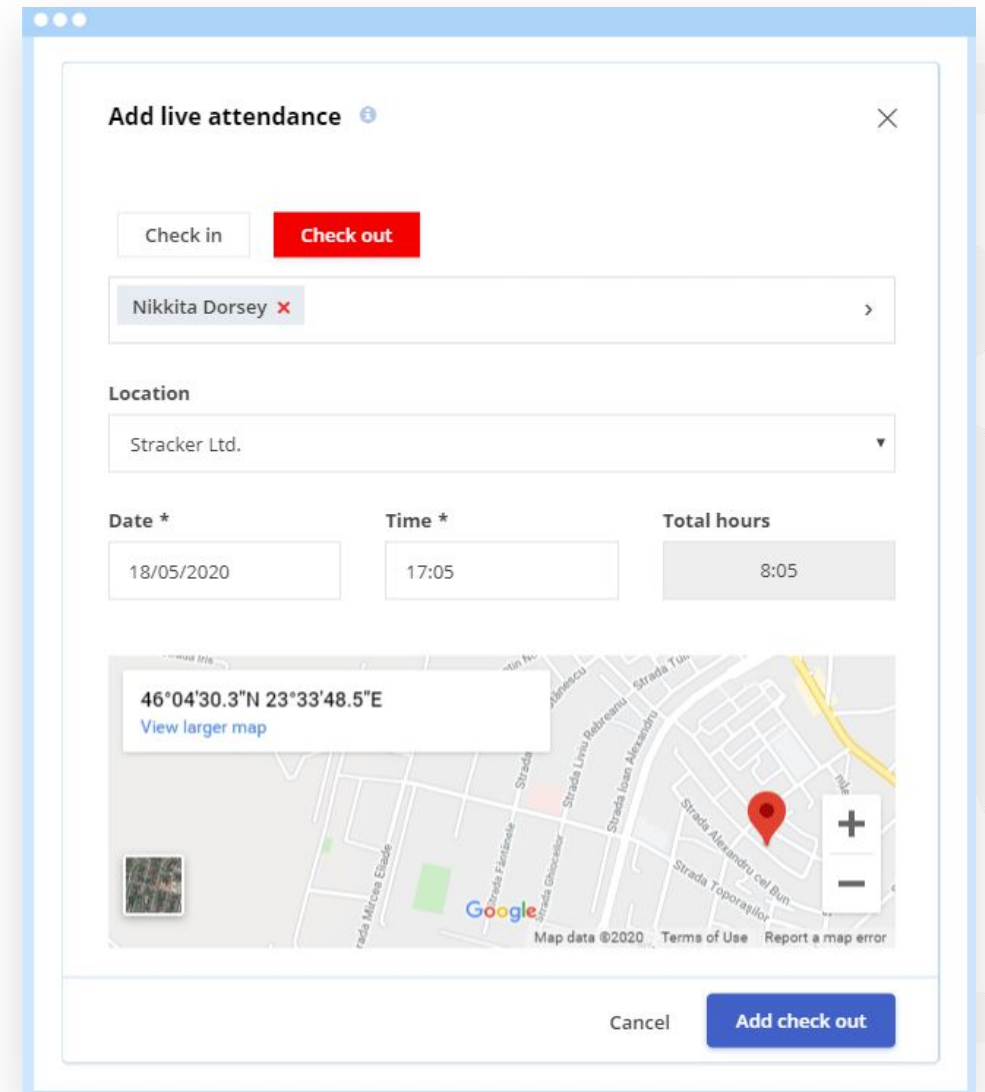
- Buttons:** A green "Check in" button and a white "Check out" button.
- User Selection:** A dropdown menu showing "Nikkita Dorsey" with a red 'X' icon and a right-pointing arrow.
- Location:** A dropdown menu showing "Stracker Ltd." with a downward-pointing arrow.
- Date and Time:** Two input fields. 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 white "Cancel" button and a blue "Add check in" button.

Did you forget to check-in/out?

In case you forgot you check out the previous day:

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

**After this action, you can check in for the current day.*



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

- Buttons:** "Check in" (white) and "Check out" (red).
- 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 arrow.
- Form Fields:**
 - Date ***: A text box containing "18/05/2020".
 - Time ***: A text box containing "17:05".
 - Total hours**: A greyed-out text box containing "8:05".
- Map:** A Google Map showing a street view with a red location pin. A white information box displays the coordinates "46°04'30.3"N 23°33'48.5"E" and a link "View larger map".
- Footer:** "Cancel" and "Add check out" buttons.

