



iFlow

User guide

Team Members



How do you log in?

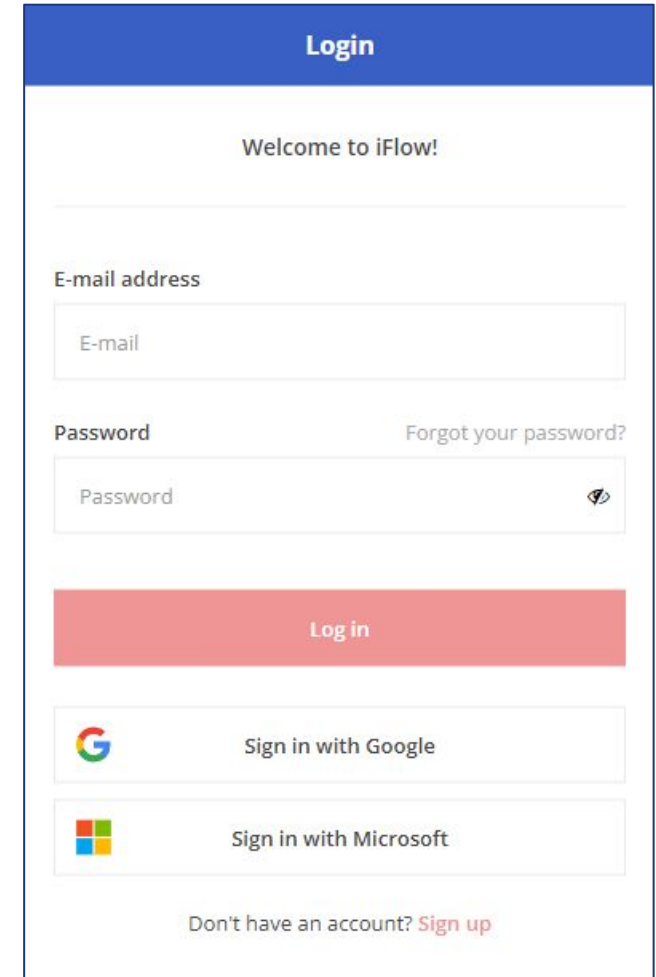
The iFlow app can be used from any device with internet connection.

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"

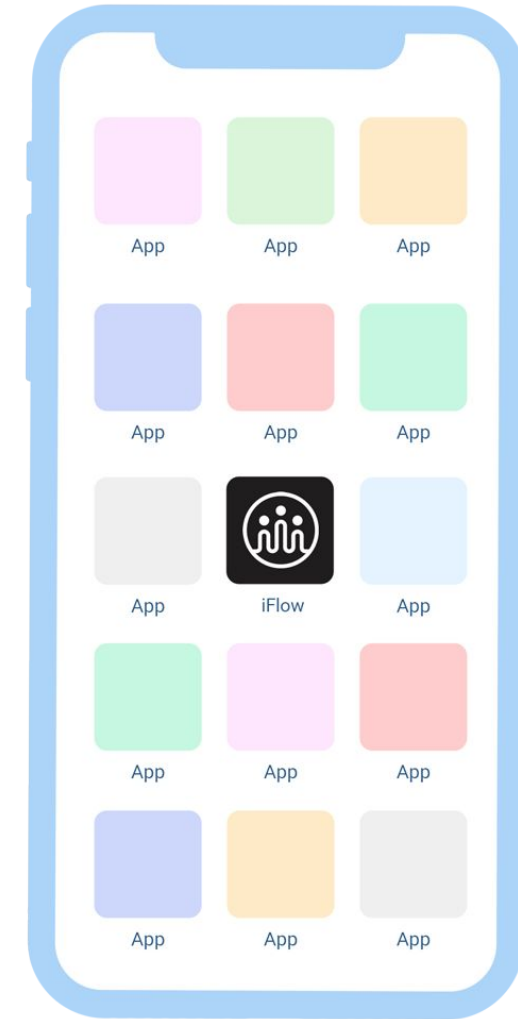


The screenshot shows the login interface of the iFlow app. It features a blue header with the word "Login". Below the header, the text "Welcome to iFlow!" is displayed. The form includes two input fields: "E-mail address" and "Password". The "E-mail address" field has a placeholder "E-mail". The "Password" field has a placeholder "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 new password
- Then click on "Save Settings"

The screenshot displays a user interface for account management. On the left, a sidebar shows the user's profile (Emily Watson, #ID: 69683) and a 'Shortcuts' section with links to 'Change team', 'Inactivate employee', and 'Request information'. Below this is an 'Employee history' section showing a record for Emily Watson from 06/10/2021 to the present. The main content area is titled 'Settings' and contains several tabs: 'Profile', 'Settings' (selected), 'Custom fields', 'Reviews', and 'Attendance'. Under the 'Settings' tab, there are sub-tabs: 'Personal data', 'Contracts', 'Account settings' (selected), 'Permissions', and 'RFID'. The 'ACCOUNT SETTINGS' section includes an 'Email' field with the value 'emilly@webdesign.io', a 'New password' field, a 'Confirm new password' field, and a 'Language' dropdown menu set to 'Company language'. At the bottom of the settings area, there is a 'TWO STEPS AUTHENTICATION' section with an 'Add' button and a 'Save settings' button.

