



iFlow

User guide

Team Leaders



How do you log in?

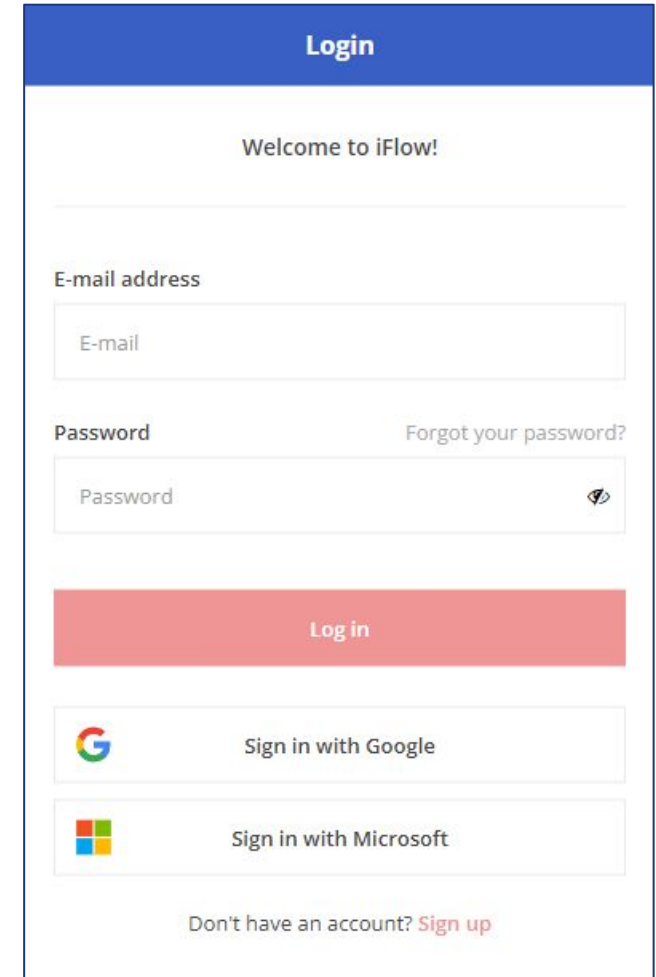
The iFlow app can be used from any device with internet connection.

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"

*Also, you can log in to the app with your Google or Microsoft account

*To recover a forgotten password, click on "Forgot password"

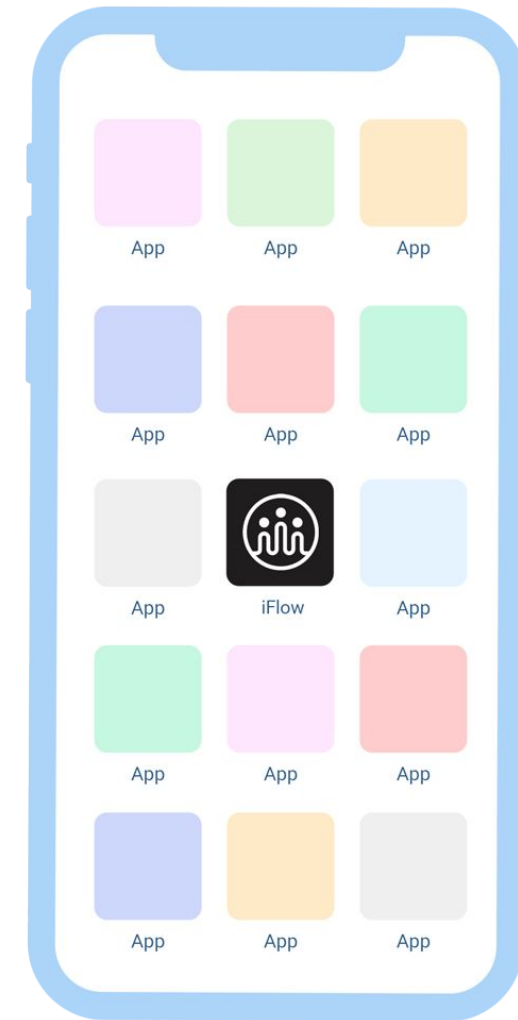


The screenshot shows the login interface of the iFlow app. It features a blue header with the word "Login". Below the header, the text "Welcome to iFlow!" is displayed. The form includes two input fields: "E-mail address" and "Password". The "E-mail address" field has a placeholder text "E-mail". The "Password" field has a placeholder text "Password" and a "Forgot your password?" link. Below the input fields is a red "Log in" button. At the bottom, there are two social login options: "Sign in with Google" (with the Google logo) and "Sign in with Microsoft" (with the Microsoft logo). At the very bottom, there is a link "Don't have an account? Sign up".

How to download the iFlow application?

The iFlow app can be downloaded for the following versions:

