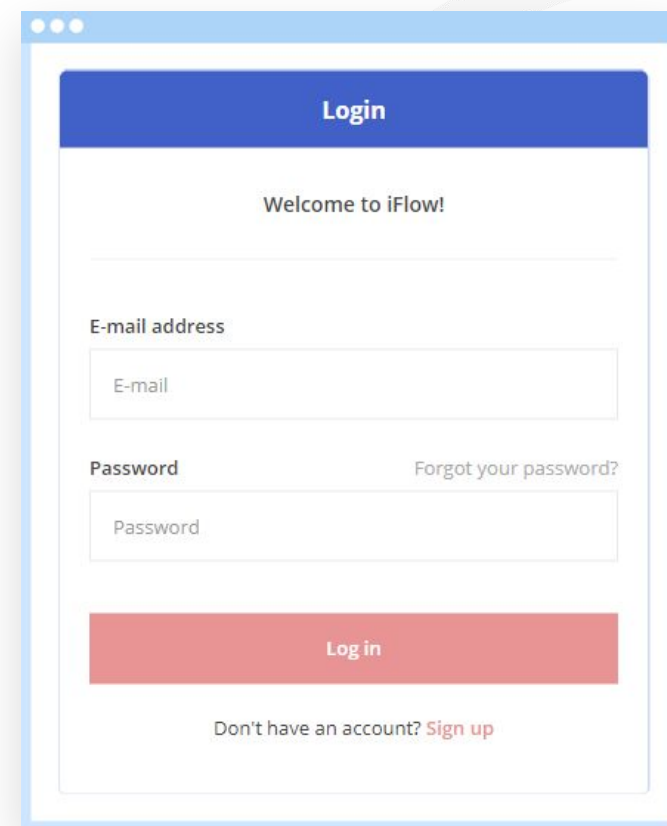# iFlow

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)
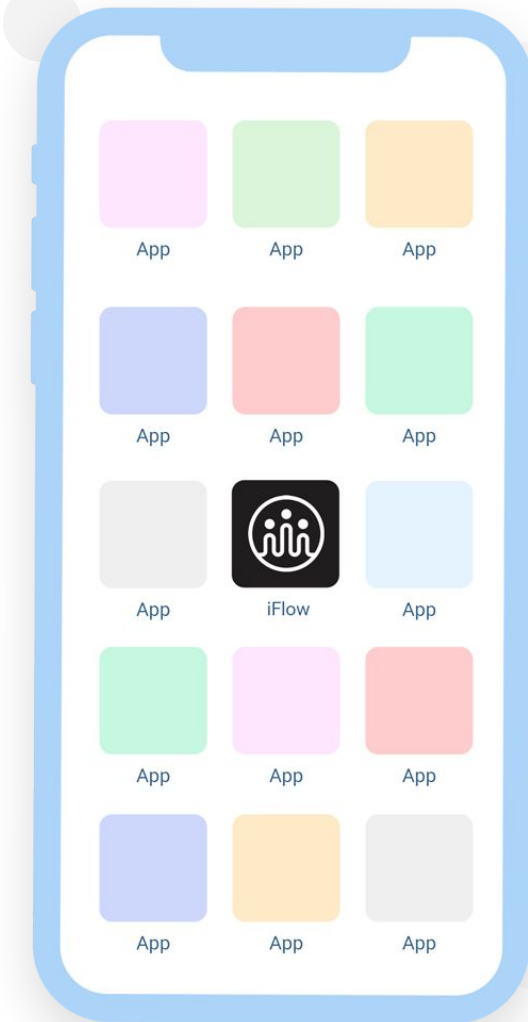- Click on "Log in"