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 time picker 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 'Cancel' and 'Add' buttons.

How do you check your attendance?

From the "My Attendance" menu, you can access your clock-ins and check if you have met your work quota for a certain period.

Select the period you want to check if the work quota has been met.

You will see the total clocked hours/work quota hours on the left side.

The screenshot shows the 'My Attendance' dashboard for Emily Watson. The interface includes a top navigation bar with tabs: Profile, Settings, Custom fields, Reviews, Attendance (selected), Day data, and Documents. On the left, there is a user profile section for Emily Watson (#ID: 69683) with a contact email and a 'Download attendance' link. The main area displays attendance data for two dates: Thursday, 04/05/2023 and Wednesday, 03/05/2023. For each date, it shows a total clocked time, a timeline of clock-ins and clock-outs with locations, and a summary table of work schedule, breaks, and location.

Date	Total	Work schedule	Breaks	Location
Th, 04/05/2023	09:00:00	08:00 - 17:00	12:00 - 13:00	Stracker Ltd.
We, 03/05/2023	08:30:00	08:00 - 17:00	12:00 - 13:00	Stracker Ltd.

How do you add events?

- 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 do you edit an event?

To edit a pending event:

- From the dashboard
- Click on the day the event is scheduled
- In the "Events" panel, click on "Edit" or "Delete"
- Make the changes and click on "Save"

If the event is already approved:

- From the dashboard
- Click on the day the event is scheduled
- Click on "Request edit"
- Once the request is approved, make the changes and click on "Save".



Emily Watson
Web Design - team member

Paid Leave 1 Working day
Paid leave type: Annual leave
Paid leave for year: 2022
Interval: 05/05/2023 - 05/05/2023
Added by: Emily Watson
Creation date: 04/05/2023 15:51:52
Current status: **Waiting approval**

Generate document

Edit
Delete

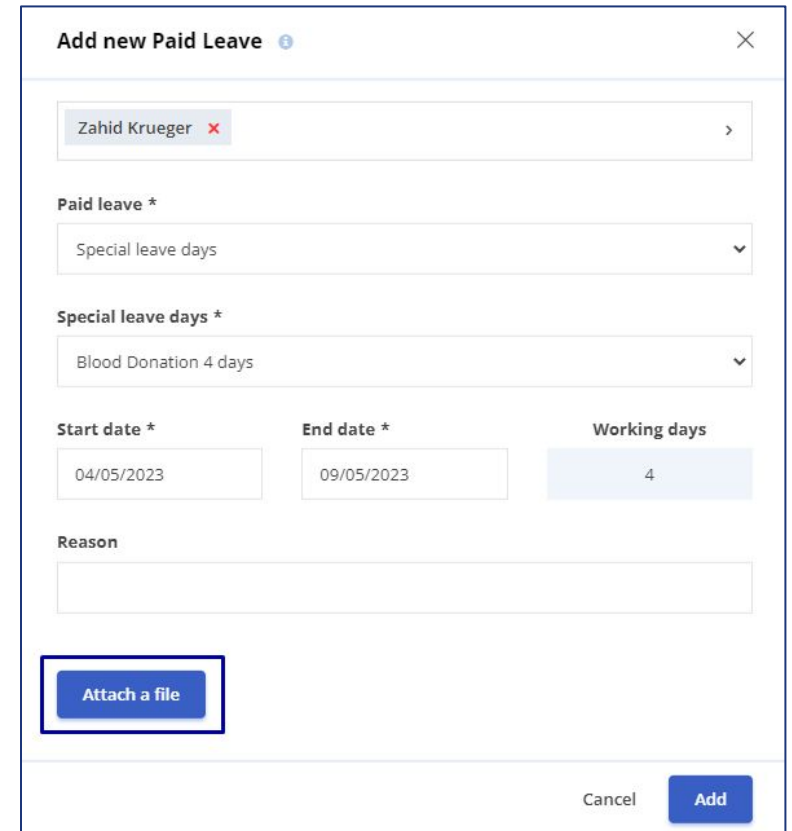
✓ Approve
✗ Reject

How to upload files to iFlow?