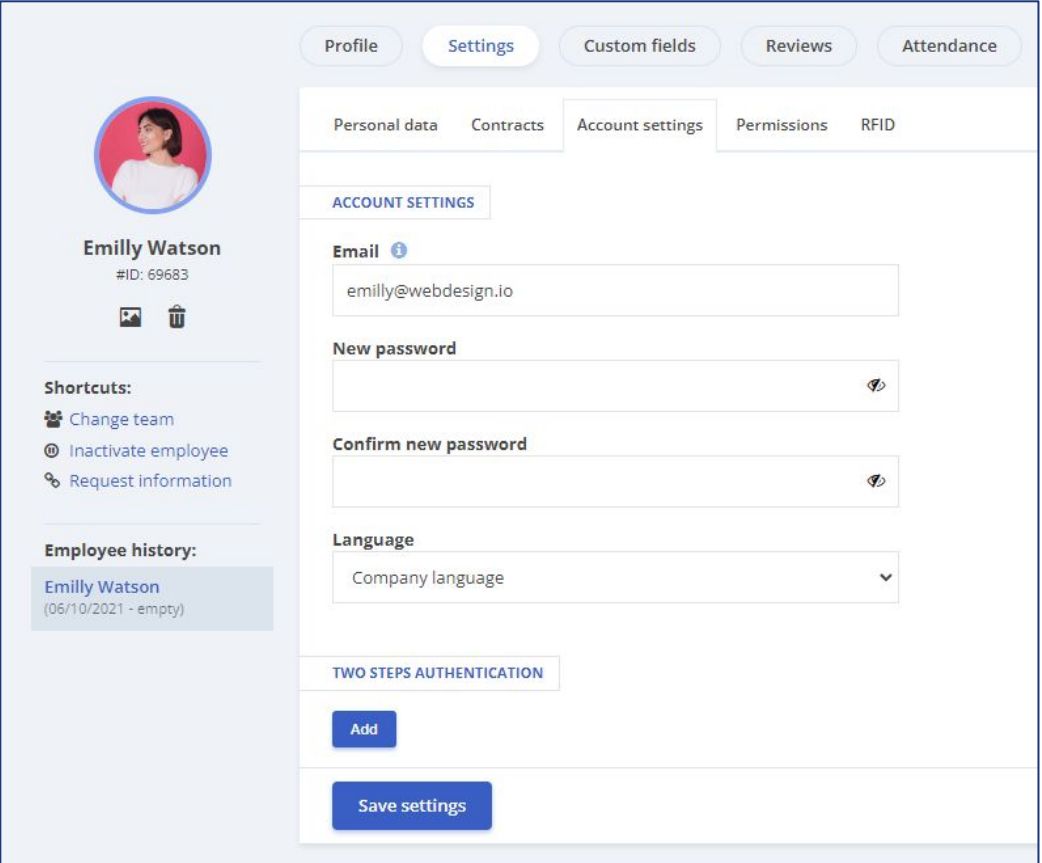
- [iFlow for iOS from the App Store](#)
- [iFlow for Android from Google Play](#)
- [iFlow for desktop](#)



How do you change your password?

After logging in to your account for the first time, you will surely want to change your password. You can do this as follows:

- Access your profile
- Click on "Settings"
- Click on the "Account Settings" tab
- Enter your old and new password
- Then click on "Save Settings"




The screenshot shows a user profile page for Emily Watson. The left sidebar contains a profile picture, name, ID, and shortcuts. The main content area has tabs for Profile, Settings (selected), Custom fields, Reviews, and Attendance. Under Settings, there are sub-tabs: Personal data, Contracts, Account settings (selected), Permissions, and RFID. The Account settings section includes fields for Email, New password, Confirm new password, and Language. At the bottom, there is a 'TWO STEPS AUTHENTICATION' section with an 'Add' button and a 'Save settings' button.


Profile Settings Custom fields Reviews Attendance


Personal data Contracts Account settings Permissions RFID

ACCOUNT SETTINGS

Email 

emilly@webdesign.io

New password 

Confirm new password 

Language

Company language




TWO STEPS AUTHENTICATION

Add

Save settings

Emily Watson
#ID: 69683

Shortcuts:

-  Change team
-  Inactivate employee
-  Request information

Employee history:

Emily Watson
(06/10/2021 - empty)

How do you clock in?

How to register an entry/exit:

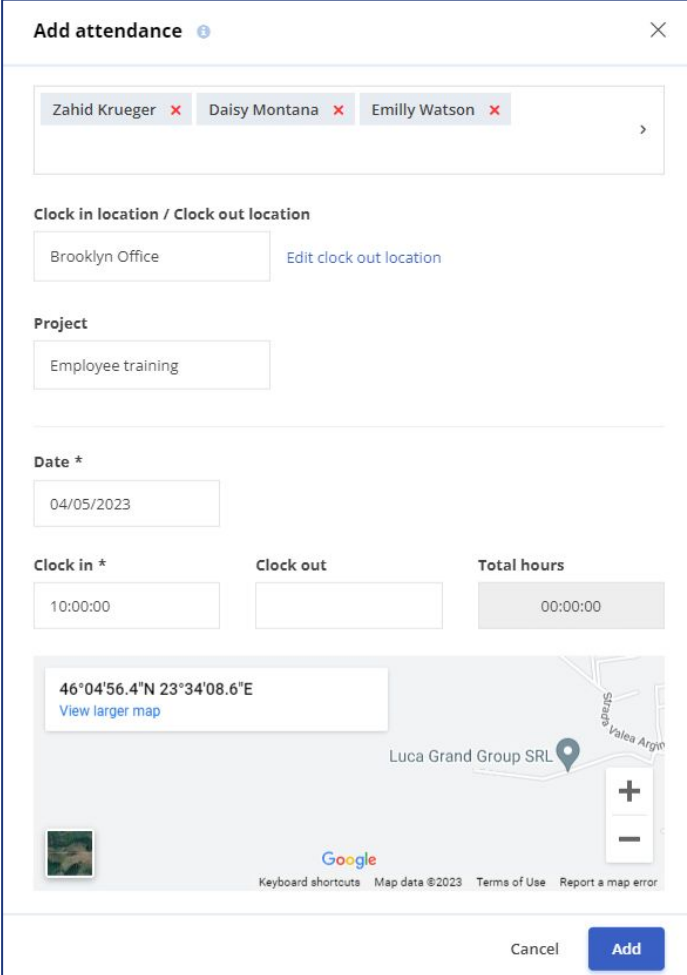
- From the dashboard
- Click on the "Clock in" button
- Select the location (if asked to do so by the Admin)
- Select the project you are working on for the current day
- Click on "Add"

The image shows a screenshot of the iFlow application interface. At the top, there is a navigation bar with the iFlow logo and three tabs: 'Dashboard', 'Requests', and 'Work schedule'. Below the navigation bar, there are three buttons: 'Add Events' (green), 'Clock in' (red), and a '+' button. To the right of the '+' button is a clock icon and the time '09:00'. The 'Clock in' button is highlighted, and a modal form is open over it. The modal form is titled 'Clock in' and has a close button (X) in the top right corner. Inside the modal, there are several fields: 'Clock in location / Clock out location' with a dropdown menu showing 'Brooklyn Office' and a link 'Edit clock out location'; 'Project' with a dropdown menu showing 'Google ADS'; 'Date *' with a date picker showing '04/05/2023'; 'Clock in *' with a time picker showing '7:00:00'; 'Clock out' with an empty time picker; and 'Total hours' with a display showing '00:00:00'. Below these fields is a map showing the location 'Complex PlayGround' with a green pin. The map includes coordinates '46°04'56.4"N 23°34'08.6"E' and a link 'View larger map'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Add'.