Did you **make a mistake** while checking-in/out?

If you made a mistake while checking-in/out you will need to contact the admin of the account or your team leader.

Only they can edit or delete the information about a check-in/out.





Add Events >

Check in

00:00

<

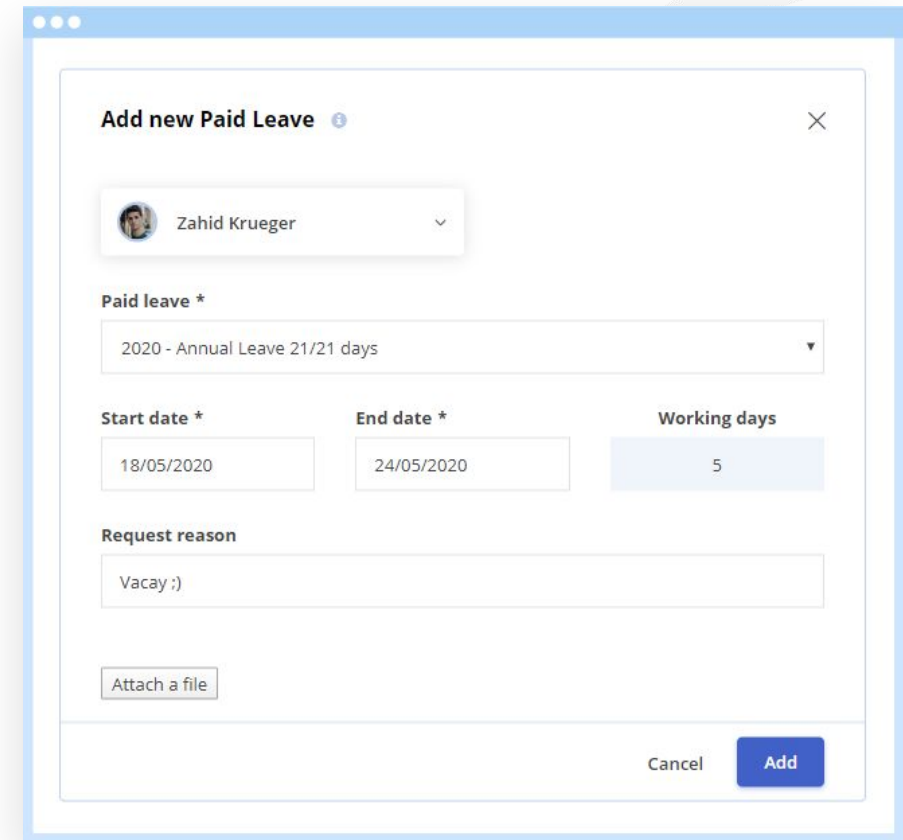
All Teams ▾

<div><div></div><div><div>Alyssia Morales</div><div>Administrator</div></div></div> <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div></div>	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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How do you add events?

- 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. Below this, there is a "Paid leave *" section with a dropdown menu showing "2020 - Annual Leave 21/21 days". The form is divided into three columns: "Start date *" with a date input field showing "18/05/2020", "End date *" with a date input field showing "24/05/2020", and "Working days" with a numeric input field showing "5". Below these is a "Request reason" section with a text input field containing "Vacay :)". At the bottom left, there is an "Attach a file" button. At the bottom right, there are "Cancel" and "Add" buttons, with "Add" being a blue button.