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.



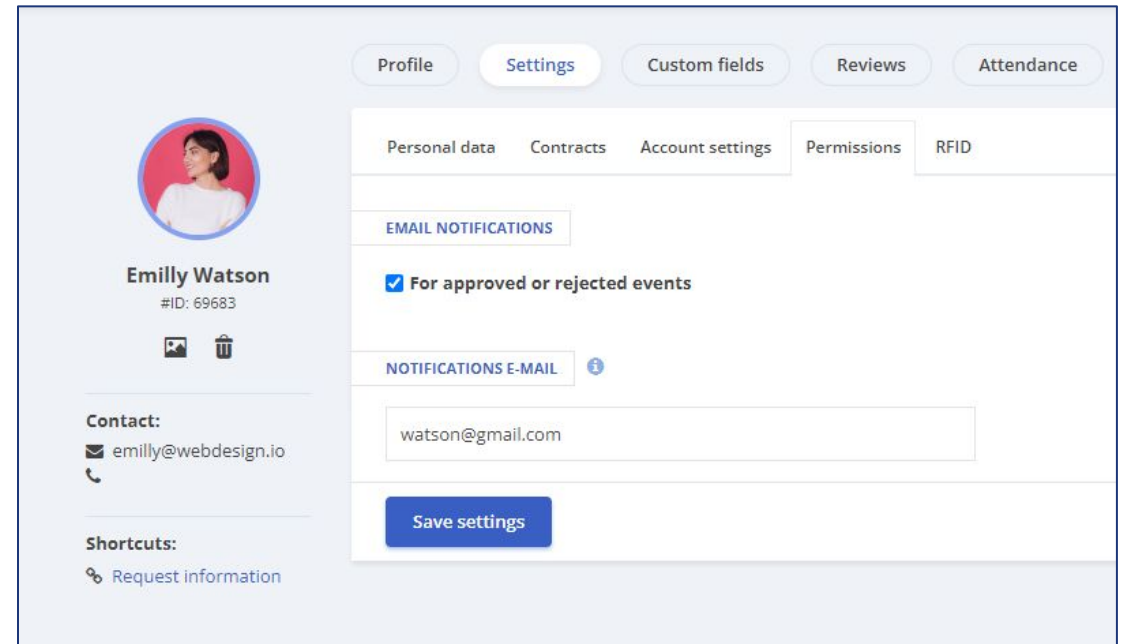
The screenshot shows a mobile app interface for adding a new paid leave event. The form is titled "Add new Paid Leave" and includes a close button (X) in the top right corner. The form fields are as follows:

- 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" with a downward arrow.
- Special leave days *:** A dropdown menu showing "Blood Donation 4 days" with a downward arrow.
- 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 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 for Emily Watson (#ID: 69683) with a contact email of emilly@webdesign.io. 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.

Profile	Settings	Custom fields	Reviews	Attendance
Personal data	Contracts	Account settings	Permissions	RFID
EMAIL NOTIFICATIONS				
<input checked="" type="checkbox"/> For approved or rejected events				
NOTIFICATIONS E-MAIL ⓘ				
<input type="text" value="watson@gmail.com"/>				
<button>Save settings</button>				

The leave days status


In iFlow, you have an up-to-date record of your leave days in your profile.

You can find information such as:

- Types of paid leave available to you
- Number of available days
- Number of leave days taken



At the top, you can also see the status of your overtime hours and approved time off.

You can see how many hours you must make up or how many you have in excess.





Emily Watson

#ID: 69683



Contact:

 emilly@webdesign.io



Profile

Settings

Custom fields

Reviews

Attendance

Day data

Documents

Profile

Requests

OVERTIME - TIME OFF

2023

Overtime: 0h 30m

Time Off: 0h

Difference: 0h 30m

ANNUAL LEAVE

2023

Total: 21

Used: 0

Remaining: 21

HELPER LEAVE

2023

Total: 5

Used: 2





Remaining: 3



USER INFORMATION

Team: Web Design

Team leader: Not a team leader

PAID LEAVE DAYS

2023	Type	Total days	Remaining	
Annual leave		21 days	21 days	 
Helper Leave		5 days	3 days	 

2022	Type	Total days	Remaining	
Annual leave		21 days	16 days	 

Where do you see your work schedule?

There are two ways you can view your work schedule.

By clicking on the desired day from the General panel, you will see the following:

- The work schedule for that day
- The events you have scheduled for that day
- The actual clock-ins recorded for that day

For an overview, click on the "Work Schedule" menu. The colored dots in this menu represent events, for which you can view details on the "General" panel"