How do you clock in other employees?

- From the dashboard
- Click on "+" - "Add Attendance" / "Close Attendance"
- Select the employees
- Select the location (if required)
- Select the project
- Click on "Add"

*When adding actual attendance for multiple employees simultaneously, the exact location, date, and time will be recorded for all selected employees.



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

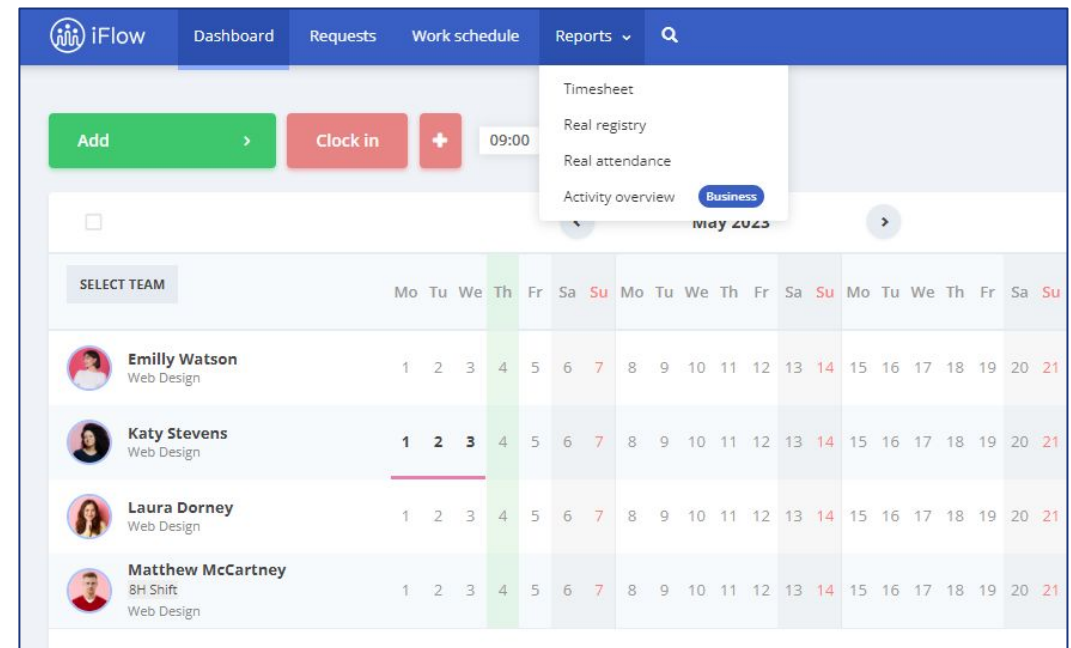
- Employee Selection:** A horizontal list of three employee names: "Zahid Krueger", "Daisy Montana", and "Emily Watson". Each name has a red "X" icon to its right, and a right-pointing arrow is at the end of the list.
- Location:** A section titled "Clock in location / Clock out location" with a text input field containing "Brooklyn Office" and a link "Edit clock out location" to its right.
- Project:** A text input field containing "Employee training".
- Date:** A text input field containing "04/05/2023".
- Time and Hours:** Three input fields: "Clock in *" with "10:00:00", "Clock out" (empty), and "Total hours" with "00:00:00".
- Map:** A Google Map showing a location. A text box above the map displays coordinates "46°04'56.4"N 23°34'08.6"E" with a link "View larger map". A location pin is placed on the map near "Luca Grand Group SRL".
- Footer:** At the bottom right, there are "Cancel" and "Add" buttons. Small text at the bottom of the map area includes "Keyboard shortcuts", "Map data ©2023", "Terms of Use", and "Report a map error".

How do you check the attendance of employees?

The attendance of employees can be checked using several reports available in the app. These are:

- Timesheet
- Real registry
- Real attendance
- Activity overview

To access these reports, click on "Reports" in the main menu.



How do you check the attendance from the employee profile?

- Enter the employee's profile
- Click on "Attendance"

Here you will find data such as the clock-in and clock-out time, the project the employee worked on, and the location from where they clocked in.

To check attendance for a specific period:

- Click on "Select Period"
- Choose the necessary interval
- Click on "Apply"

The screenshot displays the employee profile for Emily Watson (ID: 69683) with tabs for Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The 'Attendance' tab is active, showing a summary for Thursday, 04/05/2023, with a total of 09:00:00. The main section shows a clock-in of 09:00:00, a clock-out of 16:00:00, and a location of Stracker Ltd. for the project Google ADS. A pink bar indicates Overtime of 0:30 (18:00 - 18:30). Below this, a table shows the work schedule (08:00 - 17:00), breaks (12:00 - 13:00), and location (Stracker Ltd.). The section for Wednesday, 03/05/2023, shows a total of 08:30:00, with a clock-in of 08:30:00, a clock-out of 15:30:00, and a location of Stracker Ltd. for the project Online Marketing. A table below shows the work schedule (08:00 - 17:00), breaks (12:00 - 13:00), and location (Stracker Ltd.).