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
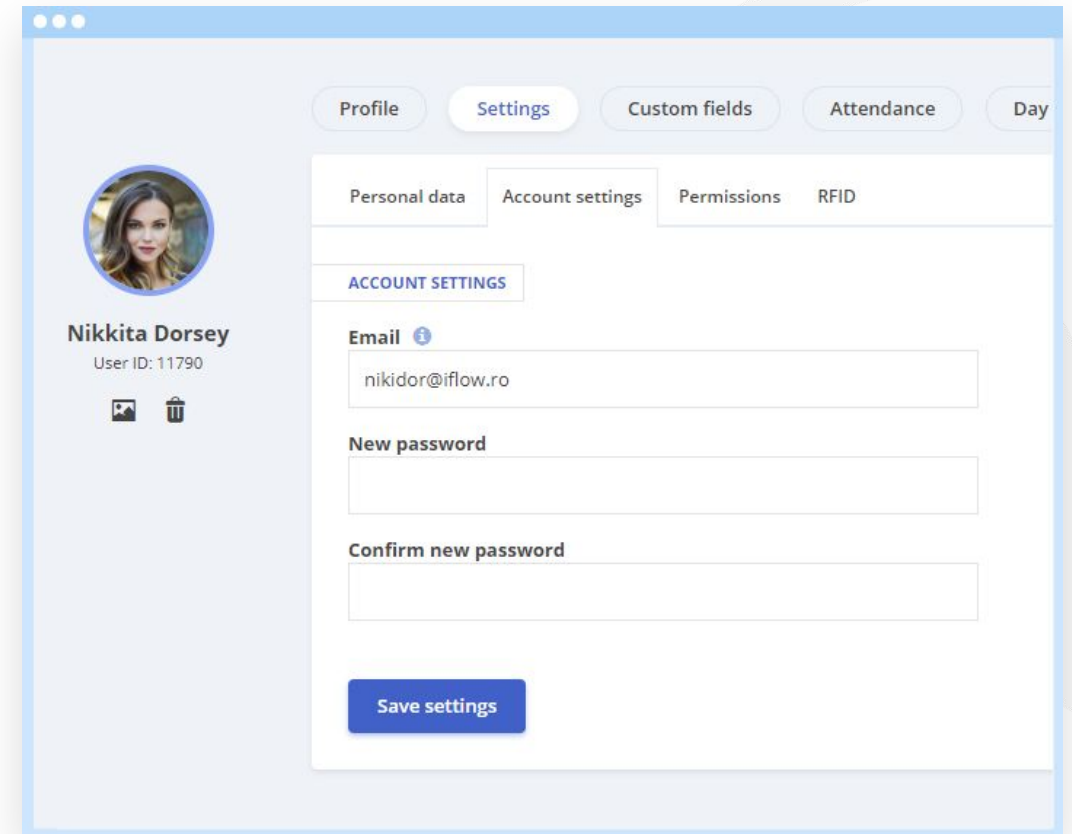- Select "Add on homescreen"

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"

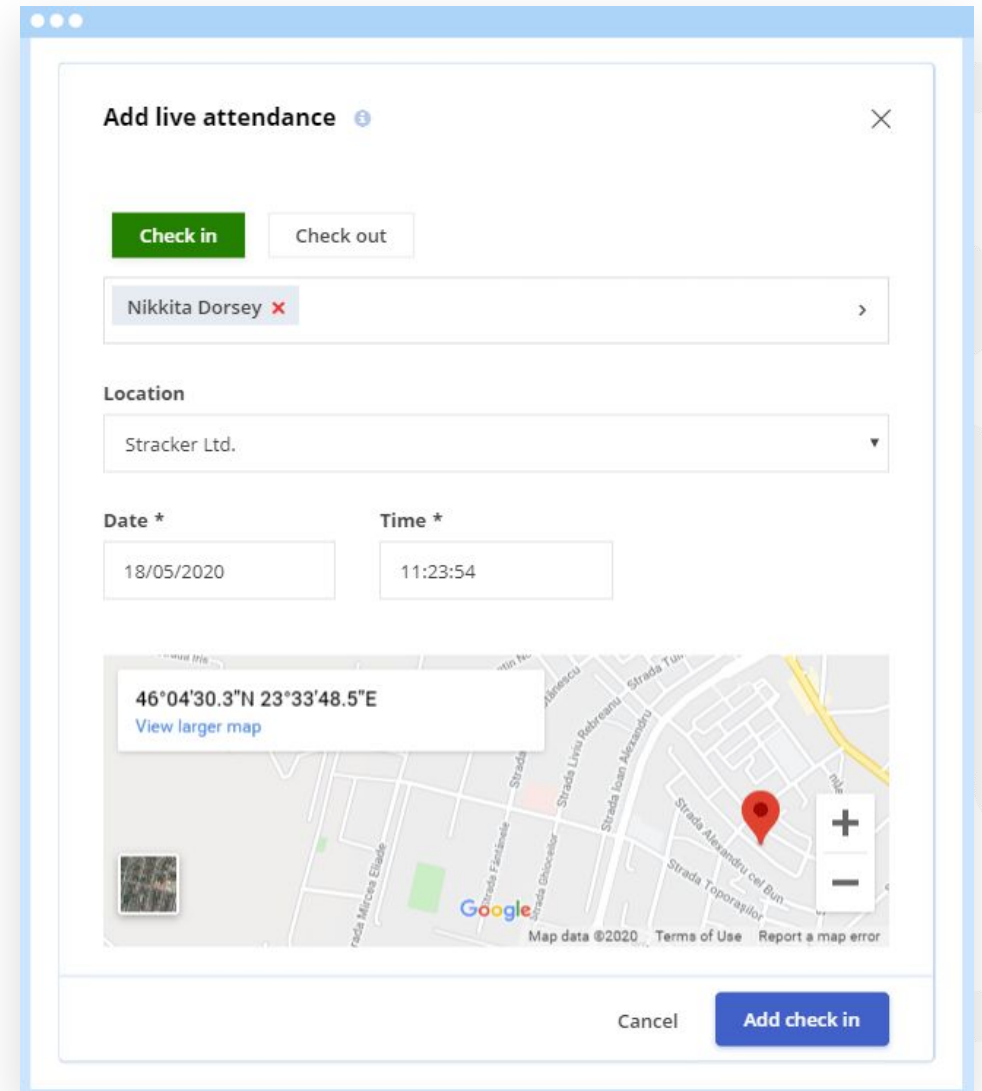*The password must include at least 8 characters, one letter, one number and one symbol.*