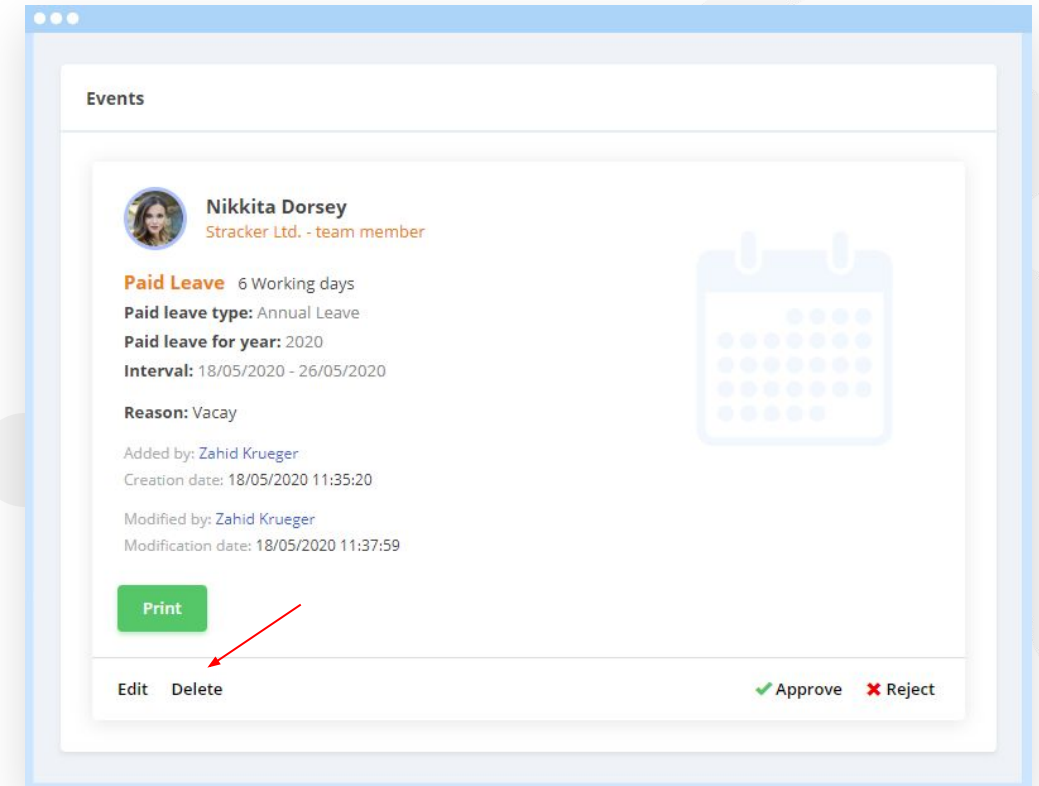
How do you edit an event?

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”

To edit an approved event:

- From Dashboard
- Click on the day of the event
- Click on “Request edit”
- Once your request was approved, you can edit the event and click on “Save”



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”

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

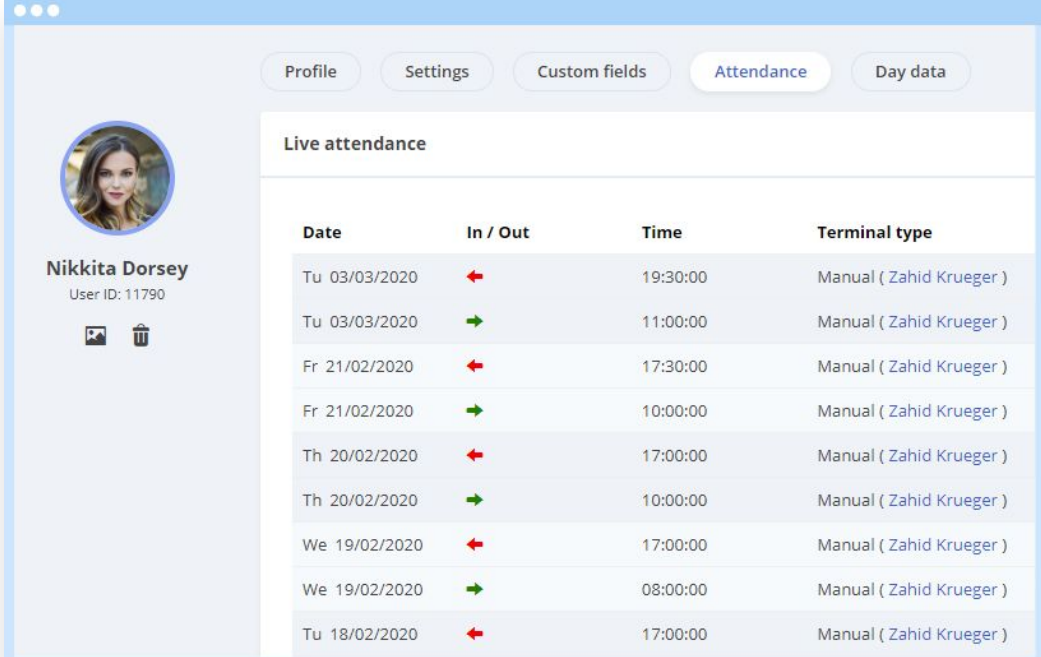
- A dropdown menu for employee selection, currently showing "Nikkita Dorsey" with a profile picture and a downward arrow.
- A "Paid leave *" section with a dropdown menu showing "2020 - Annual Leave 15/21 days" and a downward arrow.
- Three input fields: "Start date *" with "21/05/2020", "End date *" with "26/05/2020", and "Working days" with "3".
- A "Request reason" section with a text input field containing "Birthday Trip".
- An "Attach a file" button with a red arrow pointing to it.
- At the bottom right, there are "Cancel" and "Add" buttons.