Profile Settings Custom fields Reviews Attendance Day data Documents

Add Add attendance Total: - Date interval

Emily Watson
#ID: 69683

Shortcuts:
Change team
Inactivate employee
Request information
Download attendance

Employee history:
Emily Watson
(06/10/2021 - empty)

Th, 04/05/2023
Total: 09:00:00

09:00:00 07:00:00 Stracker Ltd. → 16:00:00 Stracker Ltd. Google ADS

Overtime 0:30 (18:00 - 18:30)

Work schedule Breaks Location
08:00 - 17:00 12:00 - 13:00 Stracker Ltd.

We, 03/05/2023
Total: 08:30:00












08:30:00 07:00:00 Stracker Ltd. → 15:30:00 Stracker Ltd. Online Marketing

Work schedule Breaks Location
08:00 - 17:00 12:00 - 13:00 Stracker Ltd.

How do you check the picture and the location of the check-in?

Depending on the attendance tracking device, the iFlow app records a photo capture of the employee or registers the GPS location. To verify these data:

- Click on "Reports" - "Real Attendance" in the main menu
- Select the "Details" option on the right side of the employee's attendance

<div>Settings Print Download</div>							
<input type="checkbox"/>	Full name	Team	Date	Start time	End time	Project	Details
<input type="checkbox"/>	 Irene Adler	Programming	04/05/2023	07:00:00	16:00:00	Google ADS	
<input type="checkbox"/>	 Zahid Krueger	Programming	04/05/2023	07:00:00	16:00:00		
<input type="checkbox"/>	 Thomas Brady	Support	04/05/2023	07:00:00	16:00:00	New shop opening	
<input type="checkbox"/>	 Matthew McCartney	Web Design	04/05/2023	07:00:00	16:00:00	Online Marketing	<div>Details Edit X</div>
<input type="checkbox"/>	 Johnny Silverhand	Programming	04/05/2023	07:00:00	16:00:00	Marketing Brainstorming	
<input type="checkbox"/>	 Martin Luke	Support	04/05/2023	07:00:00	16:00:00		
<input type="checkbox"/>	 Mark Smith	Support	04/05/2023	07:00:00	16:00:00		
<input type="checkbox"/>	 Daisy Montana	Programming	04/05/2023	07:00:00	16:00:00		
<input type="checkbox"/>	 Emily Watson	Web Design	04/05/2023	07:00:00	16:00:00	Google ADS	
<input type="checkbox"/>	 James McCoy	Programming	04/05/2023	07:00:00	16:00:00		
<input type="checkbox"/>	 Landon Davison	Programming	04/05/2023	07:00:00	16:00:00		

How to edit or delete an incorrect attendance?

If a presence has been recorded incorrectly:

- From the dashboard, click on the respective day next to the employee in question
- In the column dedicated to real attendance, you can modify the incorrect data or delete it

*You will be able to make changes within the real attendance only if the account admin grants you this right.

The screenshot displays the Stracker Ltd. employee attendance management interface for Emily Watson (ID: 69683). The interface includes a sidebar with navigation tabs: Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The main content area shows a calendar for May 2023. A table below the calendar displays attendance data for each day, with columns for days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and days of the month (1-31). The table shows attendance for the selected day (Thursday, 4th May 2023) with a total of 9 hours. Below the table, there is a section for 'Employee history' showing a record for Emily Watson on 05/10/2021. The bottom section shows the 'Add attendance' form for Thursday, 04/05/2023, with a total of 09:00:00. The form includes fields for start time (09:00:00), end time (07:00:00), location (Stracker Ltd.), and a note (Google ADS). It also shows overtime (0 30) and a work schedule (08:00 - 17:00) with breaks (12:00 - 13:00) and location (Stracker Ltd.).

How do you add events for yourself?

- From the dashboard
- Click on the "Add" button
- Select the desired event
- Complete the necessary information such as date, time, reason, etc.
- Click on the "Add" button

*If you have entered incorrect information, you can edit/delete it while the event awaits approval. Afterward, you must submit an edit request to modify the event.

Add new Paid Leave

Matthew McCartney

Paid leave *

2023 - Annual leave 21/21 days

Start date *

04/05/2023

End date *

12/05/2023

Working days

7

Reason

Vacation

Attach a file

Cancel

Add

How to add events for employees?

- From the dashboard
- Click on "Add events"
- Select the desired event
- Select the employee(s)
- Complete the required information such as date, time, reason, etc.
- Click on "Add"

*If you have entered incorrect information, you can edit/delete it at anytime for the employees you supervise.

Add new Business Trip ⓘ ✕

Daisy Montana ✕ Emily Watson ✕ Irene Adler ✕ >

Start date *

04/05/2023

End date*

04/05/2023

Reason

Attach a file








Cancel

Add

How do you manage events?

From the dashboard:

- Hover your cursor over the three dots on the employee's event
- Choose one of the following options: "Approve", "Reject", "Edit", "Delete"

SELECT TEAM		Mo Tu We Th Fr Sa Su							Mo Tu We Th Fr Sa Su							Mo Tu We Th Fr				
	Daisy Montana 8H Shift Programming	1	2	3	4												17	18	19	
	Emily Watson Web Design	1	2	3	4	5	6	7	8	9	10						6	17	18	19
	Irene Adler 8H Shift Programming	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	James McCoy 8H Shift Programming	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Johnny Silverhand Programming	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Katy Stevens Web Design	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Landon Davison 8H Shift Programming	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Laura Dorney Web Design	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

How to approve events from the Requests menu?

- Click on Requests
- Check "Waiting approval" from the Status filter
- Select the employees
- Click on "Approve"

The screenshot displays the 'Requests' menu interface. At the top, it shows '3 events selected' with a red 'x' icon, and a 'Selection:' dropdown menu with options 'Approve', 'Reject', and 'Delete'. Below this is a table with columns: Name, Type, Duration, Date, Overlapping, and Status. The table contains three rows of events, all with a status of 'Waiting approval'.