Profile	Settings	Custom fields	Attendance	Day

Personal data · Account settings · Permissions · RFID

Nikkita Dorsey
User ID: 11790

ACCOUNT SETTINGS

Email ⓘ
nikidor@iflow.ro

New password

Confirm new password

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

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.

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 |
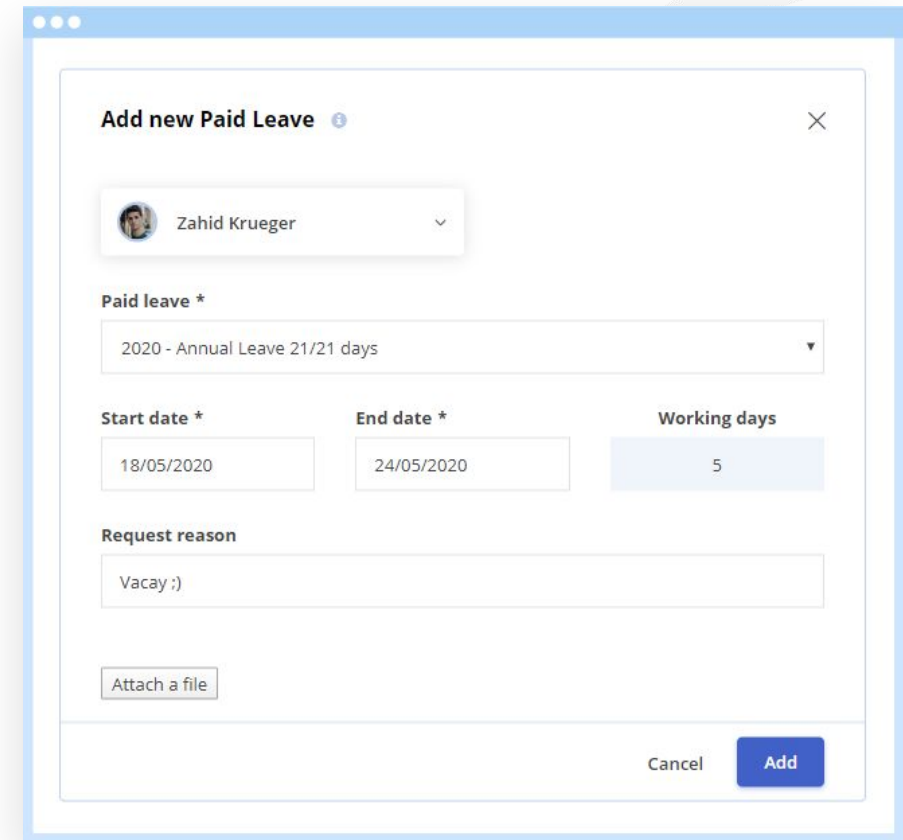
All Teams ▼	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Alyssia Morales Administrator	1	2	3	4	5	6	7	8	9
Dylan Downes Web Design	1	2	3	4	5	**6**	**7**	**8**	9
Haroon Horton Stracker Ltd.	1	2	3	4	5	6	7	8	9
Herman Norris Stracker Ltd.	1	2	3	4	5	6	7	8	9

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.