Where do you check the attendance?

On the Dashboard you will see, in real-time, how many hours you worked.

Next to the “Check-in/out” button you will see the timer for the current day.

In your profile, in the “Attendance” submenu you will find all the check in/out events you had.



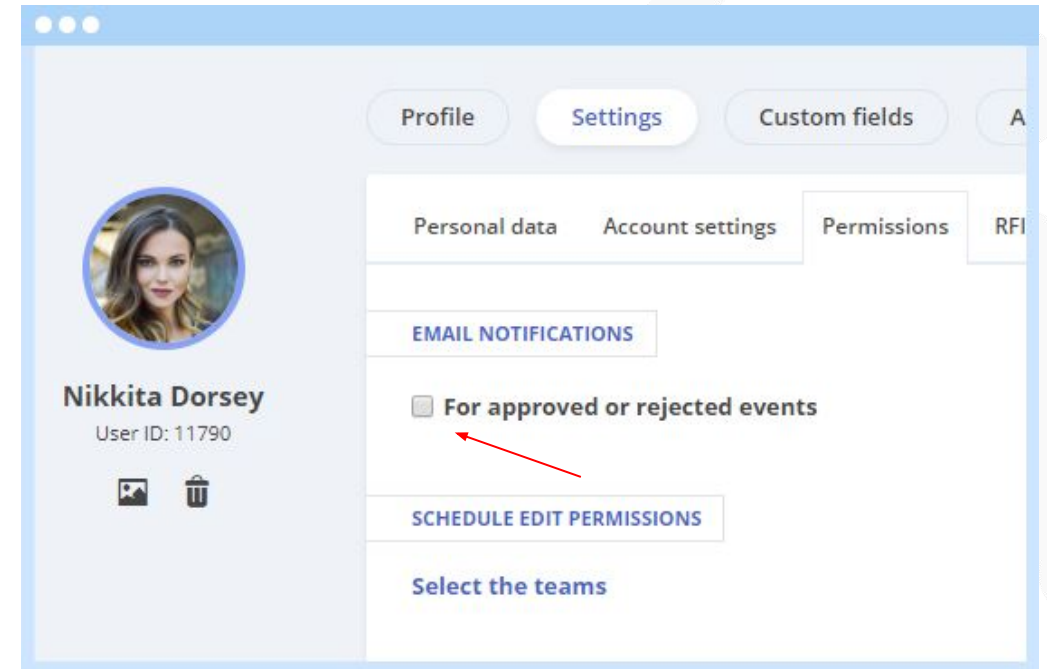
The screenshot shows a user profile interface for Nikkita Dorsey (User ID: 11790). The 'Attendance' tab is selected, displaying a table of live attendance records. The table has four columns: Date, In / Out, Time, and Terminal type. The records show check-in and check-out events for various dates in February and March 2020, all using a manual terminal.

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"



Paid leave days evidence

In iFlow you will find the evidence of your available paid leave days in your profile.

You will find information about:

- Type of paid leaves available for you
- Number of days still available
- Number of days used

At the top you will notice there is information about your overtime and time off hours.

ProfileSettingsCustom fieldsAttendanceDay data

ProfileActivity

OVERTIME AND TIME OFF

Overtime:3h 30m

Time off:0h

Difference:3h 30m

ANNUAL LEAVE

Total:42

Used:10

Remaining:32

USER INFORMATION

Team: Stracker Ltd.

Team leader: You are not a team leader

PAID LEAVE DAYS

From here you can add paid leave days for the current year or the remaining paid leave days from the previous year. Also, you can add paid leave days for particular family events. You can see here the explanations step by step.

2020	Type	Total days	Remaining
Annual Leave	L	21 days	15 days

Where do you see your work schedule?

There are two ways to see your working schedule.

By clicking on the day you want from the Dashboard panel you can see:

- The schedule for that day
- What events you have during that day
- Check-ins/outs registered

For an overview, click on the “Work schedule” panel. The colored circles you will see here represent events, and each color is explained on the bottom of the Dashboard.