Name	Type	Duration	Date	Overlapping	Status
<input checked="" type="checkbox"/> Laura Dorney Web Design	Home Office	6 Days	12/05-19/05 2023		Waiting approval
<input checked="" type="checkbox"/> Johnny Silverhand Programming	Annual leave	1 Day	08/05-08/05 2023		Waiting approval
<input checked="" type="checkbox"/> Daisy Montana Programming	Annual leave	1 Day	10/05-10/05 2023		Waiting approval


Below the table is a 'Status:' dropdown menu with the following options:

- ☐ Approved
- ☐ Partially approved
- ☐ Rejected
- ☒ Waiting approval
- ☐ Not required
- ☐ Request edit
- ☐ Archived
- ☐ Invalid Events
- ☐ Search by reason

How to generate a document for an event?

- From the dashboard or Requests menu
- Click on the required event
- Click on the "Generate document" button

Once the document has been generated, you can open it for viewing, editing or printing.



Daisy Montana
Programming - team member

Paid Leave 1 Working day
Paid leave type: Annual leave
Paid leave for year: 2020
Interval: 10/05/2023 - 10/05/2023

Added by: Zahid Krueger
Creation date: 04/05/2023 10:11:11

Approved by: Zahid Krueger
Approval date: 04/05/2023 10:48:09

Generate document

Edit
Delete

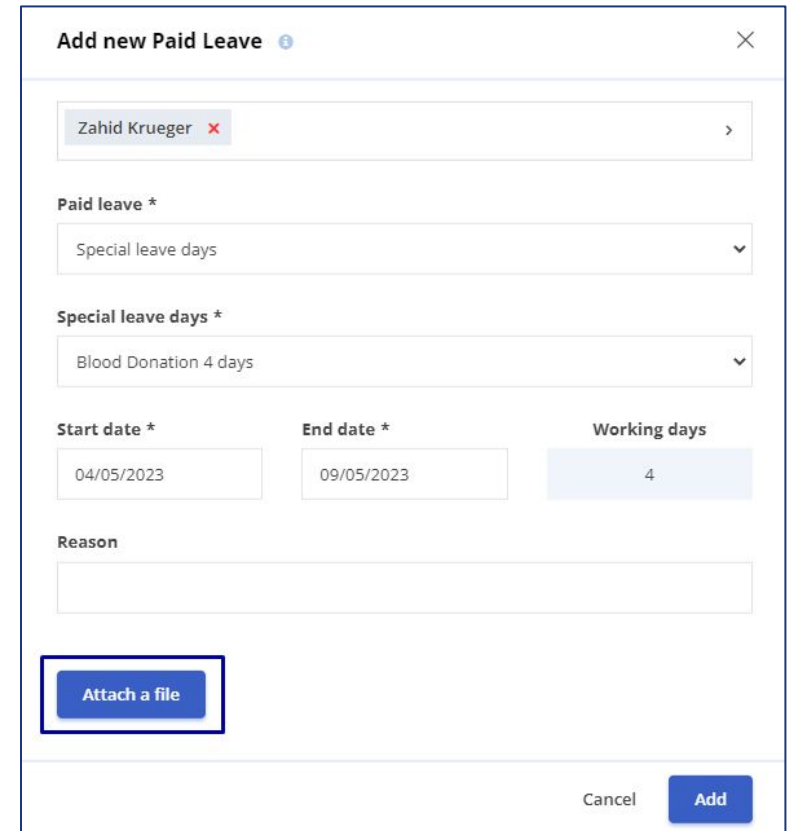
✓ Approve
✗ Reject

How to upload files to iFlow through an event?

You can upload files to the app when adding an event.

- Click on the "Add event" button
- Select the type of event
- Fill in the required fields
- Click on "Attach file", choose the file
- Click on "Add"

For example, you can attach documents such as a medical certificate or a leave request.

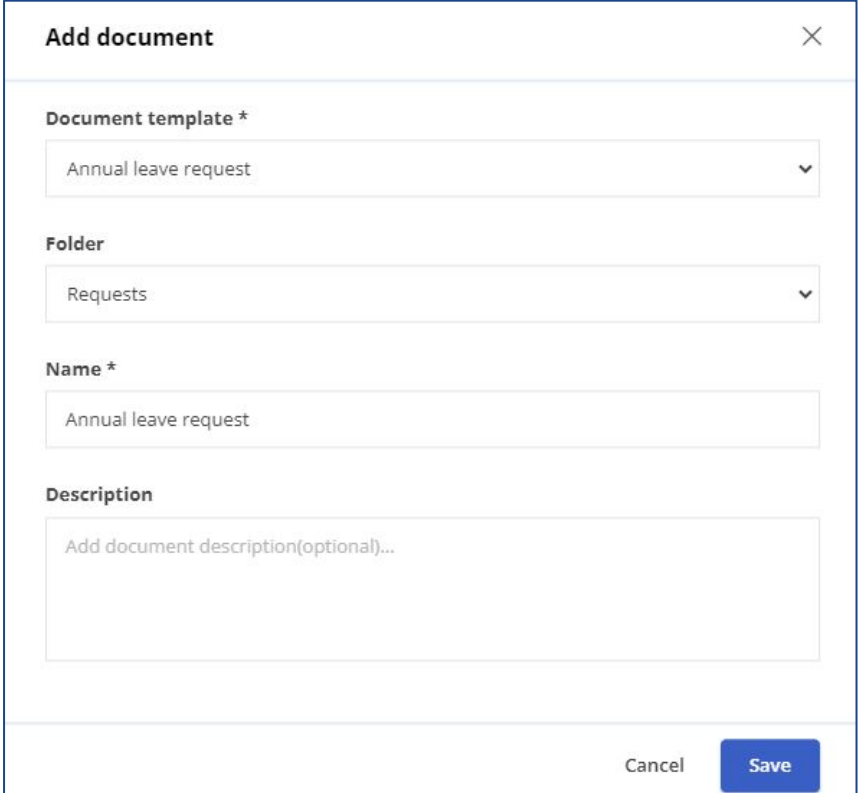


The screenshot shows a mobile app interface for adding a new paid leave event. The form is titled "Add new Paid Leave" and includes a close button (X) in the top right corner. The form fields are as follows:

- Name:** A dropdown menu showing "Zahid Krueger" with a red 'X' icon and a right arrow.
- Paid leave *:** A dropdown menu showing "Special leave days".
- Special leave days *:** A dropdown menu showing "Blood Donation 4 days".
- Start date *:** A date input field showing "04/05/2023".
- End date *:** A date input field showing "09/05/2023".
- Working days:** A light blue button showing the number "4".
- Reason:** A text input field.
- Attach a file:** A blue button with a white border, highlighted by a red rectangle.
- Buttons:** "Cancel" and "Add" buttons at the bottom right.