Add new Paid Leave ⓘ   ✕

Zahid Krueger ⌄

Paid leave *

2020 - Annual Leave 21/21 days

Start date *	End date *	Working days
18/05/2020	24/05/2020	5

Request reason

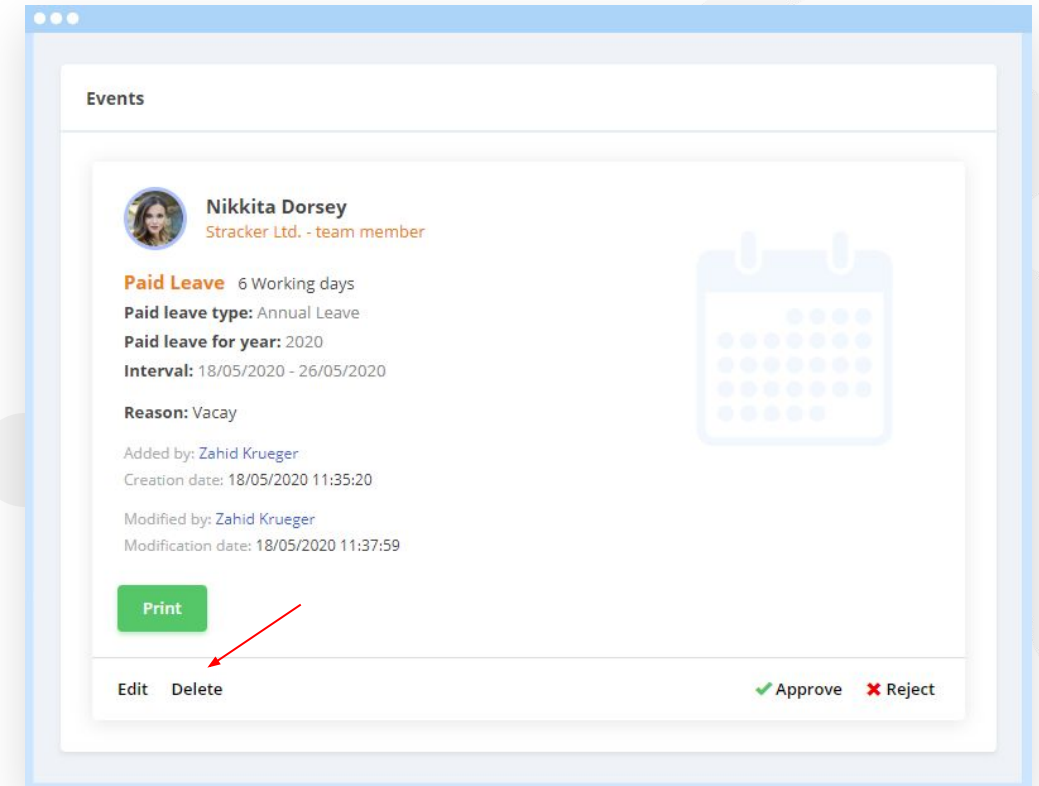Vacay ;)

Attach a file

Cancel   Add

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"

Events

Nikkita Dorsey
Stracker Ltd. - team member

Paid Leave 6 Working days
Paid leave type: Annual Leave
Paid leave for year: 2020
Interval: 18/05/2020 - 26/05/2020

Reason: Vacay

Added by: Zahid Krueger
Creation date: 18/05/2020 11:35:20

Modified by: Zahid Krueger
Modification date: 18/05/2020 11:37:59

Print

Edit   Delete   ✔ Approve   ✗ Reject

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 ⓘ   ✕
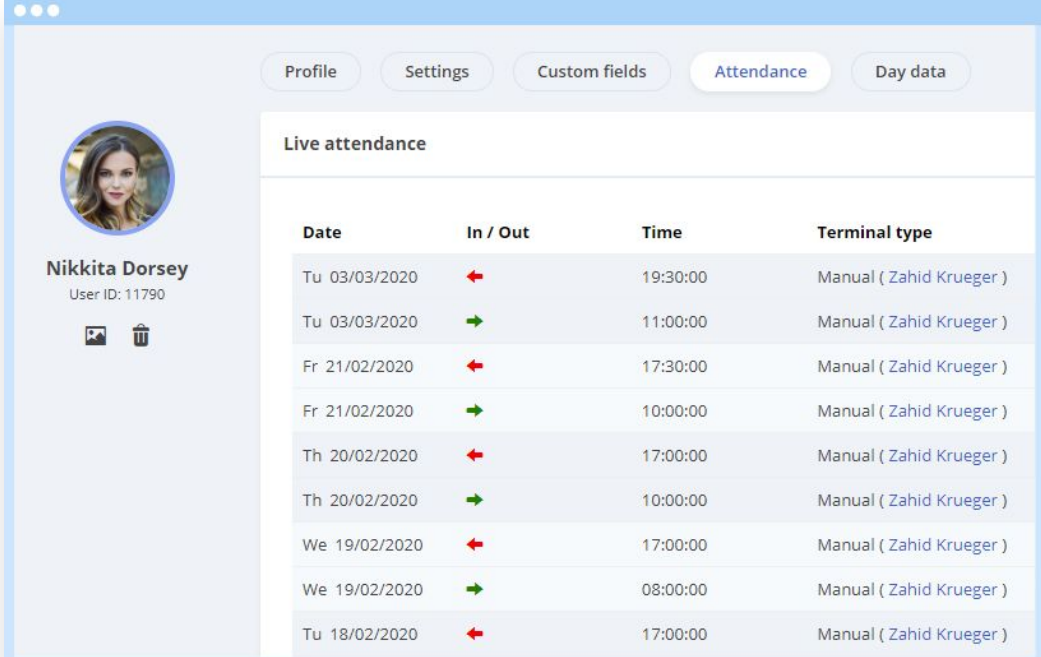
Nikkita Dorsey   ⌄

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?

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.

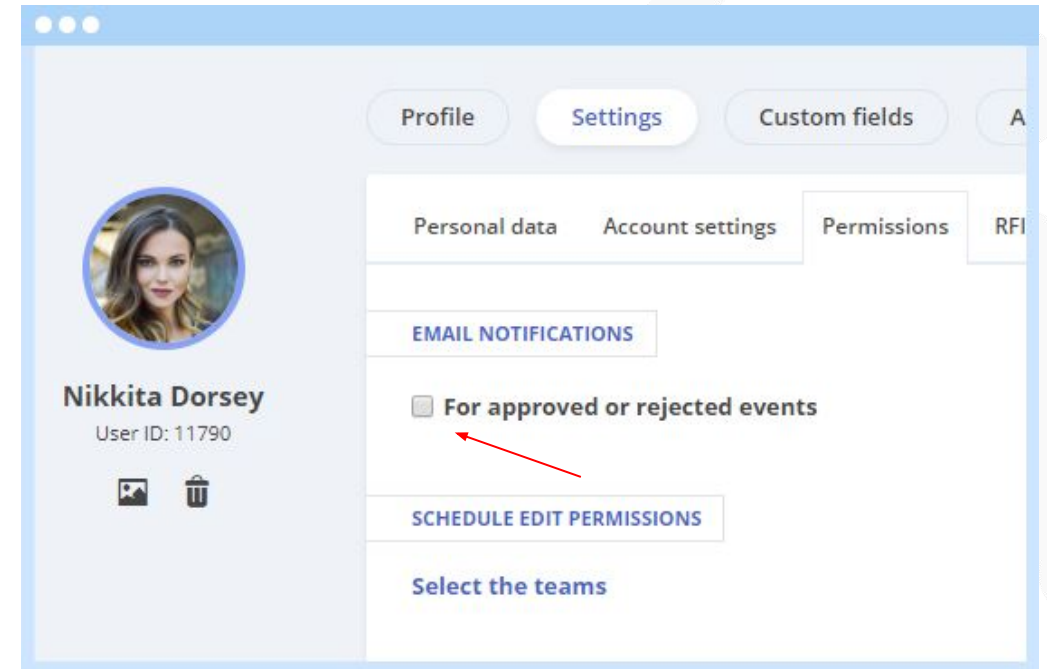In your profile, in the "Attendance" submenu you will find all the check in/out events you had.

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.

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.