How to upload files to iFlow from an employee's profile?

- Click on the employee
- Click on "Documents" in the top bar
- Click on "Attach file", choose the file
- Select the series and folder of the document
- Click on "Add"



The screenshot shows a modal window titled "Add document" with a close button (X) in the top right corner. The form contains the following fields:

- Document template ***: A dropdown menu with "Annual leave request" selected.
- Folder**: A dropdown menu with "Requests" selected.
- Name ***: A text input field containing "Annual leave request".
- Description**: A text area with the placeholder text "Add document description(optional)..." and a small downward arrow in the top right corner.

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

How to access the documents?

From the employee's profile:

- Click on "Documents"
- Choose the necessary file and click on "View"
- Here you can print or download the employee's document

From the Activity menu:

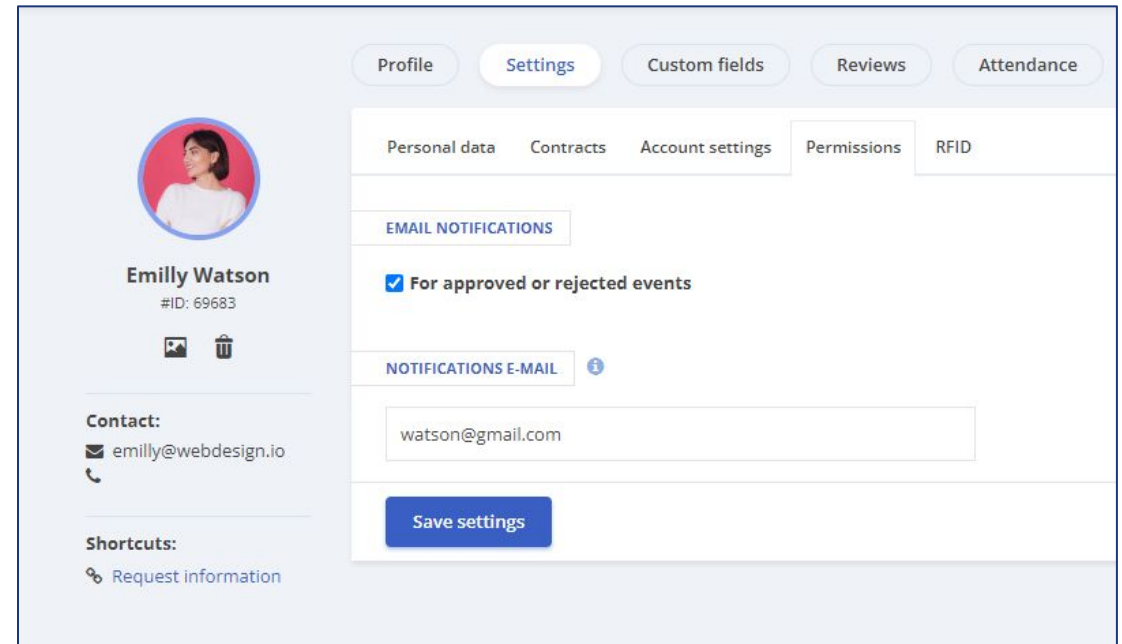
- Click on the event for which you want to print/download the document
- Click on the "Document" button
- Click on the "Download Word.docx" button

The screenshot shows a web interface for viewing a document. At the top, there are three green buttons: "Print", "Download Word .docx", and "Save". Below these, the document is titled "Annual leave request". There is a text area for "Add document description(optional)..." which is currently empty. Below the description area, there are two input fields labeled "Series:" and "Number:". Below these fields is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and table. The main content area of the document displays "ANNUAL LEAVE REQUEST" in all caps. At the bottom of the document, there is a text block: "Employee name: Emily Watson Job title: Seo expert, employed at: Stracker Ltd.. I wish to request leave from my annual entitlement as follows: from 03.03.2023 until 03.10.2023 Total number of working days is: 7 days."

How to enable email notifications?

If you want to receive notifications about your events when they are approved or rejected, follow these steps:

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



The screenshot displays a user profile interface for 'Emily Watson' (ID: 69683). The 'Settings' tab is active, and the 'Permissions' sub-tab is selected. Under 'EMAIL NOTIFICATIONS', the checkbox 'For approved or rejected events' is checked. The 'NOTIFICATIONS E-MAIL' field contains the email address 'watson@gmail.com'. A 'Save settings' button is located at the bottom right of the settings panel. The left sidebar shows the user's profile picture, name, ID, contact information (emilly@webdesign.io), and a shortcut to 'Request information'.

Profile Settings Custom fields Reviews Attendance

Personal data Contracts Account settings Permissions RFID

EMAIL NOTIFICATIONS

☒ For approved or rejected events

NOTIFICATIONS E-MAIL ⓘ

watson@gmail.com

Save settings

Contact:
emilly@webdesign.io

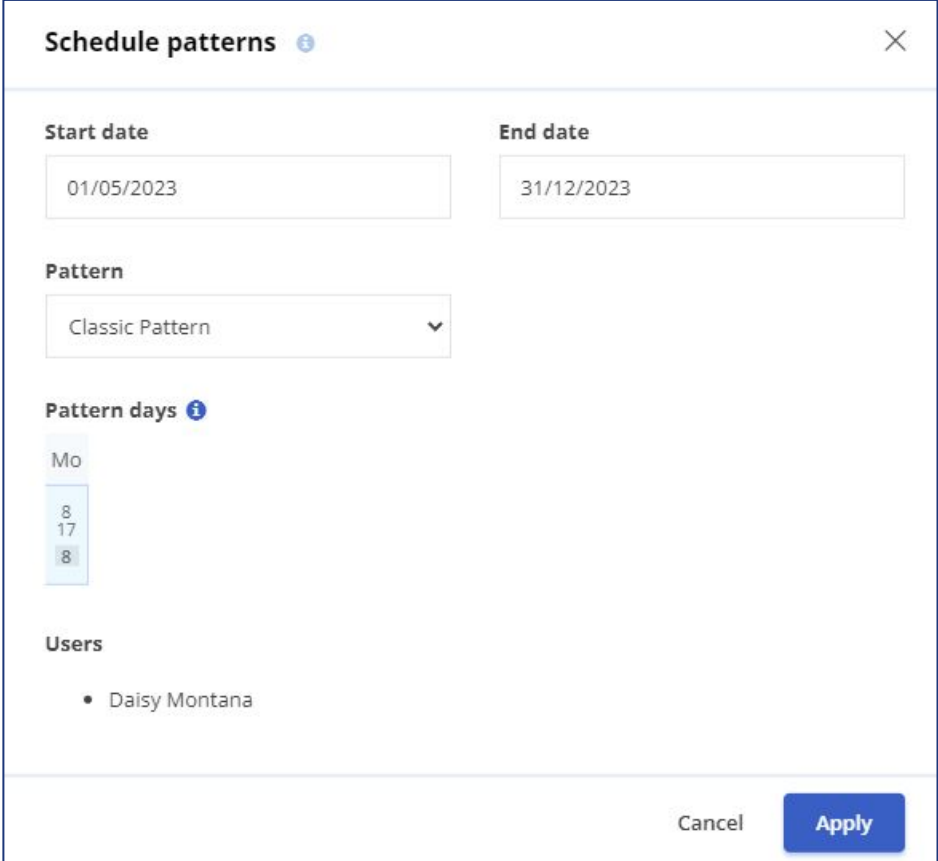
Shortcuts:
Request information

How to set up a work schedule for employees?

From the "Work Schedule" panel:

- Right-click on the day when the employee starts working on a specific schedule
- Choose the predefined work schedule model
- Complete with the start and end date of the work period
- Click on "Apply"

*To allocate the schedule to multiple employees simultaneously, select the desired individuals with a left click and repeat the above mentioned steps.

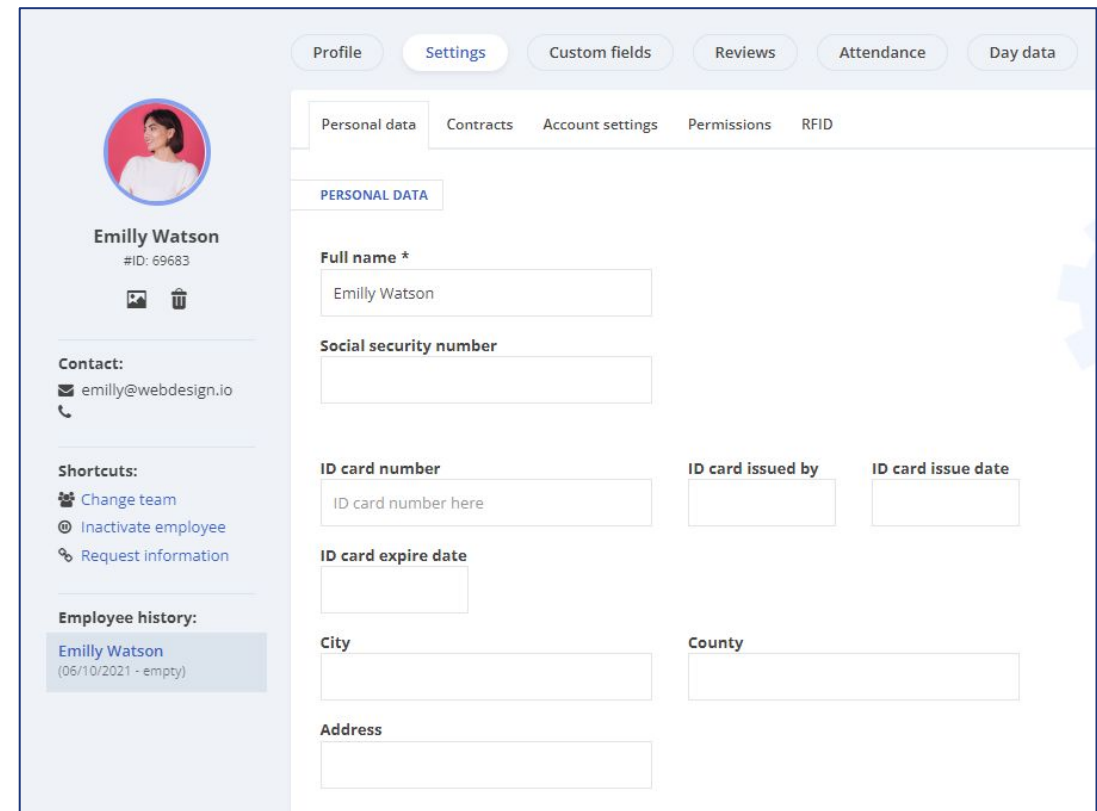


The screenshot shows a 'Schedule patterns' dialog box with the following fields and options:

- Start date:** 01/05/2023
- End date:** 31/12/2023
- Pattern:** Classic Pattern (selected from a dropdown menu)
- Pattern days:** A calendar view showing the month of May (Mo) with the 8th, 17th, and 8th (likely a typo for 28th) selected.
- Users:** A list containing 'Daisy Montana'.
- Buttons:** 'Cancel' and 'Apply' buttons at the bottom right.

How do you fill in personal data of the employees?

- From the dashboard
- Click on the employee's name from their profile
- Click on the "Settings" menu
- Complete the employee's data
- To save click on the "Save settings" button

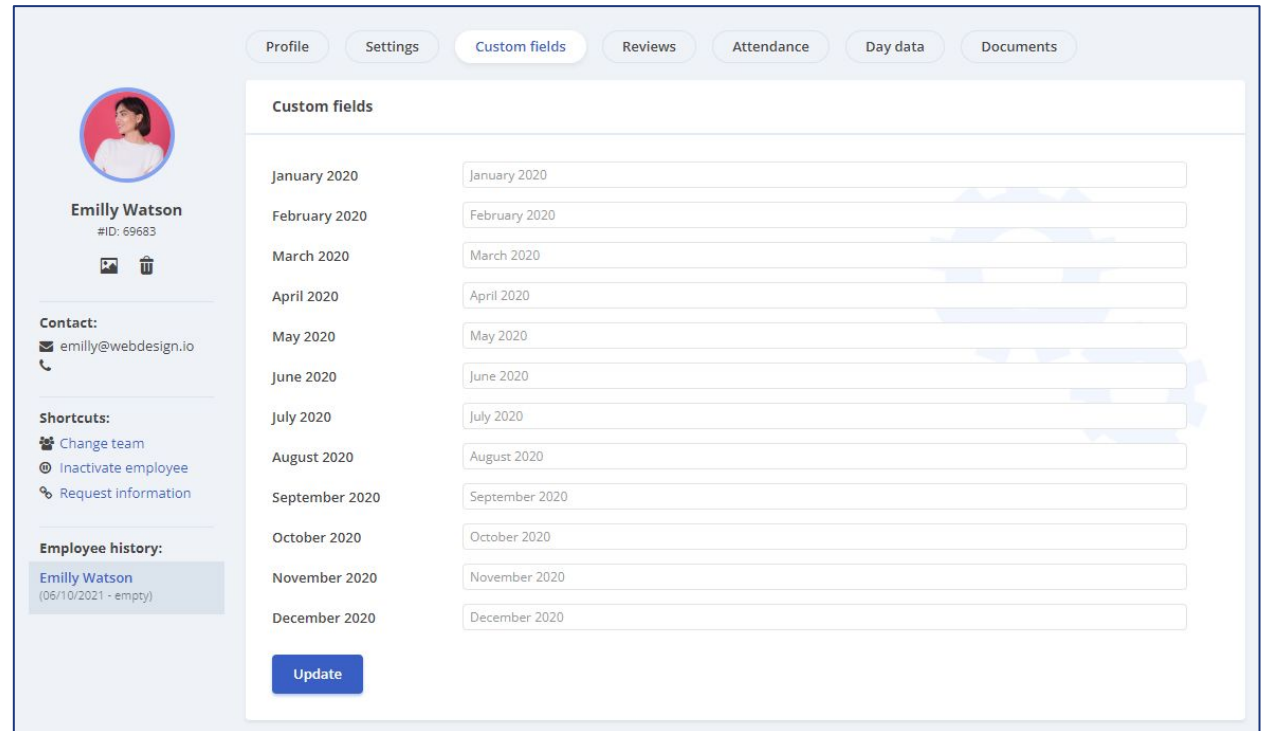


The screenshot shows a user interface for managing employee data. On the left is a sidebar with the employee's profile information: a circular profile picture of a woman, the name "Emily Watson", ID "#ID: 69683", and contact details "Contact: emilly@webdesign.io". Below this are "Shortcuts" (Change team, Inactivate employee, Request information) and "Employee history" (a table with one entry for Emily Watson from 06/10/2021 to empty). The main area has a top navigation bar with tabs: Profile, Settings (active), Custom fields, Reviews, Attendance, and Day data. Below this is a sub-navigation bar with tabs: Personal data (active), Contracts, Account settings, Permissions, and RFID. The "PERSONAL DATA" section contains several form fields: "Full name *" (filled with "Emilly Watson"), "Social security number", "ID card number" (placeholder "ID card number here"), "ID card issued by", "ID card issue date", "ID card expire date", "City", "County", and "Address".

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

- From the dashboard
- Click on the employee's name
- In their profile, click on the "Custom Fields" menu
- Fill in the data
- To save, click on "Update"

*Custom fields are created by the admin.



The screenshot shows a user interface for managing employee data. On the left is a sidebar for 'Emily Watson' (ID: 69683) with links for Profile, Settings, Custom fields (selected), Reviews, Attendance, Day data, and Documents. Below the profile are contact details (emilly@webdesign.io) and shortcuts like 'Change team', 'Inactivate employee', and 'Request information'. An 'Employee history' section shows a record for Emily Watson from 06/10/2021 to empty. The main area is titled 'Custom fields' and contains a table with 12 rows for months from January 2020 to December 2020. Each row has a text input field containing the month name. A blue 'Update' button is at the bottom right.

Month	Custom Field Value
January 2020	January 2020
February 2020	February 2020
March 2020	March 2020
April 2020	April 2020
May 2020	May 2020
June 2020	June 2020
July 2020	July 2020
August 2020	August 2020
September 2020	September 2020
October 2020	October 2020
November 2020	November 2020
December 2020	December 2020

[Update](#)

How do you set available paid leave days for employees?

- From the dashboard
- Click on the name of the employee you want to allocate vacation days to
- In the "Paid vacation days" section, click on "Add"
- Choose the desired type of leave from the list
- Enter the number of days
- Select the year
- To finalize, click on the "Add" button

*Paid leave types are created by the admin.

Add paid leave days

The type of paid leave:

Employee Birthday

Note:

Employee Birthday

Number of days:

2

Remaining days:

2

Year:

2023

Timesheet symbol:

EB

Cancel

Add